

## How to Enrol at ACE

1. Read the 'Conditions of Enrolment' carefully.
2. Complete the **Enrolment Form (part 1 and part 2)** and send it with the appropriate fees to your local ACE representative or directly to:  
 The Admissions Manager  
 Australian College of English  
 P.O.Box 82  
 Bondi Junction NSW 2022  
 Australia  
 Fax: 61 2 9389 6880  
 E-mail: enrol@ace.edu.au
3. When we receive your Enrolment Form and full payment, we will send you a Letter of Offer and/or an Electronic Confirmation of Enrolment (e-COE) depending on what type of visa you are applying for. You need an e-COE if you intend to apply for a Student Visa. Take it to the Australian Embassy with your visa application. Make sure you allow enough time for the processing of your visa.
4. If you have requested homestay and/or airport transfer, you will be notified of your homestay details when we have received the following from you:
  1. Flight details
  2. Full payment
  3. Visa confirmation [if applicable]

## Personal Details

Family name.....

Given names.....

Date of birth..... Sex  Male  Female

Nationality.....

Address (home country).....

Country of Birth.....

Language Spoken at home.....

Telephone.....Fax.....

E-mail.....

Address in Australia (if known).....

Telephone.....Fax.....

E-mail.....

Occupation.....Passport number.....

Which type of Visa will you apply for:  
 Visitor  Student  Working Holiday  Other

Where did you hear about ACE? .....

## Course Request

Power English™ – Intensive (General English)  Intensive Business English

Power English™ – Part Time (General English)  IELTS Fast Track

Cambridge Preliminary (PET)  TOEIC Fast Track

Cambridge First Certificate (FCE)  TOEFL Fast Track

Cambridge Advanced (CAE)  Academic English (ACE Perth & ACE Brisbane only)

Cambridge Proficiency (CPE)

English for Teaching Children

English for Teaching Teenagers

English for TESOL:  TESOL Language Module (5 wks)  TESOL Skills Module (5 wks)

### Special Programs

Special Junior English (Manly) (12-16 yrs)

Boomerang Junior English (Manly) (15-17 yrs)

English + Diving (Cairns)

## Packages 2007

Study + Nature 1  Study + Nature 2 B  Study + Nature 2 C

Study + Nature 2 A  Study + Workit™ B

Study + Workit™ A  Study + Work Experience B

Study + Work Experience A  Study + Dive B  Study + Dive C

Study + Dive A

Study + Surf

Study Hopper 1 (2 x Cities) Study Hopper 2 (3 x Cities) Study Hopper 3 (4 x Cities)

A or  A +Accomm  A or  A +Accomm  A or  A +Accomm

B or  B +Accomm  B or  B +Accomm  B or  B +Accomm

C or  C +Accomm  C or  C +Accomm  C or  C +Accomm

Please circle campuses below:

SYD, PER, BNE, CNS

Cambridge Study Year 1 (Mar – Dec)

Cambridge Study Year 2 (Sept – Jun)

University Fast Track

Teaching Young Learners

3 Steps to TESOL

Cambridge CPE + CELTA

## Australian College of English 2007

### Campus Request

Which ACE campus do you wish to study at (where choice is available)?

If you are applying for Study Hopper please place numbers in the boxes showing preferred order of study (eg. 1 Sydney–City, 2 Brisbane, 3 Cairns)

- Sydney – Bondi Junction      Sydney – Manly      Sydney – City  
 Brisbane      Perth      Cairns

Start date .....Number of weeks .....

Do you require a break in the course?

Break dates .....Number of weeks .....

Do you intend to continue studying in Australia after you finish your course?  Yes  No

Where/Which course? .....

### ACE Airlink (Enrolments of 20+ weeks)

On completion of your first course, selected above, do you want to transfer to another ACE campus?  Yes  No

If yes, which campus? Campus name .....

Course name .....

Start date .....No. of weeks .....

### Accommodation/Airport Transfer Request

Homestay Homestay is single room accommodation (double and twin rooms on special request for students travelling together) in an Australian home. Minimum stay is 4 weeks. Breakfast and dinner provided daily and lunch provided on weekends.

- Single room      Twin room      Double room  
 Hostel/Backpackers      Apartment      Other

Check-in date .....Check-out date .....

Number of weeks/days .....

Airport Transfer required on arrival?  Yes  No

Flight number .....Arrival date .....Arrival time .....

Homestay requirements;

Do you smoke?  Yes  No

Would you like to live in a household with children?  Yes  No

Do you have any allergies (to pets, food, medicine etc)?  Yes  No

If yes, what are they? .....

Do you have any special requests? .....

.....

### Carer Arrangements

To be completed for students under 18 years of age:

Do you require the ACE Carer Service?  Yes  No

If no, and you are providing your own carer, please state:

Carer name .....Carer telephone .....

Carer address .....

.....

### Declaration

I have read and accept the conditions of enrolment of the Australian College of English and hereby authorise the College to apply the monies payable by me in accordance with the same.

Signed .....Date .....

Agent (name) .....

### Summary of Fees

Enrolment Fee	AU\$.....
Materials	AU\$.....
Exam Fee	AU\$.....
Tuition Fee.....Weeks	AU\$.....
Accommodation Placement Fee	AU\$.....
Accommodation.....Weeks	AU\$.....
Airport Transfer	AU\$.....
Other	AU\$.....
Total Payment	AU\$.....

