

APPLICATION FORM- PAGE 1

→ Please write CLEARLY in English.
→ All blanks must be completed.

WHICH CAMPUS ARE YOU APPLYING FOR?

Brisbane Sydney

HOW DID YOU HEAR ABOUT PACIFIC GATEWAY?

Friend/Family Exhibition Website Agent

PERSONAL INFORMATION

Family Name
Given Names
Date of Birth d/m/y / / Sex: F M
Nationality
Language
Passport Number
Address

Telephone
E-Mail

- Details below must match Pacific Gateway start & end dates.
- Please refer to the Pacific Gateway brochure or website for detailed program descriptions.
- Option availability is not guaranteed. All enrolments are subject to availability and minimum class enrolment.

Session Number: to (e.g.: 03 to 09)

Start Date: / / Weeks: **PROGRAM**

- English Communication Program
 Power Speaking Program*
 TOEIC Program*
 Academic Preparation (IELTS) Program*
 Cambridge Program* FCE* CAE* TKT*
 TESL / Internship Program*†
 Business English Program*†

* You must pass a Pacific Gateway English level test before your enrolment in these programs will be confirmed.

† Please contact Pacific Gateway before you apply.

VISA STATUS IN AUSTRALIA:

Working Holiday Visitor Student

Other (specify)

Student Visa Students MUST:

- Request OSHC (below) or obtain your own insurance
- Include local address, above (if you are in Australia now)

HEALTH INSURANCE (OSHC)

Yes No

STUDENT'S ENGLISH LEVEL

Introductory Elementary Intermediate

Upper-intermediate Advanced Advanced +

(Your level will be officially assessed when you enter the school)

ACCOMMODATION

I prefer Pacific Gateway's homestay for sessions.

I will make my own living arrangements.

PROGRAM COSTS

(Australian Dollars)

Application Fee **\$ 180.00**
(All programs: required with application; non-refundable)

Materials (\$40.00 per session) **\$ _____**

Tuition Fee
 sessions X per session **\$ _____**

Homestay Placement Fee **\$ _____**
(required with application; non-refundable)

Homestay Fee (1 session=28 days)
 sessions X per session **\$ _____**

Airport Transfer **\$ _____**

OSHC (Overseas Students Health Cover - min. 3 months) **\$ _____**

TOTAL PAYMENT **\$ _____**

AGREEMENT

All information given on this application is correct.
I accept Pacific Gateway's terms and conditions, including the refund policy, as described on page 1 of this application.

**READ
PAGE 1**

signature

/ /
date

APPLICATION FORM ~PAGE 2

HOMESTAY ACCOMMODATION

BRISBANE SYDNEY

AGENT

My application is through an agent:

Yes No

If yes,
the agent
details are:

Name

E-mail

Company

Fax

PERSONAL INFORMATION

Family Name

Given Names

Date of Birth d/m/yy

Sex F M

Nationality

Language

Passport Number

Address

Telephone

E-Mail

EMERGENCY CONTACT:

Name:

Relationship:

Telephone:

VISA STATUS IN AUSTRALIA:

Working Holiday Visitor Student

Other (specify)

TRAVEL:

Do you require airport pick-up? Yes No

Please tell us your travel details:

Arrival Date: / / (dd / mm / yy)

Flight Number:

Arrival Time:

PACIFIC GATEWAY STUDY PROGRAM

Pacific Gateway Sessions: (start) (end)

Please see Pacific Gateway
Calendar or website for session
numbers and dates.

Total weeks of study:

ACCOMMODATION DATES

Arrive: / / Leave: / /

YOUR ENGLISH LEVEL

Introductory Elementary Intermediate

Upper-intermediate Advanced Advanced +

(Please estimate your level; you will be tested when you enter the school)

PREFERENCES:

(Please—only one choice per line)

► We will find accommodation as close as possible to your preferences, but your selections (below) are not guaranteed.

Are you vegetarian? Yes No

Do You Smoke? Yes No

Non-Smoking Home Smoking OK No Preference

Home with pets No Animals No Preference

Home with children No children No Preference

Family with another student? Yes No

Please list any foods that you can not eat:

List all allergies and any medications you take:

What are your interests (what you want to learn):

What are your hobbies (interests in spare time):

If you are a student, please choose:

High School College University

If you are not a student, what is your profession?

