



# APPLICATION

## ENGLISH LANGUAGE PROGRAMS VOCATIONAL PROGRAMS

Send Completed Application To:

Holmes Institute

185 Spring Street, Melbourne Victoria 3000 Australia

Telephone: +61 3 9662 2055 Facsimile: +61 3 9662 2083

E-mail: internationaloffice@holmesinstitute.edu.au Website: www.holmesinstitute.edu.au

# 1

### PERSONAL DETAILS

Title	<input type="text"/>				
Family name	<input type="text"/>				
Given name(s) in full	<input type="text"/>				
Preferred name	<input type="text"/>				
Date of birth	<input type="text"/>	DD/MM/YYYY	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Country of citizenship	<input type="text"/>		Country of birth	<input type="text"/>	
Passport N°	<input type="text"/>		Passport Expiry Date	<input type="text"/>	

# 2

### CONTACT DETAILS

Street	<input type="text"/>				
City	<input type="text"/>	Country	<input type="text"/>	Postcode	<input type="text"/>
Telephone	Country code <input type="text"/>	Area code <input type="text"/>	Phone number	<input type="text"/>	
Facsimile	Country code <input type="text"/>	Area code <input type="text"/>	Fax number	<input type="text"/>	
E-mail	<input type="text"/>				

# 3

### COURSE DETAILS

Melbourne	<input type="checkbox"/>	Sydney	<input type="checkbox"/>	Brisbane	<input type="checkbox"/>	Gold Coast	<input type="checkbox"/>	Cairns	<input type="checkbox"/>
Course 1	<input type="text"/>	Start Date	<input type="text"/>	Length	<input type="text"/>				
Course 2	<input type="text"/>	Start Date	<input type="text"/>	Length	<input type="text"/>				

# 4

### EDUCATIONAL BACKGROUND

Please attach relevant documentation from all secondary/polytechnic/tertiary studies undertaken (e.g. High School, Advanced Diploma / Diploma / Degree).

Academic Qualifications <small>(Please include qualifications from school and any other formal qualification)</small>	Qualifications Obtained	Awarding Institution	Year of Award
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

# 5

### ENGLISH PROFICIENCY

Indicate your current English language proficiency

First language is English	Yes <input type="checkbox"/>	No <input type="checkbox"/>										
IELTS overall score	<input type="text"/>	Reading	<input type="text"/>	Listening	<input type="text"/>	Writing	<input type="text"/>	Speaking	<input type="text"/>	Date of test	<input type="text"/>	DD/MM/YYYY
TOEFL overall score	<input type="text"/>					Writing score	<input type="text"/>			Date of test	<input type="text"/>	DD/MM/YYYY
AEAS test score	<input type="text"/>											

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## WELFARE ARRANGEMENTS

Are you under 18 years of age Yes  No

Will you be cared for by a direct relative (according to DIMIA regulations) while enrolled at Holmes Institute? Yes  No

If No, Holmes will arrange an experienced Care Provider (while student is under 18 years of age) and suitable accommodation for the period of enrolment at Holmes Institute.

# 7

## ACCOMMODATION AND AIRPORT TRANSFER

Do you wish to apply for Homestay accommodation? Yes  No

Do you wish to be met at the airport and transferred to your accommodation Yes  No

# 8

## FEES

Enrolment Fee	\$	
Tuition	\$	
Accommodation Support Fee	\$	
Homestay	\$	
Airport Transfer	\$	
OSHC (Health Cover)	\$	
Consumables / Materials	\$	
Guardian Arrangement Fee	\$	
Guardianship Fee	\$	
<b>Total to Pay</b>	<b>\$</b>	<b>\$</b>

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## DECLARATION

I, ..... hereby declare that all information given is true and complete. I authorise Holmes Institute to obtain further official records if necessary from any relevant educational institution.

.....  
Signature (if under 18 years of age, signature of parent/guardian required)

.....  
Date (DD/MM/YYYY)

### Enrolment Terms and Conditions

Tuition fees are refunded if a visa application is rejected. Enrolment and accommodation support fees are not refundable. There is a cancellation fee equivalent to 25% of course fees if an application is cancelled before course commencement. Once a course has commenced there is no refund. Student refund requests must be in writing and will be dealt with within 28 days of receipt of request. If Holmes Institute is unable to deliver a course pursuant to the ESOS Act 2000, tuition fees will be refunded within 14 days. Accommodation fees will be refunded provided two weeks' notice is given before the commencement date of the homestay. If students cancel accommodation within two weeks before homestay commences, two weeks' homestay fees will be deducted from the refund. Once in homestay, students must give one week's notice, otherwise, one week's homestay fee will be deducted from the refund. This agreement does not remove the right to take further action under Australia's consumer protection laws. In the event of a dispute Holmes grievance procedures do not circumscribe the student's right to pursue other legal remedies. Information is correct at time of printing, however, Holmes Institute reserves the right to alter courses, prices and terms and conditions without notice.

### Privacy Statement

Holmes Institute is firmly committed to privacy. We use applicant's information to create a Holmes Institute database. Our enrolment process requires applicants to give us contact information ((e.g. name address, e-mail etc). We use customer information for commercial reasons. Information may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund. The Holmes Institute database is private and confidential. The database (including personal details) is for the sole use of Holmes Institute. Personal data and information gathered for the creation of the database will not be passed to a third party unless it is necessary to pass on this information in order to provide a service that you have asked us to provide.