

**PLEASE PRINT IN BLOCK LETTERS**

**STUDENT DETAILS (SAME AS YOUR PASSPORT)**

- ▶ Given names: \_\_\_\_\_
- ▶ Family name: \_\_\_\_\_
- ▶ Date of birth:  /  /  ▶ Gender: Male Female

**CITIZENSHIP**

- ▶ Nationality: \_\_\_\_\_
- ▶ Country of birth: \_\_\_\_\_
- ▶ Language spoken: \_\_\_\_\_
- ▶ Passport No.: \_\_\_\_\_

**CONTACT DETAILS**

- ▶ Address: \_\_\_\_\_
- ▶ Telephone: \_\_\_\_\_
- ▶ Mobile: \_\_\_\_\_
- ▶ Email: \_\_\_\_\_

**VISA INFORMATION**

- ▶ Visa type: Student Visa Visitor (tourist) Working Holiday  
Other: \_\_\_\_\_

If you are applying for a Student Visa, where will you lodge your application?

- ▶ Country: \_\_\_\_\_
- ▶ Are you currently studying in Australia? Yes No
- ▶ If yes, when is your course completion date?  /  /

**ENGLISH COURSE**

Entry into courses other than General English will depend upon the results of a placement test held on your commencement day.

- ▶ Have you completed a Discover English pre-entry test? Yes No

**Please indicate which course/s you would like to apply for:**

Course	Code	Start date	Weeks
GENERAL ENGLISH	073679D		
ENGLISH FOR ACADEMIC PURPOSES	073678E		5 10 15 20 25 30
BUSINESS ENGLISH	073675G		
IELTS PREPARATION	076496J		
FIRST CERTIFICATE IN ENGLISH (FCE)	074419E		
CERTIFICATE IN ADVANCED ENGLISH (CAE)	074419E		
ENGLISH + HOSPITALITY	N/A		6 weeks 17 weeks
ENGLISH EXCEL	073677F		

**N/B:** Students studying in English + Hospitality must be available from 8:30 – 6pm for the 6 week period.

**▶ Have you completed an IELTS or similar test? If yes:**

Test	Score	Date
▶ IELTS:		<input type="text"/> / <input type="text"/> / <input type="text"/>
▶ PTE Academic:		<input type="text"/> / <input type="text"/> / <input type="text"/>
▶ Other:		<input type="text"/> / <input type="text"/> / <input type="text"/>

**DISABILITY**

- ▶ Do you consider yourself to have a disability, impairment or long-term condition that may impact your studies? Yes No
- ▶ If yes: Hearing/Deaf Physical Vision Learning  
Other: \_\_\_\_\_

**PATHWAY TO FURTHER STUDY**

- ▶ Are you planning to undertake further study? Yes No Undecided  
If yes, please submit all available documents.

▶ Institution name: \_\_\_\_\_

▶ Intended course: \_\_\_\_\_

▶ Intended commencement date:  /  /

**INSURANCE DETAILS**

Student Visa applicants are required to have visa length Overseas Student Health Cover (for at least 1 month longer than your course).

- ▶ OSHC required: Single Couple Family

**ACCOMMODATION & AIRPORT TRANSFER**

**▶ Do you wish to apply for:**

- ▶ Homestay (with meals): Yes No
- ▶ Homestay (room only): Yes No
- ▶ Student Lodge (min 4 week booking): Yes No
- ▶ Airport transfer: Yes No

**N/B:** Bookings will not be made until payment and flight details are received. Please ensure you complete the homestay request form.

**HOW DID YOU HEAR ABOUT DISCOVER ENGLISH?**

- Friends/relatives Internet Exhibition/seminar
- Advertisement Walking by Agent

▶ Agent details: \_\_\_\_\_

**SIGNATURE**

**This application is not valid unless it is signed by the student. Agents must not sign the declaration on behalf of any student.**

I have read and understood the terms and conditions of enrolment. I agree to these terms and conditions and authorise Discover English to apply the monies payable in accordance with the enrolment form and these terms and conditions.

▶ Signature (same as passport): \_\_\_\_\_

▶ Date:  /  /

**DISCOVER ENGLISH HOLIDAYS**

Discover English is closed for one week over the Christmas/New Year period. The college is also closed on all National and State Public Holidays including: Australia Day, Labour Day, Good Friday, Easter Monday, ANZAC Day, Queen's Birthday, Melbourne Cup.\*

\*A full week's tuition is payable in weeks comprising public holidays, no refunds will be offered due to shortened weeks. All enrolments over the Christmas period will gain a week's holiday for the period the College is closed.

## CONDITIONS OF ENROLMENT

### DEFINITIONS:

- ESOS ACT** – the Education Services for Overseas Students Act 2000;
- NATIONAL CODE** – the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students established under ESOS Act;
- COURSE** – a course offered by Discover English in which you are enrolled in;
- STUDY PERIOD** – the number of weeks of pre-paid tuition, including multiple Courses, undertaken at Discover English.

### REFUND POLICY CONDITIONS AND PROCESSES

Discover English Pty Ltd reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, should it be necessary. In such circumstances, if the course is postponed by more than four weeks, and if a student is unable to enrol in a similar course at Discover English Pty Ltd, all fees will be refunded. If the course is cancelled and if a student is unable to enrol in a similar course at Discover English Pty Ltd, all fees will be refunded within 14 days, in accordance with the requirements of the ESOS Act. A refund of the fees will only be granted in accordance with the refund policy set out below.

- ▶ Enrolment and Accommodation Placement Fees are non-refundable.