APPLICATION FORM ~ PAGE 3

TUITION REFUND POLICY Modified NOV 2005

SPECIAL NOTES:

A. Before Your Program Starts

Your Refund	When You Must Cancel	Cancellation Fee to Pacific Gateway
75% (min.)	No authorization from Australian Immigration	25% of total fees (\$200 max.)
75% (min.)	0 – 7 days after making the contract	25% of total fees (\$400 max.)
75%	30 days or more before the program starts	25% of total fees
60%	1 – 29 days before the program starts	40% of total fees

B. After Your Program Starts

Your Refund	When You Must Cancel	Cancellation Fee to Pacific Gateway
50 %	0 – 10% of the program completed	50% of total fees
30%	11 – 29% of the program completed	70% of total fees
No Refund	30 – 100% of the program completed	100% of total fees

- You are not allowed to transfer your tuition fees.
- Starting the program on time is your responsibility. If you arrive late for the start of your course, no refund is given for the missed days.
- If you choose to withdraw from Pacific Gateway, it must be from your entire program; you cannot withdraw from selected parts of your program (i.e. the last month).
- You must leave Pacific Gateway on the date you have agreed to withdraw.
- Your program is indicated by the start and end dates on your Pacific Gateway acceptance letter.
- Percentage of Program Completed = (Total Number of Days Completed) ÷ (Total Number of Days in Program) X 100%. Weekends are not included in this calculation.
- This agreement does not remove the right to take action under Australia's consumer protection laws.
- Pacific Gateway's dispute resolution process does not circumscribe your rights to pursue other avenues and other legal remedies.
- Refunds will be paid to the person who enters the contract with Pacific Gateway or to the person they nominate in writing.
- Any refunded fees will be paid in the currency they were received.
- Pacific Gateway will make sure that you can sit down and talk with an appropriate person within 2 days of your withdrawal request.
- We aim to have a solution presented to you within seven days.
- All refunds will be paid within 4 weeks of a withdrawal form is filled out and received by the college.
- QLD** Students enrolled at Pacific Gateway may contact the Department of Justice Dispute Resolution Branch 07-3239-6269 for dispute resolution.
- The CEO of Education Queensland has the power to suspend or cancel the registration of Pacific Gateway **QLD** or its courses.
- Student concerns about Pacific Gateway can be addressed directly to the officers of Education Queensland.
- QLD** Student may also pursue legal remedies other than Education Queensland.
- NSW** students can contact the Office of Fair Trading or an independent mediator for dispute resolution.
- In the event of a program cancellation by the college, all fees, except for the application fee, will be refunded.
- In the event of the school defaults the Refund Policy does not apply.
- Provider default is covered by the provisions of the ESIS 2000 and the ESOS regulations 2001.

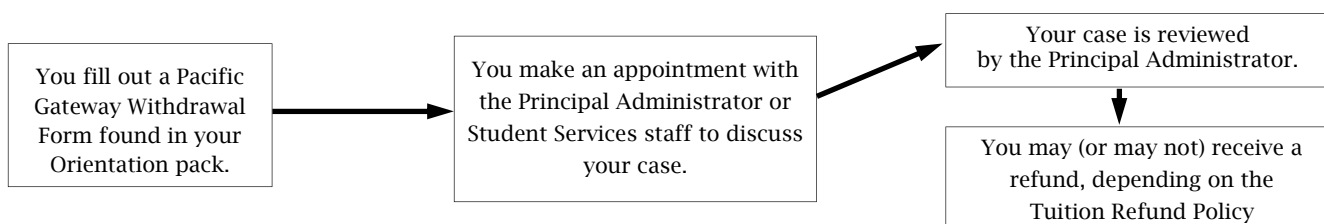
TERMS & CONDITIONS

All students must read this document carefully before signing on the other side of this page.

- The enrolment application fee is non-refundable and must be paid at the time the application is sent.
- All fees are non-transferable.
- All fees must be paid in accordance with the invoice issued and are due a minimum of six weeks prior to the beginning of the program.
- Cancellations and withdrawals are subject to the conditions of the college's refund policy.
- All bank charges incurred in sending money to Pacific Gateway or for refunds issued by the college will be invoiced to the student.
- The minimum age for enrolment is 16 years.
- Cambridge Program students must be at least 18 years old.

TUITION REFUND DISPUTE RESOLUTION PROCEDURE

If you are dissatisfied with your program, you should consult with Pacific Gateway's Principal Administrator in person after submitting a written grievance. If the grievance cannot be resolved, the terms above will apply to your withdrawal request.

