



## APPLICATION FORM – English Courses

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### PERSONAL DETAILS

FAMILY NAME: \_\_\_\_\_ GIVEN NAMES: \_\_\_\_\_ Gender:  Male  Female

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ NATIONALITY: \_\_\_\_\_ PASSPORT No: \_\_\_\_\_

ADDRESS in home country: \_\_\_\_\_ Telephone \_\_\_\_\_

ADDRESS in Australia: \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

Occupation: \_\_\_\_\_ Type of visa:  Student  Travel  Working Holiday  Other \_\_\_\_\_

How were you introduced to Australian Pacific College (APC)? \_\_\_\_\_

### EDUCATION DETAILS

Highest level of education completed

University  College  Secondary school

Your present level of English

Beginner  Elementary  Intermediate  Advanced

**Do you intend to take any of these examinations in Sydney?**

IELTS  TOEFL  Cambridge First Certificate

Please provide details if you have taken any English proficiency examinations.

Exam type \_\_\_\_\_ Result \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### PROPOSED FUTURE STUDIES (please indicate)

Secondary  Vocational College  TAFE

University Undergraduate  University Postgraduate

Name of institution \_\_\_\_\_

Course commencement date \_\_\_\_\_

Have you already received a provisional letter of offer?  YES  NO

If NO, do you require APC assistance with placement?  YES  NO

### ACCOMMODATION AND AIRPORT PICK-UP

Do you require airport pick-up?  YES  NO

Do you require APC to arrange accommodation for you?  YES  NO

(If YES, please complete Homestay Application Form)

### SELECT YOUR CAMPUS, COURSE AND ELECTIVE/DURATION

Please select Campus  Manly  City CBD

General English (GE)  Morning  Evening \_\_\_\_\_ weeks

High School Preparation Course (HSP) \_\_\_\_\_ weeks

English for Academic Purposes (EAP) \_\_\_\_\_ weeks

Tertiary Preparation Program (TPP) \_\_\_\_\_ weeks

IELTS Test Preparation Course (part-time) \_\_\_\_\_ weeks

Other \_\_\_\_\_ weeks

Proposed Commencement Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Alternative Commencement Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### PAYMENT DETAILS

(Please refer to the costs detailed on the reverse side of this form)

Application Fee (non-refundable)	A\$ _____
Tuition Fee _____ weeks	A\$ _____
Accommodation Booking Fee (non-refundable)	A\$ _____
Accommodation Fee _____ weeks	A\$ _____
Airport pick-up Fee: arrival date ____/____/____	A\$ _____
Overseas Student Health Cover (OSHC)	A\$ _____
Guardianship Placement Fee	A\$ _____
Guardianship Fee _____ weeks	A\$ _____
Further Study Placement Fee (non-refundable)	A\$ _____
Text Book/Material Fee	A\$ _____
Other: _____	A\$ _____
<b>TOTAL</b>	<b>A\$ _____</b>

**Method of Payment**

Bank draft/cash  Credit Card\*  EFT (Card)\*  Telegraphic Transfer

\*1% - 4% surcharge applies to Credit Card and EFTPOS payments

### DECLARATION

I declare that I have read and understood the Conditions of Enrolment including the Cancellation and Refund Policy of Australian Pacific College. I accept these conditions.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

For students under the age of 18, a parent or legal guardian must sign this form.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please send the Application Form to Australian Pacific College by mail or by Fax: (61 2) 9251 7575 OR apply online at: [www.apc.edu.au](http://www.apc.edu.au)**

### COURSE COMMENCEMENT DATES

**GENERAL ENGLISH (GE) / ACADEMIC (EAP) & HIGH SCHOOL PREPARATION COURSE (HSP)**

Courses commence every Monday (every week), except public holidays – please check on application.

Please contact the College for start dates for other courses.

