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

ACU*com* ENGLISH LANGUAGE CENTRE ENROLMENT APPLICATION

PERSONAL DETAILS – PLEASE COMPLETE ALL SECTIONS FOR VISA PURPOSES

FAMILY NAME							**PASSPORT NUMBER**					
GIVEN NAME							**COUNTRY OF BIRTH**					
DATE OF BIRTH		day		month		year	**CITIZENSHIP**					
GENDER		FEMALE			MALE		**VISA TYPE**		STUDENT		TOURIST	OTHER
ADDRESS IN HOME COUNTRY							**ADDRESS (for application correspondence)**					
TELEPHONE NO.							**TELEPHONE NO.**					
FACSIMILE NO.							**FACSIMILE NO.**					
EMAIL							**EMAIL**					

ENGLISH PROFICIENCY

How long have you been studying English?

☐ < 1 year ☐ 1- 3 years ☐ 3-6 years ☐ 6 + years

Please indicate your present level of English.

☐ ELEMENTARY ☐ INTERMEDIATE ☐ ADVANCED

Have you taken any English proficiency examinations? YES / NO
If YES, please indicate which examination & results.

TEST TYPE ☐ SCORE ☐

Do you intend taking an English proficiency examination in Australia? YES / NO
If YES, please indicate which examination.

☐ IELTS ☐ TOEFL ☐ CAMBRIDGE

FURTHER STUDY Do you plan to undertake further study after your course? YES / NO If YES, please supply details of your intended course.

COURSE NAME

PROGRAM DETAILS

☐ GENERAL ENGLISH (Syd, Melb only)
☐ EAP: DIRECT ENTRY (12 weeks)
☐ EAP: DIRECT ENTRY (12-24 weeks, Bris)
☐ IELTS PREPARATION (12 weeks)

Proposed Starting Date Day month year **200**

Length of course (weeks) please circle or nominate a period of studies.

4 8 12 16 20 24 28 32 36 40 44 48 **WEEKS**

CAMPUS ☐ SYDNEY - MacKillop ☐ BRISBANE – McAuley at Banyo ☐ MELBOURNE – St Patrick's

Refund & Cancellation Policy

Refunds will be paid directly to the person who enters into the contract with the university, unless that person gives written direction for the refund to be paid to someone else. Refunds will be paid in the same currency in which the fees were paid. Applications for refunds must be made **in writing** to the English Programs Manager, for a decision by the Director of International Education. Tuition fees are **not transferable** to other institutions or other students. Where an enrolment has been made **through an agent**, the refund will be made through the agent.

The **enrolment fee** of $200 is **not** refundable. Tuition fees will be refunded, less a cancellation fee, if a student withdraws from a program before the program starting date. If the enrolment is cancelled **more than 4 weeks** before the program starting date, tuition fees will be refunded, **less a 10% cancellation fee**. If the enrolment is cancelled **less than 4 weeks** before the program starting date, tuition fees will be refunded, **less a cancellation fee of 25%.** Refunds are **not made after** the **commencement** of the program. Total or partial refunds may also be given in exceptional circumstances which prevent a student taking up a place. These circumstances include: inability to obtain a student visa, illness or disability, death of the student or a close family member, political, civil and natural events which prevent full payment of fees. Documentary evidence must be provided. Where a student is eligible for a refund because the student has withdrawn from a program, the refund will be made within four weeks of the University receiving a written request for a refund.

If the University is **unable to provide a program** for which a student has an offer of a place, all fees are fully refundable. Refunds will be made within two weeks of the cancellation of the program. Alternatively, the student may accept an offer of a place in a substitute program.

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

I declare that, to the best of my knowledge, all information on this form is complete and accurate. I understand that the University may, with due regard to the University's Privacy Policy, obtain confirmation of records from any institution attended by me and may provide information to Government bodies as required by law. I also understand that the University reserves the right to vary any decision made on the basis of incorrect or incomplete information supplied by me. I fully understand that my signature on this Enrolment Application constitutes an acceptance of the cancellation and refund conditions on this form.

SIGNATURE OF APPLICANT

DATE

/ / **200**