
Student number (Office use only)



Attach recent photograph here

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

BOND UNIVERSITY ENGLISH LANGUAGE INSTITUTE (BU ELI) APPLICATION FORM Fax: +61 7 5595 2696

Agent stamp

ABN: 77 010 839 504 CRICOS Code: 00666B

Personal details

Family name (As in passport) _____ Given names (As in passport) _____ Date of birth _____ Male [] Female [] Citizenship _____ Date of birth _____ Country of birth _____ Passport number _____ Student's home address _____

Student's telephone _____ Facsimile _____ Email _____ Parent/Spouse name _____ Australian contact address (if you have one) _____

Telephone _____ Facsimile _____ Do you wish to enter a degree course at Bond University? Yes [] No [] If yes, which degree? _____ Anticipated commencement date _____ How did you find out about Bond University? Agent [] Advertising [] Friend [] Other []

Visa details

Do you have a visa? Yes [] No [] If yes: Business visa [] Student visa [] Tourist visa [] Permanent Resident visa [] Working Holiday visa [] If no: What type of visa will you be applying for? Student visa [] Tourist visa [] Working Holiday visa []

Health

Do you have a special diet, any health problems or allergies? Yes [] No [] If yes, please describe: _____

Course selection and commencement date

Please enter the name of the course you wish to undertake: Course name _____ Number of weeks _____ Starting date _____ 1 _____ 2 _____ If you are not on a student visa, do you wish to study: Full-time [] Part-time []

Declaration

I have read and understood the Institute's refund/cancellation/complaints/privacy policy. I agree to abide by all the rules and regulations of Bond University and Bond University English Language Institute.

Signature _____ Date _____

If you are under 18 years of age, you will need the signature of your parent or guardian below.

Signature _____ Date _____

BOND UNIVERSITY ENGLISH LANGUAGE INSTITUTE (BUELI) CRICOS CODE 00666B

Airport pick-up and accommodation

Personal details

Family name _____ Given names _____

Citizenship _____ Date of birth

Day	Month	Year
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 Male Female

Address _____

Telephone _____ Facsimile _____

I understand that if I request airport pickup and/or accommodation I will be charged the appropriate fee(s):

Signature _____ Date _____

Airport pick-up

We can assist your arrival in Australia by meeting you at Brisbane or Coolangatta/Gold Coast airport and making you welcome. Our representative will arrange for your transfer to your accommodation. The Institute is not a common carrier and accepts no liability for any loss or injury.

Do you want to be picked up at the airport and taken to your accommodation? Yes No

Arrival details

If you can't supply these details now, please give them to us 3 weeks before you arrive in Australia.

Airline _____ Flight No. _____ Departure Date _____ Arrival airport _____ Date of arrival _____ Time of arrival _____

Accommodation choices

If you require accommodation, please indicate your preference by ticking the appropriate box:

Homestay Furnished flat 1 bed 2 bed

Application for Homestay

Do you want to live in a home with a student of the same nationality? Yes No

Do you smoke?..... Yes No

Do you drink alcohol?..... Yes No

Do you like:

Young children in the home?..... Yes No Pets in the home?..... Yes No

Smokers in the home?..... Yes No

What is your religion? _____

What are your hobbies and interests? _____

Declaration

I agree to abide by all the rules and regulations which will apply to the Homestay program.

Signature: _____

Date: _____

(If you are under 18 years of age you will need the signature of your parent or guardian below)

Signature of parent or guardian: _____

Name _____ and _____ relationship: _____

Date: _____

OFFICE USE ONLY	
Processing fee (non-refundable)	
Tuition fee	
Airport Greeting fee*	
Accommodation Search fee*	
Activity fee* (\$5 per week)	
TOTAL PAYABLE	

Applying to BU ELI: easy steps

1. You need to complete an application form. Please answer all questions, including those relating to airport transfer and accommodation (if required). If you are applying for English for Academic Purposes (EAP) please include an IELTS or TOEFL test result if you have one. Remember to sign your application form.
2. Send your completed application form (by mail, fax or e-mail) to:

Admissions Officer
Bond University English Language Institute
Bond University Queensland 4229
AUSTRALIA

OR Fax Number +61 7 5595 2696
OR E-mail Address: bu eli@bond.edu.au

If you fax the application, please also send it by mail. (If you are applying through a local agent, you can return the completed form to your agent).

3. If you meet entry requirements, BU ELI will offer you a place.
4. We will then send you an Offer Letter and an Invoice for payment.
5. When you receive the Invoice, you should send an Australian dollar bank draft made payable to BU ELI Trust account, or you can transfer the fund by Telegraphic transfer (TT) to:
Account Name: Lashkar P/L trading as BU ELI Trust Account
Account Number: 83358 5795
Bank Name: ANZ Banking Group
Bank Address Robina Town Centre 014 536
Payment can also be made by Visa, MasterCard, Bankcard or Amex.
6. When we receive your payment, we will send you a letter confirming your enrolment and your course dates, and a receipt for the payment you have made. If you need a student visa, you should take the letter and your Confirmation of Enrolment to your agent or directly to the nearest Australian Overseas Mission or Embassy in your country to apply for your student visa.
7. When you receive your visa, please notify BU ELI of your travel plans including the date and time of your arrival. If there are any changes in your travel plans or your date of commencement, please notify us. The direct BU ELI numbers are:

Telephone: +61 7 5595 2651 or Mob: +61 414 76 5555 (outside Australia)
Fax: +61 7 55 95 2696 Mob: 0414 76 5555 (inside Australia)

NB: Your personal information may be made available by BU ELI to Commonwealth and State agencies and the ESOS Assurance Fund Managers.

