

Enrolment Form

Personal Details

HOMESTAY & EDUCATION AUSTRALIA
Suite 103, Level 1, 379-383 Pitt Street,
Sydney NSW 2000 Australia
Telephone 02 9268 0933
Facsimile 02 9268 0399



Milton College
Provider Code 00905C

1. Family name: _____
2. Given names: _____
3. Date of birth (dd/mm/yyyy): _____
4. Sex: Male Female
5. Nationality: _____
6. Current home address: _____

Phone: _____ Email address: _____
7. Type of visa: Student Tourist Working Holiday Other
8. Passport number: _____

Course Details

1. Full time Part time (not available for Student visa) Re-enrolment/Extension
2. Course applying for:
 - a. General English
 - b. High School Preparation
 - c. IELTS Preparation
 - d. TOEIC Preparation
 - e. English for Academic Purposes
 - f. Cambridge First Certificate in English
 - g. TESOL for Children
 - h. Certificate IV in TESOL
 - i. Other

No. of Weeks: _____ Start Date (dd/mm/yyyy): _____

3. For students wishing to study more than one course:

Course 2

Name of course: _____

Course 3

Name of course: _____

Course 4

Name of course: _____

No. of weeks: _____

No. of weeks: _____

No. of weeks: _____

Start Date: _____

Start Date: _____

Start Date: _____

4. Do you wish to do further studies in Australia? Yes No If yes, please specify: _____

Services

1. Do you require homestay arrangements? Yes No
2. Number of days/weeks of homestay: _____ Start (dd/mm/yyyy): _____
Homestay preferences:
Family with children? Yes No Either
Do you have any allergies? Yes No If yes, please state: _____
Family that smokes? Yes No Either
Family with pets? Yes No Either
Special requests? Yes No If yes, please state: _____
3. Do you require airport pick up? Yes No
Flight arrival date (dd/mm/yyyy): _____ Flight arrival time (am/pm): _____ Flight number: _____
Do you require airport drop off? Yes No
Flight departure date (dd/mm/yyyy): _____ Flight departure time (am/pm): _____ Flight number: _____
4. Overseas Students Health Cover (OSHC) (compulsory for Student visas only)
 Single cover Family cover Number of months cover: _____

Medical Information

The Vocational Education and Training Accreditation Board requires Milton College to collect students' medical information. Please answer the questions below:

Do you have any allergies? If so what are they?

Do you have any other medical requirements or special needs, including treatments or services required?

(Please attach extra pages if required.)

Conditions of Enrolment

1. Payment Policy

- 1.1 All tuition fees and other related fees must be paid by the applicant prior to commencement of course.
- 1.2 Payment should be made in Australian dollars by cash, cheque, credit card or telegraphically transferred into our nominated account, in favour of Milton College Pty Ltd. A copy of the payment details is also required to confirm payment.

2. Refund Policy

- 2.1 All applications for refund must be made in writing by the applicant to Milton College. Upon receiving this, Milton College will pay the calculated refund amount within 28 days of notification. All refunds will have a statement explaining the calculations made. The refund will either be paid to the student or to the student's nominated agent.
- 2.2 Where an applicant cancels their course in writing, 28 days or more prior to the commencement date of the course, 85% of the tuition fees will be refunded.
- 2.3 Where an applicant cancels their course in writing, 27 days or less prior to the commencement date of the course, 75% of the tuition fees will be refunded.
- 2.4 No refund will be given to the applicant after the commencement date of their course or to an applicant who fails to commence their course.
- 2.5 If the refund is to be given to a minor, appropriate written arrangements must be made between Milton College and the guardian/parent(s)/agent to confirm whom the payment should be made to.
- 2.6 For applicants in the High School Preparation Program, a minimum of 14 days written notice needs to be given to Milton College if the applicant is accepted into an Australian High School. If less than 14 days notice is given, Milton College reserves the right not to refund the balance of tuition fees.
- 2.7 If the applicant's visa is rejected by DIMIA, Australian Embassy, Milton College will require a copy of the rejection letter and will refund all tuition fees and related fees minus the enrolment fee, accommodation placement fee and airport pick up fee.
- 2.8 Enrolment fee, accommodation placement fee and airport transfer fee are non-refundable.
- 2.9 Accommodation fees will be refunded in full where written notice of cancellation is given at least 14 days prior to accommodation commencement date. Where cancellation is given less than 14 days in advance, two weeks accommodation fees will be charged.
- 2.10 This agreement does not remove the right to take further action under Australia's consumer protection laws.
- 2.11 The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

3. Transfer Policy

- 3.1 Tuition fees cannot be transferred to another student or family member.
- 3.2 Subject to government guidelines and policy, tuition fees may be transferred to another institution. NO TRANSFER of tuition fees will be made once the course has commenced.

4. College Rules

- 4.1 Applicants shall be bound by the rules of Milton College. Failure to comply with these rules may result in the applicant being dismissed or suspended as determined by the Principal of Milton College or authorized Delegate. Where an applicant is dismissed or suspended from Milton College, NO REFUND will be made whatsoever.
- 4.2 Applicant authorises Milton College to use photos and comments taken by Milton College during their time at the College.

Declaration

I declare that all the information given by me on this form is correct. I have read, and fully understand the terms and conditions of enrolment including the cancellation and refund policy and agree to be bound by them.

Signature of applicant

Date

When the applicant is less than 18 years of age, this form must be signed by a parent, or guardian or an authorized officer of any sponsoring corporation. Such an applicant will not be permitted to change their course details without written consent from the signatory.

Signature of parent/guardian/sponsor

Relation to applicant

Date

Privacy Act

According to the Education Services for Overseas Student Act 2000 (Section 175) it is a legal requirement that Milton College makes available to Government, Commonwealth and State bodies details of your enrolment if required.

Please sign this form to indicate your understanding and acceptance of the terms and conditions of your enrolment with Milton College Provider CRICOS Code 00905C.

Name of Applicant _____ Date _____

Signature of Applicant _____ Date of Birth _____

Milton College Pty Ltd Provider CRICOS Code 00905C ABN 27 003 400 100

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For further information, please visit our website:

www.miltoncollege.com.au

