

Greenwich College

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Provider CRICOS Code 02672K. ABN 31 114 584 940



Greenwich College

GREENWICH COLLEGE APPLICATION FORM

STUDENT DETAILS

Surname/Family Name _____
Given Name(s) _____
Gender Male Female **Date of Birth** dd / mm / yyyy _____
Nationality _____
Current Address _____

Suburb/Town/City _____
Postcode/Zipcode _____ **Country** _____
Telephone/Mobile Number _____
Email _____
How did you hear about Greenwich College?
 Agent Advertising Internet Student/Friend Education Fair
 Other (Please specify) _____

VISA

Passport Number _____
Which visa type do you plan to study under at Greenwich College?
 Student* Working Holiday Tourist Other (Please specify) _____
***Which city will you lodge your visa application?** _____

OVERSEAS STUDENT HEALTH COVER (OSHC)

The Australian Government requires all overseas students studying on a student visa to have Overseas Student Health Cover (OSHC) for the total duration of your stay in Australia
Do you want Greenwich College to arrange your OSHC?
 No Yes (Please complete the following questions) _____
OSHC Duration _____ Months
OSHC Cover Type Single Family
(Family Cover: Please attach full name(s) and date of birth of all family members) _____

COURSE

Which course(s) do you want to study at Greenwich College?
Please note that primary student visa applicants cannot apply for TECSOL, TESOL Foundation, and/or any part-time course

General English Start dd / mm / yyyy
 Full-time Part-time / Day Evening Weeks _____

IELTS Preparation Start dd / mm / yyyy
 Full-time Part-time / Day Evening Weeks _____

Cambridge FCE Start dd / mm / yyyy
 Full-time / Day Evening Weeks 10 12

Certificate IV in EAP Start dd / mm / yyyy
 Full-time / Day Evening Weeks 12 16

TECSOL Start dd / mm / yyyy
 Full-time Day Weeks 4

Certificate IV in TECSOL Start dd / mm / yyyy
 Full-time Day Weeks 6

TESOL Foundation Start dd / mm / yyyy
 Full-time Evening Weeks 4

Certificate IV in TESOL Start dd / mm / yyyy
 Full-time / Day Evening Weeks 8

Other _____ Start dd / mm / yyyy
 Full-time Part-time / Day Evening Weeks _____

FURTHER EDUCATION

Do you plan further study in Australia after Greenwich College?
 No Yes (Please complete the following questions) _____
Institution Name _____
Do you wish to use the Greenwich College articulation/direct entry agreement to study at this institute (if applicable)? No Yes
Greenwich College has direct entry agreements with some of Australia's leading Universities and Colleges. This allows Greenwich College students to enter these leading institutions without the need to complete the official IELTS test. Contact Greenwich College for a list of institutions and further information

AIRPORT TRANSFER

Do you want Greenwich College to arrange your Airport Transfer?
 No Yes (Please complete the following questions) _____
Arrival Date dd / mm / yyyy **Arrival time** _____ am / pm
Airline _____ **Flight Number** _____
If you do not have this information at the time of application, please provide a minimum of 14 days prior to arrival date

ACCOMMODATION (HOMESTAY) DETAILS

Do you want Greenwich College to arrange your Homestay accommodation?
 No Yes (Please complete the following questions) _____
Arrival Date dd / mm / yyyy **Arrival time** _____ am / pm
Homestay Accommodation Duration _____ Weeks/Days
If you do not have this information at the time of application, please provide a minimum of 14 days prior to arrival date
Do you smoke? No Yes (Note that you may be required to smoke outside) _____
Do you mind staying with pets? No Yes _____
Do you mind staying with children? No Yes _____
Do you suffer from any medical conditions and/or have any special dietary requirements? No Yes (Please specify) _____

Greenwich College is required to ensure that students under the age of 18 not being cared for in Australia by a parent or nominated relative have suitable accommodation, support and general welfare arrangements whilst in Australia
If you are under the age of 18, do you want Greenwich College to arrange suitable accommodation and welfare? No Yes