Overseas Student Health Cover (OSHC)

To obtain a student visa, you need to organise Overseas Student Health Cover. The information below will assist you with this.

WORLD CARE ASSIST

To obtain a student visa you must, under Australian Government legislation, purchase basic health cover. Application form and prices can be found on the World Care Assist website: www.worldcare.com.au

Payment can be made by credit card directly to WORLD CARE ASSIST via the internet or phone.

Website: www.worldcare.com.au
Email: oshc@worldcare.com.au
Phone in Australia: 13 14 84
Phone from overseas: +61 7 3360 0361

Refund Policy

January 2006

Refund of Tuition Fees

1. Visa application rejection – full refund

You will receive a full refund of tuition fees paid if your visa is rejected before the commencement of your course. You need to provide evidence of visa rejection, in writing, to BUELI within 28 days of being rejected.

2. Termination of Courses by BUELI

If BUELI is unable to deliver the course for which you have enrolled, you are entitled to transfer to a similar course or receive a refund of the unused portion of the course fees.

3. Cancellation for other reasons – percentage refund

You will receive 75% of the tuition fee paid if you notify us, in writing, of your cancellation 28 days prior to the commencement date of your course. If you cancel your course less than 28 days before the program commencement date, you may be eligible for a refund of 25% of tuition fees paid. All refund applications must be received in writing within one month of the cancellation.

4. Cancellation after commencement of program stated in original acceptance of offer, or in subsequent extensions – no refund.

Transfer to other courses within the duration of the original course is not classed as commencing a new course. However, the following situations are possible:

- 1) If you satisfy the English requirement for conditional entry to Bond University and transfer, your remaining BUELI fees can be credited towards Bond University fees.
- 2) If you wish to change programs within BUELI, fees can be transferred from one program to another. Any difference must be paid for the new course.
- 3) If you leave a program because of health or urgent family reasons, remaining tuition fees will be deferred for up to one year.

5. Transfers to other institutions

- 1) Department of Immigration regulations state students cannot transfer from one institution to another, unless they have completed their original course or studied in the original institution for 1 year, whichever is the lesser.
- 2) The student must have a satisfactory attendance record (80% attendance).
- 3) The transfer of tuition fees is at the discretion of the BUELI Director.

Refund of accommodation prepayment:

- Students pay homestay families directly, 4 weeks in advance for the first 4 weeks and weekly thereafter.
- Homestay is payable in advance and is not refundable unless the student gives a week's notice (after the first four weeks).

Expulsion and Deportation

No refund applies if a student is expelled or deported.

Please note: All requests for refunds must be submitted in writing to BUELI. Refund payments will be remitted to the student's home country within 4 weeks in case of student default and 2 weeks in case of Provider default. Any credited amounts not used or refunded are held for a period of twelve months, after which monies will be forfeited. Refund conditions for study tours are included in study tour quotations.

Grievance Policy

All BUELI staff can be approached if you have any problems. If you need help from someone outside BUELI you can contact:

- 1) Chief Executive, Queensland Department Overseas Unit who has the power to suspend or cancel the registration of a course Provider, and
- 2) You may exercise your rights to other legal remedies, and
- 3) You may choose someone to represent you if you wish.

Privacy Collection Statement

Bond University ('BU') may collect personal information about you, including:

- the information on this form; and
- information on other forms or documents requested by, and provided by you or other educational institutions to, BU.

BU collects this information for the purpose of:

- assessing your application;
- providing services to you;

unless you indicate that you do not wish BU to use your personal information for this particular purpose by placing a tick in the adjacent box, providing you with information about other services that BU offers that may be of interest to you;

- facilitating BU's internal business operations, including the fulfilment of any legal requirements;
- analysing BU's services and customer needs with a view to developing new and/or improved services;

unless you indicate that you do not wish BU to use your personal information for this particular purpose by placing a tick in the adjacent box, providing you with promotional information about BU; and

- matching you with an appropriate homestay family, if applicable.

In the case of visa details, BU is required to collect this information pursuant to Australian Immigration Law.

BU may disclose personal information about you to:

- service providers, who assist BU in operating its business, however, these service providers are required to comply with BU's privacy policy in how they handle your personal information;
- a purchaser of the assets and operations of BU's business, providing those assets and operations are purchased as a going concern; and
- its related entities.

If the personal information you provide to BU is incomplete and/or inaccurate, BU may be unable to process this application and/or be unable to provide you with the services you are seeking.

You may access the personal information BU holds about you in accordance with BU's privacy policy.