### ACCOMMODATION FEES

- ▶ If written cancellation is received 14 days prior to the homestay commencement date, a full refund of homestay fees paid (the first 4 weeks) is available.
- ▶ If written cancellation is received less than 14 days prior to the homestay commencement date, a refund is available less a cancellation fee of 2 weeks' homestay fees.
- ▶ If written cancellation is received on or after the homestay commencement date, no refund is available.
- ▶ If a visa application is not granted, a full refund of homestay fees will be made, provided that sufficient evidence of visa refusal is given to the college by the refusing Australian Authority.
- ▶ Student Lodge Fees – refunds of any monies received by Discover English Pty Ltd on behalf of the student for services other than tuition fees must be requested from the company delivering the service and will be subject to the respective company's refund policies (unless in case of visa rejection).

### AIRPORT TRANSFER FEES

- ▶ If written notification of cancellation is received 7 days prior to airport transfer, a full refund is available.
- ▶ If a student fails to advise the college or the airport pickup company about the change of flight at least an hour before an original arrival time in Melbourne, there is no refund.

### TUITION FEES AND MATERIALS FEES

- ▶ If the application for a student visa is unsuccessful, Discover English will refund full prepaid Course fees, less the enrolment fee of AU\$200. A request for refund in writing and proof of visa refusal from the Australian Government must be sent to Discover English Pty Ltd upon visa refusal. In this case, the refund will be made within 14 days.
- ▶ In the event that an extension to the student visa is not granted and the course has commenced, Discover English will refund the unused portion of the prepaid tuition fees less \$200 enrolment fee.
- ▶ If for any reason Discover English Pty Ltd is unable to start delivery of the course on the agreed starting date or ceases to deliver the course before it is completed the full refund of unused prepaid Course fees applies. In this case, if materials have already been issued and used the materials fees will not be refunded. Payment of the refund will be made within 14 days of the specified starting date or from the time the course ceases to be delivered in accordance with the refund requirements of the ESOS Act 2000.
- ▶ If written notice of withdrawal is received at least 28 days prior to the initial commencement of the Study Period, full tuition fees are refundable.
- ▶ If written notice of withdrawal is received less than 28 days prior to the initial Study Period commencement, Discover English will refund 60% of tuition fees.
- ▶ In the circumstances other than when Discover English ceases to provide the Course, no refund is

payable after the Study Period commencement.

- ▶ Except as requires under the ESOS Act or the National Code, where the student transfers from a more expensive course to a less expensive course, no refund of the difference is payable.
- ▶ In the event of Discover English' decision to cancel or suspend student's enrolment due to: student breaching visa conditions, failure to pay agreed amount to undertake the course or student' misconduct, no refund of tuition fees is payable.
- ▶ A student who is on a pathway program with one of our partners may be eligible to transfer of the unused prepaid tuition fees less 30% administration fee if: the student achieved the required English proficiency level and can demonstrate the acceptance into the partner's program, and the student's attendance is above 80%.
- ▶ Refunds of any monies received by Discover English Pty Ltd on behalf of the student for services other than tuition fees must be requested from the company delivering the service and will be subject to the respective company's refund policies.
- ▶ Except for the situation of visa rejection or provider default where the tuition fees are refunded within 14 days, all refunds due to student default will be made within 28 days.
- ▶ Course fees are not transferable to another person.

### REQUESTS FOR REFUND OF TUITION FEES

Application for a refund of tuition fees in accordance with this Refund Policy must be made in writing, using the request for refund proforma, stating reasons and relevant details. This must be submitted to Discover English Pty Ltd, 376-378 Bourke Street, Melbourne 3000 Victoria Australia or by email, with attached supporting documents to enrolments@discoverenglish.com.au.

### APPROVALS

All refunds must be approved by the Operations Manager. Exemptions to any of the above mentioned cases may only occur where the student has extenuating or compassionate grounds as determined by the PEO.

### PAYMENT OF REFUND

All refunds for which a student is eligible will be forwarded to the person who paid the fees in his or her home country, unless the student is transferring to another institution in Australia (subject to visa conditions), in which case, any refund may be remitted to that institution. Discover English Pty Ltd will provide the student with a statement detailing the calculation of the refund.

### DEFERMENT/POSTPONEMENT OF START DATE

A student may request the enrolment to be deferred or temporarily suspended only in case of:

- ▶ Student visa not being granted before the Course commencement date.
- ▶ Compassionate or compelling circumstances which include but are not limited to: Serious illness or injury (where a medical certificate states that the student was unable to attend classes), Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided), Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies, Involvement in, or witnessing of a serious accident or crime, Implementation of in intervention strategy for unsatisfactory course progress.
- ▶ If approved, the deferral or postponement of a Course start date may only be granted for the period of 6 months from the date the permission is granted.

## TERMS AND CONDITIONS OF ENROLMENT

- ▶ I have read and understand the terms of Discover English Refund Policy.
- ▶ I understand that some courses require a pre requisite level of English language proficiency for entry.
- ▶ I understand I must be at least 18 years of age.
- ▶ I understand that I will be tested on or before the commencement of my course, and placed in an appropriate English language course.
- ▶ 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 course, and that if I fail to do so, I may be reported to the Department of Immigration and Citizenship (DIAC).
- ▶ I understand that I must inform Discover English immediately if I change my address, phone number or email address in Australia.
- ▶ I understand that I must speak only English at all times in the College.
- ▶ I understand that I cannot change my school during the first study period without a written letter of release from Discover English.
- ▶ 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 fees at a private or government school in Australia.
- ▶ I understand that my personal information may be shared with the Australian Government, designated authorities, the Secretary and the TPS Director. 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 acknowledge that Discover 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.

## APPLICANT CHECKLIST

Discover English warmly welcomes overseas students. In order for us to process your application without delay can you please make sure that you have you completed all sections of this Application Form and have attached:

Certified IELTS score / Proof of English Language Proficiency (if applicable)

Copy of your passport

Copy of your Visa (if applicable)