

ENROLMENT FORM

Personal details

- 1.*Family name: _____
- 2.*Given name: _____
- 3.*Date of birth (dd/mm/yy): _____ / _____ / _____
4. Gender: male female
5. Country of birth: _____
- 6.* Nationality: _____
- 7.*Passport number: _____
- 8.*Type of visa
 Student Tourist Business
 Working holiday Dependent Other
- 9.*From which country you are applying for a visa: _____
- 10.*Email address: _____
- 11.*Address in home country: _____

- 12.*Phone number in home country
() _____
13. Address in Australia (if known): _____

- 14.*Phone number in Australia (if known): _____
15. Highest level of school completed: _____
16. Level of English: _____

Course details part 1

- 17.*Course applying for:
- [Full-time ELICOS Courses]
- () Realworld General English; Conversation centred [036529A]
- () Realworld General English; Four skills [036529A]
- () Realworld English for Academic Purposes (EAP) [039850C]
- () IELTS Preparation [070546G] 9:30am-2:30pm / 4:30-9:00pm
- () Realworld English for Business [039853M]
- () Cambridge First Certificate [067945G]
- () Realworld English for Teaching Children (TECSOL) [062608K]
- () Realworld English for Teaching Children (TECSOL&J-Shine) [062608K]
- () Realworld English for Hospitality & Tourism [067434]
- () Optional; Barista training
- [Non-ELICOS Courses]
- () Part time IELTS Preparation Course
4:30-6:00pm
6:10-9:00pm; Mon Tue Wed Thur
4:30-6:30pm (mini test): Fri
- () Reallife English conversation (Half-time) 9:30am-12:30pm
- () Reallife English conversation (Part-time) 5 days or 2 days per week
 Mon Tue Wed Thur Fri
- () Night Time General English
- () Order made Private Lessons
- () Order made Small Group Private Lessons
- () Café Course
- () Pronunciation Course
- () JTTC (Japanese Teacher Training Course)
- () Reallife English Conversation Study Tour

Course details part 2

18. *Start date (dd/mm/yy): _____ / _____ / _____
19. *Finish date (dd/mm/yy): _____ / _____ / _____
- 20.*Number of weeks: _____ week (s)
- 21.*Overseas Student Health Cover: single family
(only for student visa holders):
22. For the students who wish to study more than one course
22-a Course 2 name: _____
23-a Start date (dd/mm/yy): _____ / _____ / _____
22-c Number of weeks: _____
23. For the students who wish to study more than one course
23-a Course 3 name: _____
23-b Start date (dd/mm/yy): _____ / _____ / _____
23-c Number of weeks: _____ week (s)

Accommodation details

- 24.*Do you want La Lingua to arrange accommodation for you?
 Yes No
- Please note that accommodation will not be arranged until full payment and flight details are provided
- 25.How many weeks?: _____ weeks
Start date _____ / _____ / _____ ~ Finish date _____ / _____ / _____
- 26.What type of accommodation would you like?
 Homestay (if yes, go to Question 27)
 Share Accommodation (if yes, go to Question 28)
- 27.Homestay details
- a) Single Twin (only available for 2 friends with same starting dates otherwise single room rates apply)
- b) Do you have any allergies? yes no
If yes, specify: _____
- c) Do you have any health problems? yes no
If yes, specify: _____
- d) Can you share with the family who has children under 5 years old?
 yes no
- e) Can you share with a family who has pets? yes no
- f) Do you smoke? yes no
- g) Other requests: _____

28. Share Accommodation details (only for students 18 years of age and over)
- a) Single Twin
29. Do you require airport pick up? yes no
Flight arrival date (dd/mm/yy): _____ / _____ / _____
Flight arrival time (dd/mm/yy): _____ / _____ / _____
Flight number: _____

Flight schedule must be provided a minimum of 2 weeks prior arrival date. Accommodation will not be arranged until full payment and flight details are provided.

LA LINGUA LANGUAGE SCHOOL Provider code [02117D]
SPEAK COLLEGE PTY. LTD

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fax: + 612 9299 8712
e-mail: info@lalingua.com
website: www.lalingua.com



Terms and Conditions of Enrolment and Procedure of Enrolment

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the Conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law

General Conditions

1. Payment should be made by cash, cheque or credit card (Visa or Mastercard), when the enrolling students is in Australia, before the commencement of the course. Where students are enrolling from outside Australia, payment should be made by credit card, bank transfer, bank cheque or international money, postal order. Students are responsible for paying all bank and exchange fees. A 3% surcharge will incur on all payments made by credit card. Cheques should be made payable to "SPEAK COLLEGE PTY LTD"
2. LA LINGUA has the right to alter the published schedule and teacher at short notice.
3. LA LINGUA provides an Equal Opportunity Environment, including anti-discrimination and harassment policies. Student are obliged to uphold college policy. LA LINGUA reserves the right to expel students in breach of college policy. In case of expulsion fees will not be refunded.
4. Any materials published by LA LINGUA (including promotion material, course outlines, guides and other course information) are subject to copyright laws and as such may not be copied or distributed without prior authorisation from LA LINGUA. If copyright laws are breached in any way, the matter will be settled in court.
5. Holidays will only be permitted for students who inform LA LINGUA of their intention at the time of enrolment. Students cannot alter their enrolment period after they have enrolled. Students taking holidays must give at least two weeks notice. Holidays must be taken in two-week blocks. If the student is aware that some other event will interfere with the period of enrolment, La Lingua must be informed before enrolment is completed.
6. Students agree to the use of their name and/or image for possible use in education related marketing and promotional materials.
7. Students enrolled in individual lessons must inform LA LINGUA of any lesson cancellations by four o'clock on the day prior to the lesson. Notification after this time will result in lesson ticket invalidation.
8. Information about the student's enrolment will be made available to Commonwealth & State agencies and the Fund Manager of the ESOS Assurance Fund.