School of English: Lower Ground, 189 Kent St Sydney  
School of Business: Level 3, 123 Clarence St Sydney  
New South Wales 2000  
AUSTRALIA

☎ (61 2) 9251 7000 ♦ Fax: (61 2) 9251 7575  
☎ (61 2) 9262 3222 ♦ Fax: (61 2) 9262 3388  
e-mail: [info@apc.edu.au](mailto:info@apc.edu.au)  
Internet: [www.apc.edu.au](http://www.apc.edu.au)

# CONDITIONS OF ENROLMENT

## FEES AS AT 1 JANUARY 2006 (all in \$A and includes GST)

1. APPLICATION FEES: All courses \$150, except HSP \$220
2. TUITION FEES:

General English (GE)		English for Academic Purposes (EAP)		High School Preparation (HSP) & FCE	
Weeks	A\$	Weeks	A\$	Length	A\$
1	\$320	1	\$330	1 week	\$350
4	\$1,280	4	\$1,320	3 months	\$4,550
8	\$2,560	8	\$2,640		
12	\$3,840	12	\$3,960		
16	\$5,120	16	\$5,280		
20	\$6,400	20	\$6,600	6 months	\$9,100
24	\$7,680	24	\$7,920		
28	\$8,960	28	\$9,240		
32	\$10,240	32	\$10,560		
36	\$11,520	36	\$11,880	9 months	\$13,650
40	\$12,800	40	\$13,200		
44	\$14,080	44	\$14,520		
48	\$15,360	48	\$15,840		

### 3. HOMESTAY

(age 18 years+)	SINGLE	4 Weeks	\$920
	SHARED	4 Weeks	\$840
(age <18 years)	SINGLE		\$250/week

4. GUARDIAN PLACEMENT &/OR INSPECTION FEE \$330
5. GUARDIANSHIP SERVICE BY APC \$38.50/week
6. OVERSEAS STUDENTS HEALTH COVER (OSHC): \$28.50/month (minimum of 3 months)
7. ACCOMMODATION BOOKING FEE \$165
8. AIRPORT PICKUP FEE \$110/person
9. FURTHER STUDIES PLACEMENT FEE \$330
10. GOVERNMENT SCHOOL REPORTING FEE \$220
11. TEXTBOOK & STUDY KIT FEE (1<sup>st</sup> textbook, journal, folder, &/or readings)
 

<u>High School Preparation</u>	<u>General English &amp; EAP</u>
\$155	\$60 (may vary depending on level)

## ACCOMMODATION AND AIRPORT PICK-UP

If you require accommodation and/or airport pick-up you must: Pay the appropriate fees and advise APC of your arrival details (flight number, date and time of arrival) at least 2 weeks before you arrive in Australia. Otherwise, no refund or recourse will be available. APC will then send you full details of your accommodation and confirmation of airport pick-up.

## FURTHER STUDIES PLACEMENT

APC is able to assist with your placement at a secondary school, vocational college, TAFE or university. Please send us a certified copy, translated into English, of your most recent academic record with a short note telling us what you would like to study. We can advise on entry requirements and will help you select a suitable course and institution. We will then help you with your application to your chosen course. Once you have been accepted into the institution of your choice, we will send you their letter of Provisional Acceptance.

Alternatively, you can select your course after you arrive in Sydney. You should bring with you certified copies of your academic records, translated into English.

## INDEMNITY AND RELEASE

In consideration of Australian Pacific College (APC) accepting my application for enrolment as a student and providing tuition to me, I agree that I will not hold it, and/or its employees, and/or agent responsible or liable for and will not make any claim against any of them for any loss, damage, death or injury which I may suffer or cause as a result of or in connection with or during the period of:

1. my attendance at any premises owned, operated or controlled by APC,
2. and/or my attendance at any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of APC at any activity of which APC has any knowledge,
3. and/or any accommodation whether short term or long term arranged for me by APC, and/or in any way whatsoever my association with APC.

On behalf of myself, my executors, administrators and assigns I hereby release APC and/or its employees, and/or agents from loss, damage, death or injury and from any actions, claims and demands which, if I had not entered into this Agreement, I might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and I hereby indemnify APC, and/or its employees, and/or agents against any such liability.

I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the laws, rules and regulations of the Australian Federal Government and the New South Wales Government.

## REFUND POLICY

For the purposes of this policy a course is defined as the number of weeks for which tuition has been prepaid.

