



ENROLMENT FORM

BOOKING AGENT

Have you used an agent to assist with your enrolment? Yes No

Agency Name: _____ Email Address: _____

Contact Name: _____ Fax: _____ Phone: _____

Address: _____

STUDENT DETAILS

PLEASE COMPLETE IN BLOCK LETTERS

Family name: _____ Given name: _____

Date of birth: ____/____/____ Sex: Male Female
day month year

Nationality: _____ Country of Birth: _____ Passport Number: _____

Address in home country: _____ Country: _____

Day phone: _____ Evening phone: _____ Mobile phone: _____

Fax: _____ E-mail: _____

What level of English do you think you have? Beginner Elementary Intermediate Advanced

VISA AND INSURANCE DETAILS

Type of Visa: Student Tourist Working Holiday Other _____

If you are travelling on **Student Visa** the Australian Government requires you to have Overseas Student Health Cover. You are required to have this cover for at least 4 weeks longer than your course with GEOS Adelaide.

3 Mth \$93 6 Mth \$185 9 Mth \$278 12 Mth \$370
 4 Mth \$124 7 Mth \$216 10 Mth \$309 Other _____
 5 Mth \$155 8 Mth \$247 11 Mth \$340 Please inquire for Family OSHC

COURSE DETAILS

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	Course Name	Code	Start Date	End Date	Weeks
<input type="checkbox"/>	General English	058619G	___/___/20__	___/___/20__	_____
<input type="checkbox"/>	General English (part time)		___/___/20__	___/___/20__	_____
<input type="checkbox"/>	Business English (10 week course)		___/___/20__	___/___/20__	_____
<input type="checkbox"/>	IELTS and Academic Studies Preparation (IASP)	058621C	___/___/20__	___/___/20__	_____
<input type="checkbox"/>	Cambridge CAE Preparation	058620D	___/___/20__	___/___/20__	_____
<input type="checkbox"/>	Cambridge FCE Preparation	058620D	___/___/20__	___/___/20__	_____
<input type="checkbox"/>	Cambridge PET Course	058620D	___/___/20__	___/___/20__	_____
<input type="checkbox"/>	Young Learners Programme		___/___/20__	___/___/20__	_____

Self-Score: Elementary Pre-Intermediate Intermediate Upper Intermediate Advanced

Start Dates

- General English students commence every Monday excluding public holidays, (see important dates)
- Business English students commence every Monday and must complete 10 weeks to receive a certificate
- IASP level duration no less than 10 weeks
- Cambridge Preparation courses commence January 2, March 19, September 17 2007
 to enter these courses, students must successfully complete a pre-entry English Language test



GEOS ADELAIDE COLLEGE OF ENGLISH ENROLMENT FORM

FURTHER STUDY IN AUSTRALIA

What will you do when you finish this course?

- High School University Course Business or other Vocational Course
 Travel Return Home Other _____

If you are going onto further study: Course Applied for: _____

Name of Institution: _____ Course Commencement Date: _____

How did you hear about the GEOS Adelaide College of English and its courses?

- Friends/Relatives Advertisement/Publications Agent _____
 Exhibition/Seminars Internet Other _____

AIRPORT TRANSFER

- No Yes - One way Yes - Both ways (Compulsory for students under 14 years old)

Date of arrival at Adelaide Airport: ___/___/___ Time: _____ (24 hour clock)
day month year

Flight Number: _____ Airline: _____

If you do not know, please inform us as soon as your flight has been confirmed.

ACCOMMODATION

Do you want to use GEOS Adelaide's Homestay Accommodation service?

- YES - Homestay Accommodation Booking required from ___/___/___ to ___/___/___ Smoker Non Smoker
day month year day month year

Do you have any allergies or special needs? _____

- You are required to give 2 (two) weeks notice to your Host Family if you choose to leave or if you choose to cancel your homestay within 14 days prior to arrival.
- If written cancellation of homestay is received 14 days prior to your arrival at the homestay a full refund of unused fees will be made.
- If you take a holiday from your Host Family you are required to pay half the weekly fee for each week's holiday.
- Homestay may be booked for a minimum of 4 weeks or for the entire length of study.

NO

Under federal legislation you **MUST ADVISE THE COLLEGE OF ANY CHANGE OF ACCOMMODATION ADDRESS** within 7 days of moving.

