

Enrolment Form

GEOS MELBOURNE COLLEGE OF ENGLISH



Student Details:

Title:		First Name:		Family Names:	
Date of Birth:		Age:		Sex:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Country of Birth:		Nationality:			
Language Spoken:		Passport Number:			
Address (home country)					
Telephone		Fax:		Email	
Address in Australia (if known)					
		Mobile			

Accommodation:

Do you require accommodation:	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	(\$200 placement, non-refundable)
Preferred dates: Homestay In		Homestay Out:	

If yes, an application form will be sent to you shortly.

Homestay: \$230 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: <input type="checkbox"/>	No: <input type="checkbox"/>			
Which Melbourne Airport are you flying into:	Tullamarine (\$110): <input type="checkbox"/>	Avalon (\$165): <input type="checkbox"/>			
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: <input type="checkbox"/>	No: <input type="checkbox"/>	
Agency Name:			
Agency Address:			
Address (home country):			
Telephone:			
Counselor:		Email Address:	

Important Dates

2010 Public Holidays in Melbourne are:

1 Jan	New Year's Day	26 Jan	Australia Day	8 Mar	Labour Day	2 Apr	Good Friday
5 Apr	Easter Monday	25 Apr	Anzac Day	14 Jun	Queen's Birthday	2 Nov	Melbourne Cup
25 Dec	Christmas Day	28 Dec	Boxing Day				

Please note Monday 26th April, Monday 27th December and Tuesday 28th December are public holidays in lieu of days fallen on the weekend.

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						
General English	040059E	/ /20	/ /20							
General English (part time)		/ /20	/ /20							
Business English		/ /20	/ /20	5 / 10 / 15 / 20						
English for Further Studies	025431D	/ /20	/ /20	5 / 10 / 15 / 20 / 25 /30						
GEOS Challenge		/ /20	/ /20	5 / 10						
Intensive IELTS Preparation		/ /20	/ /20	5						
Cambridge CAE Preparation	039234E	/ /20	/ /20							
Cambridge FCE Preparation	037698M	/ /20	/ /20							
Self-Score	<input type="checkbox"/>	Elementary	<input type="checkbox"/>	Pre-Intermediate	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>	Upper Intermediate	<input type="checkbox"/>	Advanced
Have you completed a GEOS Melbourne level test already?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	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 at each level*
- English for Further Studies students commence every 5 weeks for 5 weeks blocks*
- GEOS Challenge students commence every 5 weeks for 5 week blocks. Maximum of 10 weeks*
- Intensive IELTS preparation students commence every 5 weeks for a maximum 5 week block*

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

2010 start dates for 5 weekly intakes are:

4 Jan 8 Feb 15 Mar 19 Apr 24 May 28 Jun 2 Aug 6 Sep 11 Oct 15 Nov

Start Dates

What will you do when you finish your course at GEOS Melbourne?

<input type="checkbox"/>	University Course	<input type="checkbox"/>	TAFE Course	<input type="checkbox"/>	Travel	<input type="checkbox"/>	Return Home	<input type="checkbox"/>	Other	<input type="text"/>	
If you are going onto further study: Course Applied for:							<input type="text"/>				
Name of Institution:				<input type="text"/>				Course Commencement Date:			<input type="text"/>
Are you planning to use a GEOS Melbourne pathway for further studies?								<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Visa Type

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

<input type="checkbox"/>	Student	<input type="checkbox"/>	Visitor (Tourist)	<input type="checkbox"/>	Working Holiday	<input type="checkbox"/>	Other
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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 (\$97.20)	<input type="checkbox"/>	4 mths (\$129.60)	<input type="checkbox"/>	5mths (\$162.00)	<input type="checkbox"/>	6mths (\$194.40)	<input type="checkbox"/>	7mths (\$226.80)
<input type="checkbox"/>	8 mths (\$259.20)	<input type="checkbox"/>	9 mths (\$291.60)	<input type="checkbox"/>	10mths (\$324)	<input type="checkbox"/>	11mths (\$356.40)	<input type="checkbox"/>	12mths (\$388.80)

How Did You Hear About GEOS?

<input type="checkbox"/>	Friends/Relatives	<input type="checkbox"/>	Advertisement/Publications	<input type="checkbox"/>	Agent	<input type="checkbox"/>	Internet
<input type="checkbox"/>	Exhibition/Seminars	<input type="checkbox"/>	Other	<input type="text"/>			

Further Information Links

Please see the following links for further information

GEOS Melbourne College of English	www.geosmelbourne.com.au
GEOS Melbourne Pre Departure Booklet	www.geosmelbourne.com.au/files/pre-departure.pdf
ESOS Act	www.aei.dest.gov.au/AEI/ESOS/default.htm
Department of Education, Science and Training	www.dest.gov.au
English Australia	www.englishaustralia.com.au
National ELT Accreditation Scheme (NEAS)	www.neasaustralia.com
Overseas Student Health Cover	www.medibank.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 \$200.00 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, minus a \$200.00 cancellation fee if no enrolment fee was paid.

After you start your course:

- No refunds or credit notes in respect to commencement of any course. 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.

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:	
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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:	
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GEOS MELBOURNE COLLEGE OF ENGLISH

A member of the GEOS International Group
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