

**ENROLMENT FROM**

**STUDENT DETAILS**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Family Names: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Sex:  Male  Female  
 Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Language Spoken: \_\_\_\_\_ Passport Number: \_\_\_\_\_  
 Address (home country): \_\_\_\_\_  
 \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_ Email address: \_\_\_\_\_  
 Address in Australia (if known): \_\_\_\_\_  
 \_\_\_\_\_ Mobile: \_\_\_\_\_

**ACCOMMODATION**

Do you require accommodation:  Yes  No (\$180 placement, non-refundable)  
 Preferred dates: Homestay In \_\_\_\_\_ Homestay Out: \_\_\_\_\_  
 If yes, an application form will be sent to you shortly.  
 Homestay: \$220 per week (over 18 years)  
 • Bookings will not be made until payment is received  
 • A minimum 2 weeks notice is required prior to placement  
 • A minimum 2 weeks notice is required for changes to homestay requests  
 Under Federal legislation, students must notify the college of any changes to local addresses immediately.

**AIRPORT PICK-UP**

Do you wish to be met at the airport:  Yes  No  
 Which Melbourne Airport are you flying into:  Tullermarine (\$110)  Avalon (\$165)  
 Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_ Flight No. \_\_\_\_\_  
 • If these are not available please provide details as soon as possible  
 • If your flight details change, please give us as much notice as possible  
 • If less than 24 hours' notice is given, additional charges may be payable

**AGENT INFORMATION**

Have you used an agent to assist with your enrolment:  Yes  No  
 Agency Name: \_\_\_\_\_ HOMESTAY & EDUCATION AUSTRALIA  
 Suite 103, Level 1, 379-383 Pitt Street, Sydney NSW 2000 Australia  
 Agency Address: Address (home country): \_\_\_\_\_ Telephone 02 9268 0933 Facsimile 02 9268 0399  
 \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Counselor: \_\_\_\_\_ Email Address: \_\_\_\_\_

**IMPORTANT DATES**

2008 Public Holidays in Australia are:

1 Jan	New Year's Day	28 Jan	Australia Day	10 Mar	Labour Day	21 Mar	Good Friday
24 Mar	Easter Monday	25 Apr	ANZAC Day	9 June	Queen's Birthday	4 Nov	Melbourne Cup
25 Dec	Christmas Day	26 Dec	Boxing Day				

A full week's tuition is payable in weeks comprising public holidays, no refunds will be offered due to shortened weeks.

**COURSE DETAILS**

Course Name	Code	Start Date	End Date	Weeks
<input type="checkbox"/> General English	040059E	___/___/20__	___/___/20__	_____
<input type="checkbox"/> General English (part time)		___/___/20__	___/___/20__	_____
<input type="checkbox"/> Business English		___/___/20__	___/___/20__	_____
<input type="checkbox"/> English for Further Studies (IELTS)	025431D	___/___/20__	___/___/20__	_____
<input type="checkbox"/> Cambridge CAE Preparation	039234E	___/___/20__	___/___/20__	_____
<input type="checkbox"/> Cambridge FCE Preparation	037698M	___/___/20__	___/___/20__	_____
<input type="checkbox"/> PACE Course		___/___/20__	___/___/20__	_____

Self-Score:  Elementary  Pre-Intermediate  Intermediate  Upper Intermediate  Advanced  
 Have you completed a GEOS Melbourne level test already?  Yes  No

**Start Dates**

- General English students commence every Monday excluding public holidays, (see important dates)
- Business English students commence every 5 weeks for a maximum of 10 weeks\*
- English for Further Studies students commence every 5 weeks\*
- Cambridge Preparation courses commence December 31 2007, March 17<sup>th</sup> 2008, September 15<sup>th</sup> 2008\*

\*to enter these courses, students must successfully complete a pre-entry English Language tests

Start dates for 5 weekly intakes are:

31 <sup>st</sup> December (2007)	7 <sup>th</sup> January	4 <sup>th</sup> February	10 <sup>th</sup> March
14 <sup>th</sup> April	19 <sup>th</sup> May	23 <sup>rd</sup> June	28 <sup>th</sup> July
1 <sup>st</sup> September	6 <sup>th</sup> October	10 <sup>th</sup> November	

**VISA TYPE**

Put a tick (✓) in the box for the Visa you are currently holding or will travel on:

Student  Visitor (Tourist)  Working Holiday  Other \_\_\_\_\_

**INSURANCE DETAILS**

If you are traveling on a **Student Visa** the Australian Government requires you to have Overseas Student Health Cover. You are required to have this for at least 1 month longer than your course with GEOS Melbourne College of English. A minimum of 3 months is required for new memberships.

- |                                       |                                       |  |  |
|---------------------------------------|---------------------------------------|--|--|
| <input type="checkbox"/> 3 mths \$93  | <input type="checkbox"/> 6 mths \$185 | <input type="checkbox"/> 9 mths \$278  | <input type="checkbox"/> 12 mths \$370 |
| <input type="checkbox"/> 4 mths \$124 | <input type="checkbox"/> 7 mths \$216 | <input type="checkbox"/> 10 mths \$309 |  |
| <input type="checkbox"/> 5 mths \$155 | <input type="checkbox"/> 8 mths \$247 | <input type="checkbox"/> 11mths \$340  |  |

**HOW DID YOU HEAR ABOUT GEOS**

Friends/Relatives  Advertisement/Publications  Agent \_\_\_\_\_  
 Exhibition/Seminars  Internet  Other \_\_\_\_\_

**TOTAL FEES – Please complete**

Enrolment Fee	\$ _____
Tuition Fee (1) (.....wks x \$.....per week)	\$ _____
Tuition Fee (2) (.....wks x \$.....per week)	\$ _____
Examination Fee (.....)	\$ _____
OSHC (mths.....)	\$ _____
Airport Pickup	\$ _____
Accommodation. Placement	\$ _____
Accommodation (.....wks of homestay)	\$ _____
Other: _____	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

Please note GEOS Melbourne College of English has the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.

