

# Enrolment Form

HOMESTAY & EDUCATION AUSTRALIA  
 Suite 103, Level 1, 379-383 Pitt Street, Sydney NSW  
 2000 Australia  
 Telephone 02 9268 0933  
 Facsimile 02 9268 0399



LANGUAGE STUDIES INTERNATIONAL

<b>STUDENT</b>		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Family Name:		Given Name(s):	
Date of birth:		Nationality:	
<b>YOUR ADDRESS</b>			
Street:		City:	
Country:		Postal Code:	
Telephone No. Home		Fax No.:	
Telephone No. Work:		E-mail:	
Occupation: <input type="checkbox"/> Student <input type="checkbox"/> Employed* <input type="checkbox"/> Not working <i>If you are employed, please state occupation:</i>			
<b>COURSE DETAILS</b>			
School at which you wish to study: <input type="checkbox"/> Brisbane <input type="checkbox"/> Other LSI Centre			
Course Type (please refer to the LSI brochure):			
Course Start Date:	Course End Date:	Total Course Duration (weeks):	
Please indicate your knowledge of the language: <input type="checkbox"/> Beginner <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced			
<b>TYPE OF VISA</b> <input type="checkbox"/> Student <input type="checkbox"/> Tourist <input type="checkbox"/> Working Holiday			
<b>ACCOMMODATION</b>			
Arrival day:	Departure day:	Total duration:	
Homestay Family: Single room <input type="checkbox"/> Half-Board <input type="checkbox"/> Bed & Breakfast			
Student Residence: <input type="checkbox"/> Half-Board (Breakfast & Dinner Monday to Friday, Breakfast only on weekends)			
Do you have any allergies or dietary requirements?			
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you like a family with children? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you like pets? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please let us know if you have any special requests:			
<b>TRANSFERS</b>			
Do you require an airport transfer? <input type="checkbox"/> On Arrival <input type="checkbox"/> On departure <input type="checkbox"/> No transfer required			
Flight details (arrival transfer details & return transfer details):			
I will be arriving on Flight No:	from (city)		
	arriving (airport)	on (date/time)	
I will be departing on Flight No:	from (city)		
	arriving (airport)	on (date/time)	
How did you hear of LSI? <input type="checkbox"/> Recommendation <input type="checkbox"/> Advertisement <input type="checkbox"/> Other:			

**I have read and accept the conditions and information printed on this Enrolment Form.**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of applicant

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Parent/Guardian (if aged under 18 years)

## HOW TO ENROL

Please complete the enrolment form and send it to LSI Brisbane, or the LSI school at which you intend to study or to your local agent.

On receipt of your enrolment form, we will send you written confirmation of your course booking with an invoice for the total amount of the course and, if applicable, accommodation fees.

You are guaranteed a place once we have confirmed your booking in writing.

## CONDITIONS

All bookings, cancellations, withdrawals or changes should be submitted in writing at least 2 weeks in advance and must be confirmed by LSI.

Enrolment fees, accommodation placement fees and airport transfer charges are non-refundable. If your visa application is rejected, tuition fees and accommodation charges (if any) will be refunded in full. Requests for refunds must be made in writing within one month, giving full details of the reason for the refund request. Refunds will be paid within four weeks of the receipt of the written request if the student defaults. Refunds will be paid to the person who has entered into the contract with the provider and will be paid in the same currency as originally paid. If refunds are paid in your country, a transfer fee of AU\$40 will be charged. Provider default is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. Dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

Tuition fees will not be refunded after you have started the course, and there will be no refund when you change from one course to a course with fewer hours. No refund is given if you withdraw voluntarily or are dismissed from the program for unsatisfactory attendance or behaviour, or if you are in breach of Australian Government regulations or the LSI Code of Conduct.

This agreement does not remove the right to take further action under Australia's consumer protection laws.

Any school-aged dependants accompanying students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

### Accommodation

For cancellation or withdrawal from accommodation arranged by LSI, at least one week's notice must be given, or a charge equal to one weeks accommodation will apply.

### Dispute Resolution

Language Studies International is confident that we can resolve any difficulties, as we want you to feel satisfied with your course. If you are not happy about any part of your course at LSI Brisbane, please tell us. LSI reserves the right to expel any student whose conduct is unsatisfactory at the discretion of the Principal. In such a case, no refund will be given and any outstanding fees will be payable immediately. In any dispute, the Principal's decision is final.

If you are still not satisfied after you have spoken to the Principal, LSI Brisbane will make arrangements for independent mediation to resolve the dispute as quickly as possible. Independent mediation is available through the Dispute Resolution Branch, Department of Justice and Attorney-General, Brisbane Centre, 13th Floor, Central Courts Building, 170 North Quay, QLD 4000.

Contact details are: Tel: +61 7 3239 6269; Fax: +61 7 3239 6284

At present there is no fee for use of this service, but this may change.

Nothing in LSI Brisbane's Dispute Resolution Policy negates your right to take action under Australia's consumer protection laws in the case of financial disputes, or to pursue other legal remedies. You may bring a friend to help you at any time.

If you are concerned about the actions of LSI Brisbane you may approach the Department of Education. The Director-General of the Department of Education has the power to suspend or cancel a school or course registration if a breach of the requirements of registration provision is proved. Concerns about the conduct of the School should be addressed to The Senior Education Officer, Office of Non-State Education, Queensland Department of Education, PO Box 33, Brisbane Albert St, QLD 4002. Complaints must be made in writing.

The Chief Executive of Education Queensland has the power to cancel the registration of any provider. No complaint to this authority waives your right to other legal remedies.

## OVERSEAS STUDENT HEALTH COVER

All students who travel on a Student Visa are required by the Australian Government to be covered by Overseas Student Health Cover. This cost is included in your invoice and is subject to change.

OSHC - \$28.50 per month for the duration of your Student Visa

## METHOD OF PAYMENT

All fees must be paid in full 14 days before the course commencement. Payment can be made by personal, company or bank cheques, bank transfer, Visa, Mastercard or American Express. Account details are printed on your invoice.

## COST OF LIVING

LSI Brisbane is located in the centre of Brisbane. You should allow about AUD\$250 per week to cover homestay half board, lunches and transport fares to and from school Monday to Friday, and a small amount for personal spending. This recommended amount does not include any entertainment.

## TYPES OF VISA

If you travel to Australia on a Visitor or Working Holiday Visa, you are able to study for a maximum of 12 weeks. If you want to study for longer than 12 weeks, you must travel on a Student Visa, study full-time and pay the compulsory Overseas Student Health Cover (OSHC).

## ACCOMMODATION

If you book accommodation, you are welcome to arrive at your homestay family on the Sunday prior to the course starting date, and your accommodation will be provided until the Saturday after the course finishes. Students under 18 are required, by law, to stay with a host family.

## MINIMUM AGE

The minimum age of acceptance is 16 years.

## LIABILITY AND INSURANCE

We recommend that all students travelling abroad take out comprehensive travel, accident and medical insurance in their own countries.

LSI, its Representatives and staff will not be liable for any loss, damages, illness or injuries to people or property, however these may occur unless such liability is legally imposed. It is the student's responsibility to take out insurance against all such risks.

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Any information provided to Language Studies International 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.

Language Studies International is required by law to tell the Department of Immigration about certain changes to the student's enrolment and any breach of a student visa condition relating to attendance or unsatisfactory academic performance.



## LSI Brisbane

Registered Provider: Language Studies International Australia Pty Ltd

CRICOS Provider No: 01678A

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[www.LSI.edu](http://www.LSI.edu)