

# Enrolment Form

## PERSONAL DETAILS

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Male  Female Date Of Birth

Address in home country: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_ Tel: \_\_\_\_\_

Address in Sydney (if known): \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Tel: \_\_\_\_\_

Nationality: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

If under 18 Guardian's Name (in Sydney): \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

Visa Issuing Office: \_\_\_\_\_

Type of Visa  Visitor  Student  Working Holiday

How did you hear about our college?

Agent : \_\_\_\_\_

Advert  Website  Friend/Relative  Other

Please specify: \_\_\_\_\_

## ACCOMMODATION & AIRPORT TRANSFER

Do you require  Homestay (single-room)

Other, specify: \_\_\_\_\_

From  To  Weeks

Do you smoke?  Yes  No

Do you suffer from Asthma?  Yes  No

Diabetes?  Yes  No

Epilepsy?  Yes  No

Do you have a special diet?  Yes  No

If yes, specify \_\_\_\_\_

Do you prefer a homestay with:

Pets?  No preference  Yes  No

If no specify: \_\_\_\_\_

Children?  No preference  Yes  No

Smokers?  No preference  Yes  No

Any other information/requests? \_\_\_\_\_

Flight details Flight number

Arrival date  Arrival time

Do you require Airport Transfer?  Yes  No

## COURSE DETAILS

Course 1 name: \_\_\_\_\_

Start  Finish  Weeks

Course 2 name: \_\_\_\_\_

Start  Finish  Weeks

## FURTHER STUDIES

Will you enrol in further courses in Australia?  Yes  No

Course: \_\_\_\_\_ Institution: \_\_\_\_\_

Do you need help to arrange a place?  Yes  No

## PAYMENT DETAILS

Enrolment Fee A\$ \_\_\_\_\_

Tuition Fee ( \_\_\_\_ weeks) A\$ \_\_\_\_\_

Accommodation Booking Fee A\$ \_\_\_\_\_

Homestay Accommodation ( \_\_\_\_ weeks) A\$ \_\_\_\_\_

Airport Transfer A\$ \_\_\_\_\_

Materials Fee A\$ \_\_\_\_\_

OSHC A\$ \_\_\_\_\_

Cambridge Exam Fee A\$ \_\_\_\_\_

Student Supervisor Fee A\$ \_\_\_\_\_

Other A\$ \_\_\_\_\_

**TOTAL PAYMENT DUE A\$ \_\_\_\_\_**

**TOTAL PAYMENT ENCLOSED A\$ \_\_\_\_\_**

Payment of fees can be made by **Bank Draft** made payable to WELS (Australia) Pty. Ltd; or **International Telegraphic Transfer** to WELS (Australia) Pty. Ltd, Bank Account Number 06-2197-1029-1013, Commonwealth Bank of Australia, Manly 2095 NSW AUSTRALIA. We also accept Visa and Mastercard.

## DECLARATION

I have read and hereby accept the Terms and Conditions and the Indemnity and Release as set out on the reverse and by signing I authorise International House Sydney - Waratah to pay out amounts payable by me in accordance with my enrolment.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Agent

# Terms and Conditions

## Payment of Fees:

The Enrolment Fee and the Accommodation Booking Fee must be paid upon enrolment and are non refundable. Full fees must be received before your course commences and will be held by International House Sydney - Waratah in accordance with the Education Services for Overseas Students Act (ESOS Act 2000). Tuition Fees are defined to be those fees payable for tuition as officially published or provided by the college.

## Cancellations and refunds:

Non-commencement or early termination by a student: Requests for cancellation and refund must be made in writing together with any supporting documentation. Correspondence must be addressed to the Campus Manager, and must state a student's name and Student Number and include the reason for requesting a refund. Refunds will be processed in accordance with the following policy. If the request is received:

- more than 28 days before course start date - 80% of tuition fees\*
- less than 28 days before course start date - 70% of tuition fees\*
- after visa issue or course start date or arrival in Australia - nil refund (\*received by International House Sydney - Waratah, less any fees paid by International House Sydney - Waratah to a Student Referral Organisation in respect of the enrolment). The receipt by International House Sydney - Waratah of an Enrolment form shall constitute the complete written authority for all purposes relating to your enrolment.

Non-delivery of a course or part of a course by a provider: A student is eligible for a full or partial refund of tuition fees, with the exception of the Enrolment Fee and the Accommodation Booking Fee in the following circumstances: The course is cancelled or the course is closed before it is completed. In this instance, refunds will be paid within two weeks of the default date.

In the event that the student is not granted a student visa: A student is eligible for a full refund of tuition fees less the Enrolment Fee and Accommodation Booking Fee.

