

APPLICATION FOR ENROLMENT

(Effective January 2012)

The application is not valid unless signed and dated
(Students under the age of 18 years require the signature of one parent/guardian)

Personal Information

Family Name: _____
Given Names: _____
Date of Birth: _____ Male Female
Country of Citizenship: _____
Address in home country: _____

Phone: _____ Email: _____
Address in Australia (if known): _____

Phone: _____
Type of Visa (student/tourist/working holiday): _____

Agent Stamp / Details

Agent Name: _____
Agent No. _____
Name of contact person: _____
Ph: _____ Fax: _____
E-mail: _____
Address: _____

Educational Background

Level of education completed: _____
Present level of English (if known): _____

Overseas Student Health Cover (OSHC) – *Required for length of visa

Do you have overseas health cover? Yes No
(If yes, a copy should be forwarded with this application)
If yes, what is the name of your provider?

Membership Number: _____
Membership Expiry Date: _____

Further Study in Australia after MLC

High School
 University/TAFE: (Field of study/institution if known)
Have you already received a conditional letter of offer?
 Yes - Which school _____
 No – Would you like us to arrange placement for you?

English Courses at Melbourne Language Centre

General English (City) _____ weeks
 General English Part-Time (City) _____ weeks
 English for Academic Purposes (City) _____ weeks
 English for Health Professionals (City) _____ weeks
 English for Secondary Schools (Carlton) _____ weeks
 English for Secondary Schools (Box Hill) _____ weeks
 Saturday School (City) _____ weeks
 Occupational English Test Preparation _____ weeks
 IELTS (Full Time Day - City) _____ weeks
 IELTS (Single Classes – Day) _____ classes

Proposed Start Date: _____

Which school/University/TAFE would you like to apply for

Accommodation and Airport Pick-up

Airport pickup required: Yes No
Homestay required: Yes No
If yes, how many weeks of homestay? _____ weeks
From _____ to _____

Homestay accommodation will be confirmed on receipt of arrival details. We must receive this information at least two weeks before you arrive in Australia. If the Homestay accommodation is cancelled, the placement fee is non-refundable. Minimum Homestay period is 4 weeks. If you wish to leave the Homestay during the first 4 weeks, there is no refund. Two weeks notice is required if you wish to leave the Homestay. The cost for each additional night at the Homestay is A\$40. A homestay holding deposit of A\$100 per week will be charged when a student is on approved leave. Applicants, who are under 18 years old need to provide us with Guardian details (in Australia) if the Guardianship Australia Service has not been requested.

Course Intake	Payment (Please complete below)
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Every Monday Morning

Tuition Fees (per week)

Compulsory Fees \$

- General English (20 hrs instruction) \$300
- General English Part-Time (10 hrs instruction) \$230
- English for Academic Purposes (25 hrs instruction) \$340
- English for Health Professionals (20 hrs instruction) \$300
- English for Health Professionals (10 Session Card) \$300
- Saturday School (\$350 for 8 weeks) \$ 50
- English for Secondary Schools (25 hrs instruction) \$380
- IELTS (Full-Time Day) (20 hrs) \$300
- IELTS Single Class Daytime (4 hrs)* \$ 65

- Enrolment Fee \$200 _____
- Tuition Fee _____
- Study Materials (Refer to the left column) _____
- Keyboard Skills** (Compulsory for 8wks+) \$250 _____
- High School Liaison** (Compulsory for 4wks+) \$200 _____
- Uniform** (Compulsory for 8wks+) (Three shirts and tie) \$132 _____

*Single Class incl enrolment and materials

** English for Secondary School Course only

Study Materials' fee

General English, English for Academic Purposes, IELTS (Full Time), English for Health Professionals (OET Preparation), English for Secondary Schools

- 1 - 5 weeks \$100*
- 6 - 20 weeks \$200*
- 21-30 weeks \$300*
- 31 weeks over Additional Books to be purchased as required

*Maximum of 1 Textbook per \$100

**10 Sessions Card (OET Prep.) enrolment & materials \$100

Note: for each additional 10 session card purchased, there will be a \$25 material fee.