DECLARATION

I declare that all information provided in this application form is correct, and that I have read and understood, and agree to be bound by the Terms and Conditions contained within this document (including on the reverse page).
I understand that acceptance into any course(s) at Greenwich College is subject to meeting the course entry requirements and submitting full payment of fees a minimum of 28 days prior to the commencement date of the course, and that the issuance of any offer of admission from Greenwich College constitutes a written agreement between I the applicant and Greenwich College in accordance with the Terms and Conditions contained within this document

dd / mm / yyyy
Signature of Applicant **Date**
If you are under the age of 18, this declaration must also be signed by a parent or guardian, who agrees to the Greenwich College Terms and Conditions contained within this document

dd / mm / yyyy
Signature of Parent/Guardian **Date**

Print Full Name **Relationship**

Agent Details

GREENWICH COLLEGE TERMS AND CONDITIONS OF ENROLMENT

ENROLMENT PROCEDURE

1. Send a completed application form to Greenwich College or enrol online at <http://www.greenwichcollege.com.au>
2. Greenwich College will send you a Conditional Offer of Admission and a Statement of fees
3. Arrange full payment of fees a minimum of 28 days prior to the commencement date of your course. For some applicants, payment may be required earlier
Please note that your place on the course will not be confirmed until receipt of full payment and confirmation by Greenwich College
4. Upon payment of fees, Greenwich College will issue you the necessary documents for you to study at Greenwich College
5. For information on visa requirements to come to Australia, contact the Australian Embassy, Consulate or High Commission in your country, or the Department of Immigration and Citizenship (DIAC) website <http://www.immi.gov.au>

TERMS AND CONDITIONS

1. Greenwich College is bound by the legislation of the Australian Government in their responsibilities to overseas students. Details of this legal framework, the Education Services for Overseas Students Act 2000 (ESOS Act) and associated legislations can be found at <http://aei.dest.gov.au>
2. Greenwich College is not bound to accept any application. If Greenwich College rejects the application, then fees paid will be refunded in accordance with the Cancellation and Refund Policy
3. All fees are payable to Greenwich College in Australian dollars only
A credit card transaction fee (2%) applies to all payments made by credit card
4. Greenwich College Terms and Conditions of Enrolment and Cancellation and Refund Policy may differ from that of a Representative of Greenwich College. You are advised to confirm with the Representative of their Terms and Conditions relating to fees paid for their services
5. Greenwich College is closed on all gazetted public holidays and Founders days
Compensation will not be made for weeks comprising these dates
6. Course and/or course fees paid cannot be transferred
7. Greenwich College reserves the right to change its schedule of fees, Terms and Conditions, course schedule, and/or class locations at anytime without notice
8. Greenwich College reserves the right to cancel a course and/or enrolment prior to the commencement date of a course, in which case, fees paid will be refunded in accordance with the Cancellation and Refund Policy
9. Greenwich College will refund in full all tuition fees paid if your application for a visa to study in Australia at Greenwich College is rejected before the commencement date of the course
10. If you commence a course at Greenwich College and subsequently your visa application is rejected, a pro-rata refund of tuition fees paid will be made
11. Please note that all other fees are subject to the Cancellation and Refund Policy and that it is the responsibility of the applicant to advise Greenwich College of any changes as early as possible
12. In each case, a request for refund must be made in writing and must be accompanied by supporting documentation. Requests are to be forwarded to the Registrar at Greenwich College and are not deemed to be effective until confirmed by Greenwich College
13. Where a refund is due, Greenwich College will provide the student or the Representative of Greenwich College with a Refund Statement. The Refund Statement will list the amount and reasons for the refund, clearly explaining how the amount has been calculated with specific reference to the Terms and Conditions of Enrolment
14. If you have enrolled directly, refunds will be paid directly to you. If you have enrolled through a Representative of Greenwich College, refunds will be paid to the Representative
15. Refunds will be processed within 28 days once confirmed by Greenwich College. Refunds will be paid in Australian dollars only
16. Any school-aged dependants accompanying overseas students to Australia will be obliged to attend either a government or non-government school. Enrolment must be maintained whilst in Australia and fees may apply
17. Greenwich College may be subject to the Privacy Act 1988 and/or state or territory privacy legislation. In either case, exemptions to information sharing exist, particularly in case of emergencies or law enforcement activities. The information provided by you (including but not limited to your contact details) in all forms of correspondence between you and Greenwich College may be shared between Greenwich College and the Australian Government and designated authorities, and if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. The information may also be used for general communication with you and for promoting compliance between you and Greenwich College. The ESOS Act further outlines circumstances in which this information may be shared
18. This agreement, and the availability of Greenwich College complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws