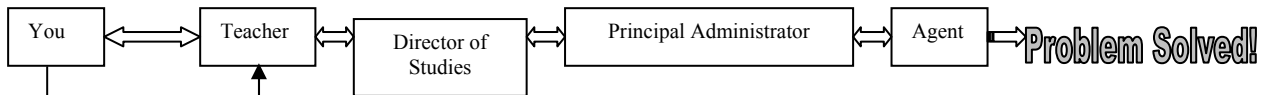


APPLICATION FORM ~ PAGE 4 GRIEVANCE POLICY

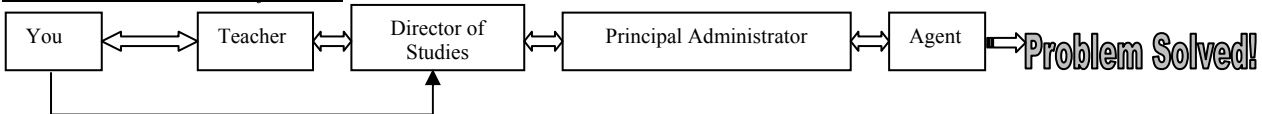
Pacific Gateway staff members will work to find solutions to any problems you may face while studying at the college. Please use the Student Problem-Solving Chart to help you choose who you would like to talk to in order to solve your problem.

STUDENT PROBLEM-SOLVING CHART

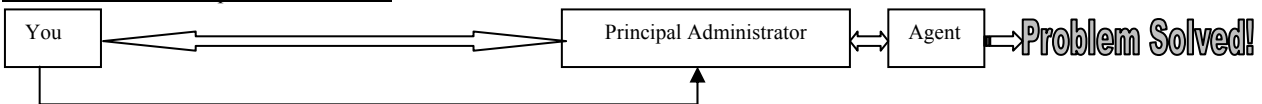
1 – Talk To Your Teacher



2 – Talk To The Director of Studies

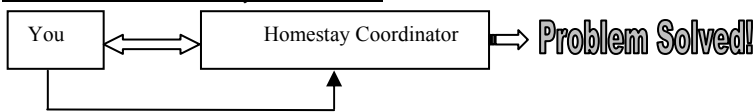


3 – Talk To The Principal Administrator

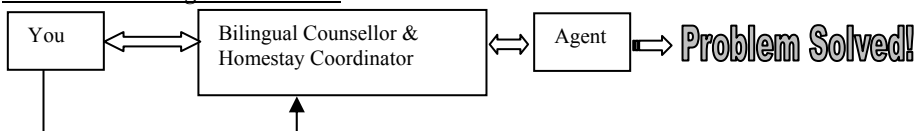


Homestay Problems

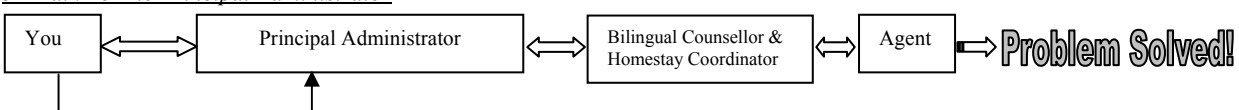
1 – Talk To The Homestay Coordinator



2 – Talk To A Bilingual Counsellor



3 – Talk To The Principal Administrator



Time frames:

- i. The school will make sure that you can sit down and talk with an appropriate person within 2 days of your complaint.
- ii. We aim to have a solution presented to you within seven days.

Also:

- i. You may nominate a support person to accompany you at any stage of the dispute resolution process.
- ii. If it is not possible to resolve the dispute internally, via the process above, the school / college will make arrangements for independent mediation to resolve the dispute. Independent mediation is available through the Dispute Resolution Branch, Department of Justice and Attorney-General. There are six Dispute Resolution Centres throughout Queensland. The Brisbane Centre is located on the 13th Fl, Central Courts Building, 170 North Quay, QLD 4000. Contact details are: Tel: +61 7 3239 6269; Fax: +61 7 3239 6284. If you are outside Brisbane you may use the Toll Free No: 1800 017 288. At present there is no fee for use of this service, but this may change.
- iii. Nothing in the school's / college's Dispute Resolution Policy negates the right of any overseas student to take action under Australia's consumer protection laws in the case of financial disputes.
- iv. Nothing in the school's / college's Dispute Resolution Policy negates the right of any overseas student to pursue other legal remedies.
- v. If you are concerned about the actions of this school / college you may approach the State Authority for CRICOS Registration. In Queensland this is the Department of Education. The Director-General of the Department of Education has the power to suspend or cancel the school's / college's registration, or a course, if a breach of the requirements of registration provision is proved. Concerns about the conduct of the school should be addressed to The Senior Education Officer, Office of Non-State Education, Queensland Department of Education, PO Box 15033, City East, QLD 4002. Complaints must be made in writing.