

Representative's stamp

## Application for Admission

Please print clearly in English and in BLOCK letters. You can also apply online at [www.embassyces.com](http://www.embassyces.com)

### PERSONAL INFORMATION

#### The Student

Family name (as shown in passport)		Given names	
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Age	Date of Birth (day/month/year)
Home address (student)			
City		Code	Country
Home telephone		Fax	
Email		Mobile number	
Passport number		Passport expiry date	

#### Parent/Guardian correspondence details

Name		Relationship to student	
Home address			
City		Code	Country
Home telephone		Business telephone	Fax
Email		Mobile number	

#### Country of residence

Nationality	Country of birth
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### VISA DETAILS

Do you have a current Australian Visa? Yes  No 

Visa type	Visa number
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The Australian Government requires all overseas students on a Student Visa to have Overseas Student Health Cover (OSHC). The fee for this is payable at the time you confirm your enrolment. At time of printing fees are:

up to 3 months – AUD81      up to 6 months – AUD162      up to 9 months – AUD243      up to 12 months – AUD324

OSHC membership number	OSHC expiry date
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### ENGLISH LANGUAGE PROFICIENCY

What is your present level of English?

Beginner  Elementary  Pre-intermediate  Intermediate  Upper-intermediate  Advanced  Proficient 

### THE COURSE YOU WANT TO FOLLOW

1. Location/centre			
Course name	Course code	Start date	Number of weeks
2. Location/centre			
Course name	Course code	Start date	Number of weeks

### OPTIONAL EXTRAS

One-to-one lessons (dependent on centre)	5 p/w <input type="checkbox"/>	10 p/w <input type="checkbox"/>	Start date	Number of weeks
Internship option	<input type="checkbox"/>	Start date	Number of weeks	
Dual centre* (AYA Course only)	Location 1		Location 2	

### UNIVERSITY STUDY

Are you intending to go on to study at university? Yes  No 

If yes, what is your proposed course of study?
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## ACCOMMODATION

Do you require assistance with accommodation? Yes  No

Length of stay (weeks)

Accommodation start date

Do you smoke? Yes  No  Do you have any allergies or medical conditions? Yes  No  (If yes, please explain on a separate sheet)

Do you have special dietary requirements (e.g. Halal, vegetarian, allergies, etc.)

What type of accommodation do you require?

	Homestay (single)	Homestay (double)	Lodge* (single)	Lodge* (double)	Montpelier House* (single)	Montpelier House* (double)
Brisbane/Gold Coast/Perth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Melbourne	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Sydney	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

\* Montpelier House and Lodge accommodation is for students over the age of 18

## AIRPORT PICKUP AND TRANSFER

Do you require airport pickup and transfer? Arrival only  Departure only  Both ways  Not required

Arrival	Date	Time	Departure airport	Arrival Airport	Flight no.
Departure	Date	Time	Departure airport	Arrival airport	Flight no.

## PAYMENT

The enrolment fee of AUD185 is required at time of booking.

I enclose an enrolment fee of AUD185  I have sent AUD185 direct to your bank  I have paid the monies to my agent

Please indicate your preferred method of payment: 1. Cheque (Australian dollars only)  2. Bank transfer  3. Credit Card

- By mail – by bank draft/cheque in Australian dollars sent to: Study Group Australia Pty Limited, National Australia Bank, 308–322 Queen Street, Brisbane QLD 4000, Australia BSB 084 - 004. Please quote: account number: 45-612-7210. Account name: Study Group Australia Pty Limited.
- By bank transfer – account name: Study Group Australia Pty Limited. Account number: 45-612-7210 BSB 084 - 004  
Bank address: National Australia Bank, 308–322 Queen Street, Brisbane QLD 4000, Australia  
Please ensure that all payments and transfers include full booking and client details.
- If you wish to pay by international credit card, please complete the following section.

### Credit Card Payments

I hereby authorise Embassy CES to charge AUD  to my credit card Mastercard  Visa  American Express

Card number

Expiry date

Name and address of card holder (mandatory)

Signature of card holder

Please deduct the final balance from this credit card on the due date (14 days prior to arrival)

## DECLARATION

All applicants and parent/guardian (if applicant is under the age of 18) must read and sign this declaration before the application will be processed.

- I have read and understood the Embassy CES terms and conditions of enrolment documentation, including the cancellation and refund policy.
- I have read and understood the relevant schedule of costs set out in the current Embassy CES price lists and hereby affirm that I have sufficient funds to pay for all tuition costs as well as the cost of all food, accommodation and all other personal expenses during the full period of my course at Embassy CES.
- I authorise Embassy CES to take appropriate action in the event of a medical emergency and I understand that I am responsible for all medical bills incurred.
- I certify that all the information given by me in this Application for Admission is accurate and complete.