If you are already in Adelaide and are enrolling through an Agent in Adelaide you must supply your current address and telephone number:

Address _____

Telephone _____

GUARDIAN IN AUSTRALIA (for students under 18 years old)

The College requires students under the age of 18 to live with their guardian in Adelaide.

If the college is not providing homestay, please provide the following guardianship information -

Family name: _____ Given name: _____

Address: _____

Day phone: _____ Evening phone: _____ Mobile phone: _____

Fax: _____ E-mail: _____

Date of birth: ___/___/___ Sex: Male Female Relationship to student: _____
day month year



GEOS ADELAIDE COLLEGE OF ENGLISH

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REFUND POLICY

- The Registration fee and Accommodation booking fee and High School Advisory Service are non-refundable.
- If the required visa is not granted - a full refund of tuition fees will be made, provided that sufficient evidence of visa refusal is given to the college by the refusing Australian Authority.
- If written cancellation of the enrolment is received 28 days prior to commencement - a full refund of tuition fees will be made.
- If written cancellation of the enrolment is received less than 28 days prior to commencement - a refund of tuition fees, less a cancellation fee equal to two weeks tuition, will be paid.
- If written cancellation is received on or within 4 weeks of commencement of a course then the student is entitled to a refund of 30% of the tuition fees, less administrative charges for that semester (20 weeks) and full refund of fees paid in respect of future semesters.
- No refunds in respect to commencement of any course of duration 10 weeks and under unless provider defaults.
- Where the College cannot offer the course for which the student has enrolled, or should their VISA application be rejected, the College shall make the necessary refund within 2 weeks.
- The Colleges dispute resolution processes does not circumscribe the students right to pursue other legal remedies, nor does this agreement remove the right to take further action under Australia consumer protection laws.
- Should the student cancel their enrolment, the College shall affect the necessary refund within 4 weeks.
- Provider default is covered by the provisions of the ESOS Act 2000 and ESOS Regulation 2001: **Refunds if the registered provider defaults cannot be covered by a written agreement. Such situations are covered by the provisions of the ESOS Act and the ESOS Regulations 2001.**
- Refunds will be made to the student unless directed otherwise and in the case of under 18 students refunds will only be made to the student if directed to do so in writing by the legal guardian.
- Personal information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund

Total Fees Payable (Please Complete):

Enrolment Fee	\$ _____	
Tuition (1)	\$ _____	(_____ weeks x \$ _____ per week)
Tuition (2)	\$ _____	(_____ weeks x \$ _____ per week)
Materials Fee	\$ _____	
Amenities Fee	\$ _____	(For students under 18 years old)
Exam Fee	\$ _____	(Where applicable)
Overseas Health Cover	\$ _____	(For Students holding a student visa only)
Airport Pick-up	\$ _____	(Where applicable)
Homestay Placement	\$ _____	(Where applicable)
Homestay Fee	\$ _____	(Where applicable) (_____ weeks and _____ days of homestay)
Academic Counselling	\$ _____	(Where applicable)
TOTAL	\$ _____	

Conditions of Enrolment:

- Some courses require a prerequisite level of English language proficiency for entry.
- Students will be tested on or before the commencement of my course, and placed on an appropriate English language level.
- Students must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.
- Students must attend at least 80% of their course, and if they fail to do so, they may be reported to the Australian Government.
- Students must inform GEOS Adelaide immediately if they change their address in Australia.
- Students cannot change schools during the course without a written letter of release from GEOS Adelaide.
- School aged dependents accompanying students will be required to pay full fees at a private or government school in Australia as per their fee schedule.
- GEOS Adelaide can share information about the course and the student's progress with their parents, legal guardians and recruiting agents.
- GEOS Adelaide has the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.
- A full week's tuition is payable in weeks comprising public holidays and no refunds, or extension of days, will be offered due to shortened weeks.

DECLARATION (by parents of students under 18 years)

I confirm that the information provided on this form is complete and correct. I have read understood the College fees, refund policy, the GEOS Adelaide pre-information booklet and conditions of enrolment. I agree to abide by the College regulations and to pay the fees as set out above. I authorise my child to participate in all organised College events and indemnify the College against any loss or damage (personal or other). I have read the Regulations for students and agree to be bound by them. I am aware that this Agreement does not remove the right to take action under Australia's Consumer Protection Legislation. Under the ESOS Act and National Code the College may make personal information available to Commonwealth and State Agencies and the ESOS Assurance Fund Manager.

Parent's signature: _____ Full name: _____ Date: ____/____/____