### Credit Card Payments

I/We instruct ACE to make the following transaction:

Agent (if applicable) .....

Name of Student .....

ACE Student Number .....

Visa      Mastercard      Bankcard     Amex – 4 digit pin

Name of Cardholder .....

Credit Card No

Expiry Date..... Amount to be charged A\$ .....

Signature of Cardholder .....Date .....

# Australian College of English 2007

The following sets out the terms and conditions of your enrolment at the Australian College of English (ACE) referred to hereafter as "The College".

## 1. Cancellation Policy

For the purposes of this policy a course is defined as the number of modules/weeks that have been prepaid for tuition at any campus of ACE. The College guarantees to conform to the Refund Policy and Code of Ethics of English Australia.

The Enrolment Fee is payable once only and is not refundable.

### Tuition

- At least 4 weeks written notice prior to commencement of the course, full refund.
- Less than 4 weeks written notice prior to commencement of the course, a cancellation charge equal to the first 4 weeks of tuition will apply.
- No refund is payable after you have commenced studying at The College.
- If visa application has been denied, a full refund of tuition fees and accommodation fees (if a placement has not been made) will be made provided The College receives a copy of the Australian Embassy rejection letter.
- The College reserves the right to expel students for serious breaches of discipline. Where an expelled student has enrolled in a course greater than 20 weeks and has taken up less than the 20 weeks of the course, 40% of prepaid fees will be refunded in respect of remaining course weeks greater than 20 weeks.
- Students who transfer to university studies, and who have met the university's English entry requirements, are eligible for a refund on the unused portion of English studies less a cancellation fee of 25% of those fees. The refund will be calculated from the commencement date of the university studies. Students will not be released from The College prior to the commencement date of the university semester.
- Course fees are not transferable to another person or institution.
- Refunds will be paid within 4 weeks of The College receiving written advice.
- If The College cannot offer the enrolled course, the student is entitled to a full refund (paid within 2 weeks of notification).

### Accommodation

- No refund will be made on the accommodation placement fee.
- 4 weeks written notice, full refund on accommodation fees.
- Less than 4 weeks written notice or if a placement has been made, a cancellation charge equal to 2 weeks accommodation fees will apply.
- If you wish to leave your homestay at any time, you are required to give notice of 2 weeks.
- Special cancellation fees may apply for other accommodation arrangements.
- Guardianship fees are non-refundable.
- An \$80 amendment fee applies to all changes made to accommodation bookings after the commencement of the course.

### Airport Transfer

- No refund will be made if the student fails to notify The College of their flight details or any change of details 2 working days before arrival.

### Please Note

Refunds will be paid to the person who entered into the contract or, if you enrol through a representative and give us written permission, the refund can be paid through your representative. Monies will be refunded in the currency they were paid in.

## 2. Change of Address

I understand that it is my responsibility to advise The College of my current residential address on arrival and if I change my address I must notify The College immediately. I am aware that failure to notify The College that I have changed my address may result in automatic cancellation of my visa without my knowledge.

## 3. Young Student Carers

Students under 18 years of age only: Parents of students enrolling at The College must nominate a carer living in the city in which they will be studying and who will be responsible for the welfare of the child whilst studying at The College, or request The College Carer Service.

## 4. Indemnity and Release

In consideration of The College 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 agents 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:

- (a) my attendance at any premises owned, operated or controlled by The College.
- (b) my attendance at any activity [whether sporting, cultural, social, educational, recreational or otherwise] organised by or on behalf of or with the assistance of The College or any activity of which The College has any knowledge.
- (c) any accommodation whether short-term or long-term arranged for me by The College.
- (d) in any way whatsoever my association with The College.

On behalf of myself, my executors, administrators and assigns, I hereby release The College and/or agents from loss, damage, death or injury from any actions, claims and demands which, if I had not entered in to 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 The College and/or its employees, and/or agents against any such liability.

This agreement does not remove the right to take further action under Australia's consumer protection laws. ACE's dispute resolution processes do not limit the student's right to pursue other legal remedies.

I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the Laws of the State in which the campus I attend is located in the Commonwealth of Australia.

### Privacy

The information you provide on this form will be used to process your enrolment at The College. Your enrolment may be delayed if the information provided is incomplete. This information will be treated as confidential and is available for your review. However, it may be made available to Australian immigration and education authorities in connection with your visa, as required by the National Code and the ESOS Act 2000. The College may send you information about its programs or other related courses. You may request not to receive further information at any time.

### Terms

- Applicants for ATTC courses may need to take a separate entry test.
- The College reserves the right to change start dates, course curricula, course timetables and any programs at any time.
- All prices are stated in Australian Dollars (AU\$) and are subject to change without notice.
- The College is closed on official public holidays and 09/11/07 & 24/12/07-28/12/07.
- 10% Goods and Services Tax [GST] has been added to Apartment Accommodation, Airport Transfer, Placement, Retreat, Workit and Materials Fees.
- All campuses are fully accredited by NEAS.
- \*Indicates that a course is not available to Student Visa holders.

### Contact

Please contact the ACE Head Office for all course enquiries.