Student Code of Conduct

19. You agree to be bound by and comply with the Greenwich College terms and conditions of enrolment, the student code of conduct, the conditions pertinent to your visa, and all relevant government legislation
20. You must hold a valid visa to study in Greenwich College and ensure that you comply with the requirements of that visa. For student visa holders this includes but is not limited to, notifying Greenwich College of your residential address and any change to your residential address within 7 days while enrolled at Greenwich College
21. Greenwich College will not be held responsible for any loss, accident, mishap or damage related to your personal belongings
22. You agree to follow all lawful and reasonable instructions given by Greenwich College staff while on College premises and/or while participating in excursions, extracurricular activities and/or events organised by Greenwich College
23. You agree to behave in a safe and responsible manner at all times, and will not undertake any activity or action that may be deemed dangerous and/or beyond your ability to carry out safely, while on College premises and/or while participating in excursions, extracurricular activities and/or events organised by Greenwich College
24. You agree to take sole responsibility for your own safety and actions on any excursion, field trip or event. You clearly understand that neither Greenwich College nor its teachers, management, and staff are responsible for your actions or safety. You must always have insurance to cover any accident. You will not hold Greenwich College its teachers, management or staff responsible for any mishap, loss, accident or injury
25. Photographs, videos, testimonials and/or course work provided by you and/or taken by Greenwich College may be used by Greenwich College for marketing and promotional purposes
26. Failure to comply with any of the above may result in you being dismissed and/or suspended from your course and/or Greenwich College
27. Where you are dismissed and/or suspended from your course and/or Greenwich College due to failure to comply with any of the above, no refund of fees paid whatsoever will be made. You may also be required to pay for any damages and/or disruptions caused, and/or reported to the relevant government authorities, which could result in the cancellation of your visa

ACCOMMODATION AND AIRPORT TRANSFER TERMS AND CONDITIONS

1. All Accommodation and Airport Transfer requests must be made on this application form
2. Accommodation and Airport Transfer arrangements will only be processed by Greenwich College after full payment of fees and upon final confirmation of your arrival details. Greenwich College requires full payment and final arrival details a minimum of 14 days prior to your arrival date otherwise cannot guarantee your Accommodation and/or Airport Transfer request
3. You are required to give a minimum of 14 days notice to Greenwich College before moving out of and/or changing your arranged accommodation
4. If you wish to extend your accommodation arrangements (subject to availability) then accommodation fees for the duration of the extra stay must be paid in advance
5. You are required to live in accordance with the terms and conditions of the Accommodation provider
6. Living expenses in Australia may vary between A\$12,000 and A\$15,000 per year in addition to study related expenses
7. Greenwich College is required to ensure that students under the age of 18 not being cared for in Australia by a parent or suitable nominated relative have suitable accommodation, support and general welfare arrangements whilst in Australia
8. Students under the age of 18 who wish to change their Accommodation arrangements must notify Greenwich College a minimum of 28 days prior to intent. Any changes will be at the discretion of Greenwich College
9. Accommodation and Airport Transfer fee refunds are subject to the Cancellation and Refund Policy