1. The refund policy is made strictly in accordance with the guidelines set down by the Education Services for Overseas Students Act 2000 and Education Services for Overseas Students Regulations 2001 (refer to <http://www.dest.gov.au/esos/> for more information).
2. In the unlikely event of default by Young Rabbit Pty Ltd trading as Australian Pacific College ("us" or "we"), such situations are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.
3. You may cancel or withdraw from your course at any time upon written notice being provided by you or your Legal Guardian (where you are a minor) to us. A notice to cancel or withdraw from your course must be in writing and is deemed to be your application for a refund of the Course Fee.
4. If you require a Student Visa and the Australian Government or the Australian Embassy or High Commission in your country refuses to issue you a Student Visa, the original letter of refusal from the Australian Department of Immigration or Embassy must be provided to us together with your notice to cancel or withdraw from your course.
5. If we receive your notice to cancel or withdraw from your course:
  - a. at any time before the Course Start Date, we will refund your Course Fee less a Cancellation Fee of 20% of the total Course Fees (based on the total course duration applied for) and less any Fee referred to in this Refund Policy, or
  - b. on or after the Course Start Date, no refund of the Course Fee will be made.
6. The "Course Start Date" referred to in this Refund Policy is the date your course was scheduled to start at the time you submitted your application to us.
7. Any refund will be made directly to you or to your Legal Guardian (where you are a minor) or in accordance with any original written direction that we may receive from you or your Legal Guardian (as applicable).
8. The Application Fee is non-refundable in any situation and you agree that we may deduct any unpaid Application Fee from the Course Fee.
9. Other Fees including, but not limited to, Guardian Placement and/or Inspection Fee, Airport Pick-up Fee, Accommodation Booking Fee, Further Studies Placement Fee, Government School Reporting Fee are not refundable, and you agree that we may deduct any unpaid Fee from the Course Fee.
10. We may charge an Administration Fee, including but not limited to, bank and any other charges/costs related to the refund and transfer of the refund. You agree that you are liable to pay us the Administration Fee and that we may deduct the Administration Fee from the Course Fees.
11. Where the Course Fee is paid in instalments, you are liable to pay and agree to pay:
  - a. all Cancellation Fees, all Other Fees unpaid and the Administration Fee; and,
  - b. where you have cancelled or withdrawn from your course on or after the Course Start Date, all unpaid Course Fee.
12. Any refund of the Course Fee will only be made in Australian currency. You agree that we are not responsible for currency exchange rate fluctuations and/or delays or loss of refund in transit (mail, courier, telegraphic transfer or otherwise.)
13. This agreement does not remove the right to take further action under Australia's Consumer Protection laws.

### IMPORTANT

No refunds are possible unless APC procedures are followed. APC reserves the right to change its procedures without notice, according to its own requirements, or Australian Government regulations. However, this does not circumscribe the student's right to pursue other legal remedies.

## COURSE SESSIONS

Day, afternoon or evening sessions may be offered by APC for the course in which you have enrolled. APC, at its complete discretion, may assign a session for you on your first day. Only under exceptional circumstances may you apply to transfer to another session.

Please ensure to indicate your session preferences (if any) very clearly at the time of enrolment.

## PAYMENT OF FEES

- Upon receipt of all enrolment, tuition and other fees, APC will send a successful applicant a Letter of Offer & Confirmation of Enrolment (COE). These will need to be presented to the Australian Consulate General, High Commission or Embassy to obtain a Student Visa.
- Payment of fees must be in Australian dollars and all bank fees paid by the applicant.
- Payments may be made by bank draft, or telegraphic transfer to:

**Account name:** Australian Pacific College  
**Name of Bank:** Westpac Banking Corporation  
**Address:** 275 George Street, Sydney NSW 2000  
**Account Number:** 032013-131540  
**INT. SWIFT CODE:** WPACAU2S

- All major Credit Cards (Master/Visa/Amex/Diners/JCB) and Electronic Funds Transfer (EFT) cash cards are accepted – please enquire.
- Personal cheques are NOT accepted by APC.
- All fees (monies) due to APC will be deemed to have been paid only when all the funds have been cleared and transferred to APC from the financial institution and/or APC representative (agent) and a receipt issued by APC.