



Provider No. 00197D

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

Melbourne Language Centre
252 Lygon Street, Carlton, Victoria, 3053, Australia
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Email: registrar@melblang.com.au
Website: <http://www.melblang.com.au>

APPLICATION FOR ENROLMENT (effective 07/11/14)

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): _____

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: _____

English Courses at Melbourne Language Centre

☐ General English (Carlton) _____ weeks

☐ General English Part-Time (Carlton) _____ weeks

☐ English for Academic Purposes (Carlton) _____ weeks

☐ English for Health Professionals (OET Preparation)(Carlton) _____ weeks

☐ English for Secondary Schools (Carlton) _____ weeks

☐ English for Secondary Schools (Box Hill) _____ weeks

☐ English for Secondary Schools (Saturday School) (Carlton) _____ weeks

☐ IELTS (Full Time Day - Carlton) _____ weeks

☐ IELTS (Single Classes – Day) _____ classes

Proposed Start Date: _____

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): _____

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?

☐ Yes ☐ No

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

Accommodation, Guardianship and Airport Pick-up

All students under 18 years of age must have a guardian in Australia

Airport pickup required: ☐ Yes ☐ No

Homestay required: ☐ Yes ☐ No

If yes, how many weeks of homestay? _____ weeks

From _____ to _____

Guardianship (One Year) Required: ☐ Yes ☐ No

Guardianship (20 Weeks) Required: ☐ Yes ☐ No

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)
Every Monday Morning	Compulsory Fees
Tuition Fees (per week)	
<input type="checkbox"/> General English (20 hrs instruction) \$300 <input type="checkbox"/> General English Part-Time (10 hrs instruction) \$230 <input type="checkbox"/> English for Academic Purposes (25 hrs instruction) \$340 <input type="checkbox"/> English for Health Professionals(20 hrs instruction) \$300 <input type="checkbox"/> English for Health Professionals (10 Session Card) \$300 <input type="checkbox"/> Saturday School (\$350 for 8 weeks) \$50/week <input type="checkbox"/> English for Secondary Schools (25 hrs instruction) \$390 <input type="checkbox"/> IELTS (Full-Time Day) (20 hrs) \$300 <input type="checkbox"/> IELTS Single Class Daytime (4 hrs)* \$70	<div> <div>\$</div> <div></div> </div> <div> <div>\$200</div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div></div> <div></div> </div> <div> <div>\$250</div> <div></div> </div> <div> <div>\$200</div> <div></div> </div> <div> <div>\$132</div> <div></div> </div>
*Single Class incl enrolment and materials	** English for Secondary School Course only
Study Materials fee	Overseas Student Health Cover+ (for length of visa)
General English, English for Academic Purposes, IELTS (Full Time),English for Health Professionals (OET Preparation),English for Secondary Schools	<div>Up to 3 months</div> <div>Up to 6 months</div> <div>Up to 9 months</div> <div>Up to 12 months</div>
1 - 5 weeks \$100* 6 - 20 weeks \$200* 21-30 weeks \$300* 31 weeks over Additional Books to be purchased as required	<div>\$147.00</div> <div>\$294.00</div> <div>\$423.00</div> <div>\$553.00</div>
*Maximum of 1 Textbook per \$100 **10 Sessions Card (OET Prep.) enrolment & materials \$200 Note: for each additional 10 session card purchased, there will be a \$25 material fee.	Additional Service Fees
MLC Refund Policy	<div> <div>Airport Meeting & Transfer</div> <div> <div>Tullamarine airport (arrival only)*</div> <div>(arrival & departure)*</div> <div>Avalon airport (arrival only)*</div> <div>(arrival & departure)*</div> </div> </div> <div> <div>\$109*</div> <div>\$190*</div> <div>\$180*</div> <div>\$320*</div> </div>
By accepting 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. This refund policy composes a part of that agreement and is reproduced on the Acceptance Form. 1. A refund of 70% of fees will be given if an enrolment is cancelled more than 28 days prior to course commencement. 2. No refund 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. Students enrolling to commence courses within 28 days of application will not receive a refund if enrolment is cancelled more than seven (7) days after receipt of the application or within seven (7) days of course commencement. 3. No refund will be given to any student who has deferred their enrolment. 4. Early termination of homestay is subject to a 20% cancellation fee on monies paid; 5. Where proof of visa rejection is provided, refund will be calculated as proscribed in in section 47E of the ESOS Act. In accordance with the regulations, a full refund will be provided less: a. any paid representative's fee; b. \$500 or five percent of the total amount of pre-paid fees received for the Course (whichever is the lesser); c. expenses for travel, accommodation and other domestic services that cannot be offset by providing the services to someone else; d. the cost of books and other materials needed for the course; and e. if the student has commenced study, refund will be provided less the proportion of the course money that Stott's Colleges has 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. 6. Melbourne Language Centre may grant no refund if a student's enrolment is cancelled or a student's visa or application for visa is cancelled or refused due to actions of the student. 7. Stott's Colleges reserves the right to cancel or not offer a program. If any program is cancelled and/or not offered, in accordance with sections 46A and 46D and 29 of the <i>Education Services for Overseas Students Act</i> 2000, as amended, one of the following options will be offered: a. Any unused portion of tuition fees paid by the student will be refunded, 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.	<div> <div>Homestay Placement/Approval Fee</div> <div>\$200</div> </div> <div> <div>Homestay (Includes breakfast, lunch & Dinner)</div> <div> <div>under 18 years or English for Secondary School students</div> <div>over 18 years</div> </div> </div> <div> <div>\$320 p/w</div> <div>\$280 p/w</div> </div>
	<div> <div>Guardianship</div> <div> <div>1 year</div> <div>20 Weeks</div> </div> </div> <div> <div>\$4400*</div> <div>\$1500*</div> </div>
	<div>* incl.10% GST</div> <div> <div>+ Students must maintain valid Overseas Student Health Care insurance throughout their enrolments.</div> <div>TOTAL</div> </div>
	<div>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 a provider default)</div>

Student Declaration	
<ul style="list-style-type: none"> I, the applicant, declare that I have provided all the required information and that the information is true, reliable and accurate If enrolled at Melbourne Language Centre ('MLC') I will abide by all policies and procedures. I will inform MLC immediately if my contact details change while I am a student. I have been fully advised of, understand and agree to abide by the terms of this Application, the fees, the refund conditions and other important information relating to my chosen course (through my education agent/MLC brochures/MLC's website/the student prospectus as available on the website). 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 Protection Service. 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 Border Protection about changes to students' enrolment, and any breach by students of student visa conditions relating to attendance or satisfactory academic progress. I understand that if I am under 18 years of age I am required to have a guardian as defined by the department, in Australia. I hereby apply to become a student of MLC. 	
Applicant/Guardian Signature _____	Applicant/Guardian Name _____
Date ____/____/____	