CANCELLATION AND REFUND POLICY – STUDENT DEFAULT

1. The applicant will be deemed to have defaulted where an applicant cancels their course, defers their course, and/or does not start on the agreed course date
2. Where the applicant defaults, Greenwich College will refund fees paid in accordance with the Cancellation and Refund Policy within 28 days of the effective notice date
3. All cancellation, refund, and/or deferment requests must be made in writing and must be accompanied by supporting documentation. Requests are to be forwarded to the Registrar at Greenwich College and are not be deemed effective until confirmed by Greenwich College
4. If you cancel your enrolment more than 28 days prior to the course commencement date, Greenwich College will refund in full all tuition fees paid. All other fees are subject to the Cancellation and Refund Policy
5. If you cancel your enrolment 28 days or less prior to the course commencement date, Greenwich College will refund 75% of tuition fees paid. All other fees are subject to the Cancellation and Refund Policy.
6. If you cancel your enrolment 14 days or less prior to the course commencement date, Greenwich College will refund 50% of tuition fees paid. All other fees are subject to the Cancellation and Refund Policy.
7. If you defer your course start date 14 days or less prior to the course commencement date, Greenwich College will charge a deferment fee equivalent to 25% of tuition fees paid
Where you are granted a course deferment and later cancel prior to the new commencement date, Greenwich College will charge a cancellation fee equivalent to 25% of original tuition fees paid. All other fees will be subject to the Cancellation and Refund Policy
8. If you cancel your enrolment on or after your start date and/or if you fail to commence the course on the agreed upon date, no refunds will be given
9. If you are enrolled in more than one course and cancel your subsequent course(s) after the commencement date of the first course, Greenwich College will refund 50% of tuition fees paid for the subsequent courses provided you notify Greenwich College more than 28 days prior to the subsequent course commencement date. All other fees are subject to the Cancellation and Refund Policy
10. Course and/or course fees paid cannot be transferred. However if an application for a refund of fees paid has been assessed and approved in accordance with the Cancellation and Refund policy, you may apply in writing to have the refund credited to another student provided that the recipient of the funds has been accepted into a course at Greenwich College
11. In all cases under the Cancellation and Refund policy the Enrolment fee, credit card transaction fee and Accommodation Placement fee are non refundable

Accommodation Fees

12. If you cancel your accommodation more than 14 days prior to the requested date, Greenwich College will refund all accommodation fees paid. All other fees are subject to the Cancellation and Refund Policy
13. If you cancel your accommodation 14 days or less prior to the requested date or if you fail to move in on the arranged date, Greenwich College will charge a cancellation fee equivalent to 4 weeks accommodation or 100% of accommodation fees paid (if less than 4 weeks). All other fees are subject to the Cancellation and Refund Policy

Airport Transfer Fees

14. If you cancel your airport transfer more than 14 days prior to the requested date, Greenwich College will refund all airport transfer fees paid. All other fees are subject to the Cancellation and Refund Policy
15. If you cancel your airport transfer 14 days or less prior to the requested date or if you fail to arrive, Greenwich College will charge a cancellation fee equivalent to 100% of airport transfer fees paid. All other fees are subject to the Cancellation and Refund Policy

CANCELLATION AND REFUND POLICY – COLLEGE DEFAULT

1. Greenwich College will be deemed to have defaulted where a course does not start on the agreed date, or if a course is not delivered in full
2. Where Greenwich College defaults, Greenwich College will refund in full all tuition fees paid within 14 days of the date of default. All other fees are subject to the Cancellation and Refund Policy. Alternatively, you may be offered enrolment in an alternative comparable course offered by Greenwich College at no extra cost
3. The applicant must submit a formal request to indicate the preference of either a full refund of tuition fees or to accept a place in another course
4. If Greenwich College is unable to provide a refund or place you in an alternative course the Greenwich College Tuition Assurance Scheme (TAS) operated by the Australian Council for Private Education and Training (ACPET) will place you in a suitable alternative course at no extra cost. If ACPET cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager
5. In all cases under the Cancellation and Refund policy the Enrolment fee, credit card transaction fee and Accommodation Placement fee are non refundable

Accommodation Fees

6. Where Greenwich College defaults, Greenwich College will refund 100% of accommodation fees paid
7. If you have commenced your accommodation arrangements and subsequently Greenwich College defaults, a pro-rata refund of accommodation fees paid will be made upon request
8. All other fees are subject to the Cancellation and Refund Policy

Airport Transfer Fees

9. Where Greenwich College defaults, Greenwich College will refund 100% of airport transfer fees paid
10. If you receive an airport transfer and subsequently Greenwich College defaults, no refund whatsoever will be given
11. All other fees are subject to the Cancellation and Refund Policy