## FURTHER INFORMATION LINKS

Please see the following links for further information  
GEOS Melbourne College of English  
GEOS Melbourne Pre Departure Booklet  
ESOS Act  
Department of Education, Science and Training  
English Australia  
National ELT Accreditation Scheme (NEAS)  
Overseas Student Health Cover

[www.geos-mce.vic.edu.au](http://www.geos-mce.vic.edu.au)  
[www.geos-mce.vic.edu.au/files/pre-departure\\_pack.pdf](http://www.geos-mce.vic.edu.au/files/pre-departure_pack.pdf)  
[www.aei.dest.gov.au/AEI/ESOS/default.htm](http://www.aei.dest.gov.au/AEI/ESOS/default.htm)  
[www.dest.gov.au](http://www.dest.gov.au)  
[www.englishaustralia.com.au](http://www.englishaustralia.com.au)  
[www.neasaustralia.com](http://www.neasaustralia.com)  
[www.oshworldcare.com.au](http://www.oshworldcare.com.au)

## REFUND POLICY (please read carefully)

### ENROLMENT AND ACCOMMODATION PLACEMENT FEES

Enrolment/Registration Fees, Accommodation Placement Fees are non-refundable.

### HOMESTAY FEES

If written cancellation is received 14 days prior to your arrival at the homestay a full refund of unused fees is available.

### AIRPORT PICKUP FEES

If written cancellation is received 7 days prior to airport pickup a full refund of unused fees is available.

### TUITION FEES

Before you start your course (all courses, excluding study tours)

- If your visa application is not granted, a full refund of tuition fees will be made, provided that sufficient evidence of visa refusal is given to the College by the refusing Australian Authority.
- If written cancellation of the enrolment is received 28 days prior to commencement, a full refund of tuition fees will be made, minus a \$150.00 cancellation fee if no enrolment fee was paid.
- If written cancellation of the enrolment is received less than 28 days prior to commencement, a refund of tuition fees, less a cancellation fee equal to two weeks' tuition will be paid.

After you start your course (1-12 weeks in length)

- No refunds in respect to commencement of any course of duration 12 weeks or less.

After you start your course (13 or more weeks in length)

- If written cancellation is received within 28 days of your original commencement date, then the student may be entitled to a refund of 30% of the tuition fees less administrative charges for the remainder of the first 20 weeks and full refund of fees paid in respect of future tuition for weeks 21 and beyond.
- If written cancellation is received after 28 days or more after the original commencement date, then a 30% refund of available remaining tuition may be granted.

All refunds will be made within two weeks if the provider defaults and within 4 weeks if the student defaults.

Where the College cannot offer the course for which the student has enrolled, a full refund of tuition fees shall be made.

If the student has used an education agent, then all refunds will be made to that agent, unless directed otherwise, fees paid to the agent will be refunded as per the agents refund policy.

All applications for refunds should be made in writing and addressed to General Manager, GEOS, 1/277 Flinders Lane, Melbourne, 3000.

### GENERAL

A full week's tuition is payable in weeks comprising public holidays. Any specials applied to the original enrolment will take place at the end of the course.

If study credit is granted, it will only include paid weeks remaining and will be valid for a period of 12 months from the date of issue.

### INFORMATION DISCLAIMER

GEOS Melbourne College of English dispute resolution processes do not circumscribe your right to pursue other legal remedies. You are also given the right to be represented by a nominee if you so choose.

*This agreement does not remove the right to take further action under Australian Consumer Protection laws.*

Australian Law requires student visa holders to inform GEOS of any change of address within 7 days and other changes thereafter. Student details 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. The provider is required under S19 of the ESOS Act 2000 to tell the department of:

- certain changes to the student's enrolment
- any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

## TERMS AND CONDITIONS (please read carefully)

I have read and understand the terms of GEOS's Refund Policy. I understand that some courses require a prerequisite level of English language proficiency for entry.

I understand that I will be tested on or before the commencement of my course, and placed in an appropriate English language level.

I understand that I must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.

I understand that I must attend at least 80% of my General English course, and that if I fail to do so, I will be reported to the Australian Government.

I understand that I must attend at least 90% of my English for Further Studies, Business English or Cambridge courses, and that if I fail to do so, I will be moved to a General English class.

I understand that I must inform GEOS immediately if I change my address in Australia.

I understand that I cannot change my school during the first six months of my course without a written letter of release from GEOS.

I have read the regulations of the college and agree to abide by them.

I am aware that school age dependents accompanying me will be required to pay full at a private or government school in Australia.

I understand that my personal information may be shared with the Australian Government, designated authorities, the Tuition Assurance Scheme, and the ESOS Assurance Fund Manager. This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach by the student of a student visa condition.

I agree that GEOS can share information about my course and my progress with my parents and recruiting agent.

I acknowledge that GEOS has the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.

## APPLICANT'S STATEMENT

I agree to abide by the above POLICIES, TERMS AND CONDITIONS.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## DECLARATION by parents of students under 18 years

I agree to abide by the above POLICIES, TERMS AND CONDITIONS on behalf of my child.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date