Embassy CES is bound by the National Privacy Act Principles and Guidelines of the Commonwealth of Australia. We collect and use any personal information you provide to us in accordance with those Principles and Guidelines. The type of information we collect, the use we make of the information and the disclosure of that information without your prior approval is set out in our detailed Privacy Policy which can be found at [www.embassyces.com](http://www.embassyces.com). By signing this application, you acknowledge you have read the Statement and our Privacy Policy and consent to the use and disclosure of your personal information as set out in our Privacy Policy.

Signed (student)

Date

Signed (parent, legal guardian\*)

Date

\*if applicant is under the age of 18

## SEND YOUR APPLICATION TO

Your preferred campus as listed on the back cover of this brochure or  
International Admissions Centre

Level 8, 97-99 Bathurst Street, Sydney NSW 2000 AUSTRALIA

Telephone: +61 2 8263 1888 Fax: +61 2 9267 0531

### Note:

- Information provided 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.
- Any school-aged dependants accompanying an overseas student to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

# Embassy CES Terms & Conditions

Once an enrolment is accepted by Embassy CES, the following conditions become legally binding:

## 1 TUITION & ACCOMMODATION FEES

Full fees must be paid before visa documents are issued and no later than 14 days before arrival. Transfers, accommodation or tuition will not be provided unless full payment has been received prior to arrival.

## 2 SERVICES

The company reserves the right to change details of its services, including courses, facilities and course dates, where circumstances beyond the company's control necessitate such changes or where the number of enrolments is not enough to operate a course viably.

## 3 CHANGES TO ENROLMENTS

The company reserves the right to charge an Administration Fee (AUD185) each time course or accommodation details are changed after a place has been confirmed. This fee will not apply to upgraded or extended courses. Notification of change to airport transfers must be sent to our Admissions Centre at least two full working days prior to the designated arrival time. If notice is not received, an additional fee will apply.

## 4 ACCIDENT & MEDICAL INSURANCE

Every student must have appropriate insurance. The company recommends that all students take our own StudyCare insurance which is tailored to the needs of international students. Cover under the Studycare insurance policy does not commence until the insurance fees have been paid in full.

In Australia, it is compulsory for those on Student Visas to take Overseas Student Health Cover (OSHC). Students are advised to take StudyCare as additional cover.

## 5 GIVING NOTICE OF CANCELLATION OR TERMINATION

Notice of cancellation or termination must be made in writing to our Admissions Centre or the local Centre Director.

Residential accommodation booked through Embassy CES may be subject to special cancellation charges. Information will be provided by the Admission Centre or school.

## 6 GENERAL REFUND POLICY

Embassy CES defines a full course of study as the initial enrolment period. If a student cancels his/her course or withdraws from the course after the start date, any Enrolment Fee, Accommodation Placement Fee, Airport Transfer Fee, StudyCare or Health Care premiums will not be refunded.

If a student's visa application is rejected after payment has been received then their full tuition and accommodation fees will be refunded within 28 days provided a visa refusal letter is received by our Admissions Centre at least 2 days before the course was due to start.

If a student withdraws from a course before the deemed commencement date, and the College has paid an amount to a representative in relation to recruitment, the refund will be further reduced by that amount.

If for any reason the College is unable to offer a course, a full refund of fees will be paid within 14 days.

Any default by Study Group will be covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. This agreement does not remove the right to take further action under Australia's consumer protection laws.

In Australia the Provider's dispute resolution does not circumscribe the student's right to pursue other legal remedies (National Code of Practice 43.3) and does not remove the right to take action under Australia's consumer protection

laws. Refunds will be provided within 4 weeks if the student defaults and within 2 weeks if the Provider defaults.

## 7 TUITION REFUNDS BEFORE ARRIVAL: ALL PROGRAMS

a) In Brisbane, Gold Coast, Melbourne and Sydney, students will be charged the Enrolment Fee plus 30% of tuition fees if cancelling prior to the start of their course

b) In Perth only, in the case of withdrawal/cancellation, a cancellation fee may be charged as shown in the included table. Cancellation fees may apply to either the first or subsequent semester of a course as appropriate. (For the purpose of this policy, a semester is considered to be a maximum of 20 weeks of study.)

## 8 TUITION REFUNDS AFTER ARRIVAL

### Brisbane, Gold Coast, Melbourne and Sydney

a) No tuition fees will be refunded to students terminating tuition after the course starts. When a student has enrolled in multiple locations/courses, the course start date for the purpose of this clause is deemed to be the initial Embassy CES course.

### Perth

A cancellation fee may be charged as shown in the table below. Cancellation fees may apply to either the first or subsequent semester of a course as appropriate. (For the purpose of this policy, a semester is considered to be a maximum of 20 weeks of study.)

### Perth Campus Only

	Courses 10 weeks or less	Courses greater than 10 weeks
<b>Before course/semester commencement</b>		
More than 10 weeks	10% of Course Fee	10% of Semester Fee
More than 4 weeks but less than 10 weeks	30% of Course Fee	30% of Semester Fee*
4 weeks or less	100% of Course Fee	70% of Semester Fee*
<b>After course/semester commencement</b>		
Within 4 weeks	100% of Course Fee	80% of Semester Fee
After 4 weeks	100% of Course Fee	100% of Semester Fee

\*After course commencement, these cancellation fees may also apply to any subsequent uncommenced semester.