## Consumer Protection:

The refund conditions stated above do not remove the right of a student to take further action under Australia's consumer protection laws.

## Satisfactory Attendance:

All students are required to maintain an attendance rate of at least 80% and students who cannot show an attendance certificate of at least 80% will not be able to extend their visas. Absences from class due to illness must be covered by a medical certificate.

**Homestay:** For all Homestay students the following conditions apply:

- Two weeks notice of your Homestay request is required.
- There is a minimum stay of two weeks which must be booked and paid for in advance. Homestay fees are paid to your host family by the college each fortnight, in advance.
- Any Homestay extension must be paid in monthly instalments, in advance.
- When we receive your flight information, we will send your Homestay details. Please send us your flight information as early as possible and a minimum of three weeks prior to your course.
- If you cancel your accommodation after you have notified us of your flight details, or after you have arrived in Australia, only 50% of the first month's Homestay payment is refundable. Extenuating circumstances will be considered.
- Students are expected to live according to the house rules of the Homestay family.
- The college reserves the right to deny or cancel Homestay arrangements for students deemed unsuitable.
- The college will find an alternative Homestay for a student who has a valid reason for moving. If a student requests a change of Homestay for any other reason, a further Homestay Booking Fee will be charged.

## Airport Transfer:

Airport Transfer is only available for students whose accommodation has been arranged by the college. Airport Transfer must be booked and paid for with tuition fees. The cost is not refundable if the service is not utilised by the student. When a student arrives on a late night flight, it may be necessary for the student to cover the cost of one night's accommodation in a moderately priced hotel.

## Holidays:

Even though your course duration may include a holiday period, students seeking a holiday must obtain approval from the Campus Manager.

## Transfers to Other Colleges:

Transfers to other institutions are not permitted except in extenuating circumstances that have been verified in writing.

**Code of Conduct:** All students must adhere to the college Code of Conduct. Failure to do so may lead to expulsion. In the case of expulsion, no refund of tuition fees will be made. If the expulsion results in the student having to leave Homestay, any Homestay fees paid in advance will be refunded subject to a deduction of two weeks cancellation fee.

**Translations:** Where there is a difference in meaning or interpretation of any translation, the English language version will apply.

**Use of personal information:** The information provided by the student to International House Sydney - Waratah may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. In addition, International House Sydney - Waratah is required, under s19 of the ESOS Act 2000, to tell the Department about: certain changes to the student's enrolment; and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

## Indemnity and Release:

I, the student whose name appears below, am aware that certain risks and dangers may be associated with studying in a foreign country and participation in associated activities including but not limited to participation in optional sporting or recreational activities and travel.

In consideration of WELS (Australia) Pty. Ltd. (hereinafter called "International House Sydney - Waratah") accepting my application for enrolment as a student, I agree that I will not hold International House Sydney - Waratah responsible or liable for and will not make any claim against International House Sydney - Waratah by reason of any injury, damage or loss which I may suffer as a result of or in connection with or during the period of -

1. my attendance at International House Sydney - Waratah and/or
2. my participation in any activities whether educational, social, recreational or otherwise, conducted or arranged by or on behalf of or by arrangement with International House Sydney - Waratah or in any other way associated with International House Sydney - Waratah and/or
3. whilst in accommodation whether short term or long term arranged for me by International House Sydney - Waratah.

On behalf of myself, my executors, administrators and assigns I hereby release International House Sydney - Waratah from all liability to myself or to any other person for any such injury, damage or loss and from any actions, claims or demands which, if I had not entered into this Agreement, I might hereafter have been entitled to take or make against International House Sydney - Waratah in respect of any such injury, damage or loss and I hereby indemnify International House Sydney - Waratah against any such liability. I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the law of the State of New South Wales in the Commonwealth of Australia.

I certify that the information I have given is true and correct and that I have read the 'Terms and Conditions' and 'Indemnity and Release' above, and agree to be bound by them.

I am over 18 years of age  I am under 18 years of age

Full name of student

Signature \_\_\_\_\_ date \_\_\_\_\_

If you are under 18 years of age, the section below must be read and signed by your parent/guardian.

I hereby request WELS (Australia) Pty. Ltd. ACN 098 348 844 ("International House Sydney - Waratah") to enrol the student who has signed the above Agreement as a student of International House Sydney - Waratah. In consideration of International House Sydney - Waratah agreeing to such enrolment I hereby indemnify International House Sydney - Waratah against any liability for any injury, damage or loss of the type referred to in such agreement suffered by the student and against any actions, claims and demands which may be made against International House Sydney - Waratah by the student or by any other person by reason of such injury, damage or loss suffered by the student.

Full name of parent/guardian

Signature \_\_\_\_\_ date \_\_\_\_\_