Overseas Student Health Cover+ (for length of visa)

- Up to 3 months \$120 _____
- Up to 6 months \$240 _____
- Up to 9 months \$360 _____
- Up to 12 months \$480 _____

MLC Refund Policy

The student realises that once the student accepts Melbourne Language Centre's (MLC) offer through signing the current and valid MLC Student Acceptance Form, the student enters into a legally binding agreement with MLC.

The student agrees to be bound by the MLC's Refund Policy which forms part of the legally binding agreement with MLC. The policy is as follows:

1. A refund of 70% of tuition fee will be given if an enrolment is cancelled more than 28 days prior to commencement of the course.
2. No refund of tuition fee will be given if an enrolment is cancelled within 28 days of commencement of the course, or the student does not commence on the agreed date, or withdraws from the course once it has commenced.
3. No refund will be given to any student who has deferred their enrolment.
4. Homestay, homestay placement and airport transfer fees are not refundable if cancelled less than two weeks before arrival;
5. Early termination of homestay is subject to a 20% cancellation fee on monies paid;
6. Where proof of visa rejection is provided, refund will be calculated in accordance with ESOS Regulation 3.19(2) & (3). In accordance with the regulation, refund will be provided less:
 - a. Any paid representative's fee;
 - b. \$250 administration fees;
 - c. 5% of the total tuition fee received for the course before the default day;
 - d. Expenses for travel, accommodation and other domestic services that cannot be offset by providing the services to someone else;
 - e. The cost of books and other materials needed for the course;
 - f. And if the student has commenced study, refund will be provided less the proportion of the course money that MLC received in respect of the student before the default day that is equal to the proportion of the course that was provided to the student before the default day; and
 - g. No refund will be given if a student's visa/application for visa is cancelled/ refused due to actions of the student.
7. MLC reserves the right to cancel or not offer a program. If any program is cancelled and/or not offered, in accordance with sections 27 and 29 of the Education Services for Overseas Students Act 2000, and the ESOS regulations 2001 (as amended), one of the following options will be offered:
 - a. Fees will be refunded in full, within two (2) weeks from the date of default; or
 - b. An alternative course or part course can be arranged at the providers' expense. If accepted by the student the payment of course fees will be paid to the alternative provider within two (2) weeks from the date of notice of default.
8. Tuition fees are not transferable to another person.

This policy and the availability of Melbourne Language Centre Complaints and Appeals Policy do not remove from students the right to take further action under Australian Consumer Protection laws or to pursue other legal remedies.

Additional Service Fees

- Airport Meeting & Transfer
 - Tullamarine airport (arrival only)* \$109* _____
 - Tullamarine airport (arrival & departure)* \$190* _____
 - Avalon airport (arrival only)* \$180* _____
 - Avalon airport (arrival & departure)* \$320* _____
- Homestay Placement Homestay (Includes breakfast, lunch & Dinner) \$200 _____
 - under 18 years
 - over 18 years \$270 p/w _____

* incl.10% GST

+ Students must maintain valid Overseas Student Health Care insurance throughout their enrolments.

TOTAL _____

NOTE: Melbourne Language Centre reserves the right to discontinue or alter any course date, tuition or service fee, location, timetable or staffing without prior notice. (This will constitute as provider default)

Student Declaration

- I declare that I have provided **all** the required information and that the information are true, reliable and accurate.
- I understand and I have been fully advised of the terms of this Application, the fees, the refund conditions and other important information relating to my chosen course (through my education agent/MLC's brochures/MLC's website/the student prospectus as available on the website). I hereby agree to be a student of MLC.
- I understand that the information I provide to MLC may be made available to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other circumstances, information collected on this form or during my enrolment can be disclosed without my prior consent where authorised or required by law.
- I understand that MLC is required, under s19 of the ESOS Act 2000, to report to the Department of Immigration and Citizenship about: changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or satisfactory academic progress.

Applicant/Guardian Signature _____

Applicant/Guardian Name _____

Date ____ / ____ / ____