## 9 ACCOMMODATION REFUNDS BEFORE ARRIVAL: EXCEPT AYA AND EAP

Students cancelling their accommodation less than 7 days before arrival will be charged one week's accommodation (plus the Accommodation Placement Fee). For cancellations less than 48 hours before arrival, 4 weeks accommodation will be charged (or the full accommodation fee if the booking is less than 4 weeks in duration) plus the accommodation placement fee.

## 10 ACCOMMODATION REFUNDS AFTER ARRIVAL: EXCEPT AYA AND EAP

Students leaving their accommodation must give at least 4 weeks' notice. Accommodation fees in excess of this period will be refunded. A 10% cancellation fee will be deducted from the balance.

## 11 ACCOMMODATION REFUNDS: AYA AND EAP

In Australia, 4 weeks' notice is required. Students will be refunded all accommodation fees in excess of this period. All refunds will incur a 10% cancellation fee.

## 12 VISAS

Students should contact their local Embassy, Consulate or High Commission to ensure they are allowed to enter and study in their chosen country.

No visa support documentation will be provided until all fees have been received.

## 13 HOLIDAYS (PUBLIC, AYA AND EAP)

The Embassy CES schools in this brochure will be closed on public holidays. There may be an additional charge for those who remain in their accommodation during extended holidays including Christmas and New Year. Students wishing to take personal holidays and keep their Homestay room, pay a retention charge which varies by centre. Rates are available on request. Students wishing to retain their residential accommodation will be charged standard room rates.

Dates for AYA and EAP include the following vacation periods between terms:

2006: Mar 18th-Apr 2nd, Jun 17th-Jul 2nd, Sep 16th-Sep 24th, Dec 10th-Jan 1st;

2007: Mar 17th-Apr 1st, Jun 16th-Jul 1st, Sep 15th-Sep 23rd.

Courses including discounted AYA and EAP accommodation packages include accommodation during these periods.

All students (excluding those on AYA and EAP courses) in Homestay accommodation over the Christmas and New Year two week period will be charged a seasonal supplement of AUD115 per week.

## 14 RESOLUTION OF DISPUTES

Any complaint should first be made to the student's Embassy CES Centre Director. If the matter is not resolved, the student should complain in writing to the local Embassy CES Head Office.

Each complaint will be fully investigated provided that it is received within one month of the course ending and all fees have been paid.

In the event of a dispute between an individual student and the college, procedures are in place to facilitate the resolution of the dispute. If the student remains dissatisfied with the outcome, they may seek independent external mediation through the Institute of Arbitrators and Mediators in Australia (the IAMA). For Perth enrolments only, the Western Australian Department of Education Services also provides, free of charge the services of an independent conciliator to assist in dispute resolution. Information and contact details are available at [www.des.wa.gov.au/services/internat/content.htm](http://www.des.wa.gov.au/services/internat/content.htm) or telephone +61 8 9324 6835.

## 15 LIABILITY

Embassy CES and its staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused, except where liability is expressly imposed by law. Embassy CES will not be liable in the event that any service contracted to be supplied by Embassy CES becomes impossible to supply for any reason or any cause outside the control of Embassy CES.

## 16 VALID PRICES

Prices in this brochure are valid for students starting before 31 December 2006. Thereafter, Embassy CES reserves the right to change them without notice.

## 17 EXPULSION

Embassy CES reserves the right to expel any student whose conduct is unsatisfactory at the discretion of the Centre Director, whose decision is final. No fees will be refunded in such cases and any unpaid fees become payable immediately.

## 18 PROMOTIONAL ACTIVITY

Students and their parents or guardians agree that the student's photo, quotes and details of achievements may be used for promotional purposes without written consent or notification.

## 19 FURTHER INFORMATION: AUSTRALIA

All courses offering less than 30 lessons per week (25 hours) are open to non student visas holders only.

Information provided 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.

Students studying in Queensland who are concerned about the conduct of a provider may contact officers of the Queensland Department of Education; the chief executive of that Department has power under the Education (Overseas Students) Act to suspend or cancel the registration of a provider or a course within that state.

Average living expenses:

Sydney and Melbourne: AUD15,000.00 per year

Gold Coast, Brisbane and Perth: AUD12,000.00 per year

## PUBLIC HOLIDAY DATES 2006

MONTH	BRISBANE	GOLD COAST	MELBOURNE	PERTH	SYDNEY
January	2, 26	2, 26	2, 26	2, 26	2, 26
February					
March			13	6	
April	14, 17, 25	14, 17, 25	14, 17, 25	14, 17, 25	14, 17, 25
May	1	1		29	22
June	12	12	12	5	12
July					
August	16				7
September		1			
October				2	2
November			7		
December	25, 26	25, 26	25, 26	25, 26	25, 26