Indemnity Declaration

1. LA LINGUA (including staff and representatives), shall not be held liable for any loss, or damage to property, or for injury to, or death of, a student or students.
2. LA LINGUA reserves the right to use its discretion to seek medical services for its students where it is essential. In such cases, the student or student's parent(s) shall meet any costs incurred.
3. Where LA LINGUA has been obliged to incur costs on behalf of the student, the consent to the incurring of such cost is deemed to be given and such costs shall be repaid to LA LINGUA by the parent(s) on demand.
4. The student(s) and parent(s) shall indemnify and keep indemnified LA LINGUA from and against all claims, demands, writs, summonses, actions, suits, proceedings, judgements, orders, decrees, costs, losses and expenses of any nature whatsoever which LA LINGUA may suffer or incur or become liable to suffer or incur in connection with loss of life, personal injury and / or damage to persons or property of any nature arising directly or indirectly from enrolment and attendance by the student(s) at LA LINGUA.

Cancellation & Refund Policy

1. LA LINGUA is not responsible for students cancelling on or after course commencement date. Enrolment fees and homestay placement fee are non-refundable.
2. Refunds will only be made for cancellations prior to course commencement (student visa applicants only) . LA LINGUA must be notified in writing of such cancellations. Refer to table below for terms and conditions.
3. If LA LINGUA expels a student, no refund will be given.
4. The tuition fees are not transferable, either to another person, course or institution.
5. There is no fee reimbursement for Public Holidays.
6. If LA LINGUA is responsible for the cancellation of the course, all the fees will be refunded in full within two weeks (by cheque). If enrolment has been through an agent, refunds will be paid through agent.
7. If you cancel your course because you were refused a student visa, all tuition fees will be refunded as per sections 28-29 of the ESOS Act.

Tuition fee refund policies

Notice of cancellation	Tuition fees refunded
If student's visa application is rejected (We will need to see the original letter of visa rejection)	100% tuition fee
More than or on 28 days before your initial course commencement.	80% tuition fee
If you cancel 28 days or less before your initial course commences.	50% tuition fee
If you cancel on or after course commencement.	No refund
If a student breaches their visa conditions resulting in their studies being cancelled	No refund

Homestay refund policies

Placement fee	No refund
Airport pick up service	If less than 24 hours working day notice is given for a change of flight details, then no refund.
If student's visa application is rejected (We will need to see the original letter of visa rejection)	100% refund
More than 4 weeks notice	100% refund
Less than 4 weeks notice	Compensation payment equivalent to 2 weeks accommodation fee to the accommodation provider.
Cancellation on or after the commencement date	No refund
A student wishes to change their homestay after they have commenced their stay	A student must repay the booking fee, give 2 weeks notice to the current homestay and pay a minimum of 4 weeks accommodation with the new homestay

Share accommodation refund policies

Placement fee	No refund
Airport pick up service	If less than 3 hours notice, students will be charged \$121 repeated airport pick up.
If student's visa application is rejected (We will need to see the original letter of visa rejection)	100% refund
2 weeks notice	100% refund of bond and 2 weeks rent paid in advance
Less than 2 weeks notice	50% refund of bond and 2 weeks rent paid in advance
Less than 24 hours notice	No refund of bond but 2 weeks refund of rent paid in advance
Cancellation after students start their accommodation	No refund of 2 weeks bond. Refund of the remaining rent paid in advance, less the amount incurred for the days between the scheduled arrival date and the day the cancellation notice was received.

Payment details

*Enrolment fee	AU\$
*Materials fee	AU\$
*Tuition fee- course 1	AU\$
Tuition fee- course 2	AU\$
Tuition fee- course 3	AU\$
Overseas Student Health Cover (Student visa only)	AU\$
Accommodation placement fee	AU\$
Accommodation fee (AU\$_____ x ___weeks)	AU\$
Airport pick-up fee	AU\$
International bank transfer fee	AU\$
*Please add another AU\$30 on top of the payment	
TOTAL	AU\$

Procedure of Enrolment

1. Please fill in the Enrolment form.
2. Payment method: Please choose from the following
 - () cash, money order and bank cheque
*please make a cheque payable to "SPEAK College Pty Ltd"
 - () bank transfer: Transfer money directly into the College's account.

Account name:	SPEAK COLLEGE PTY. LTD
Bank name:	ANZ
Branch:	Hay Market
Branch number (BSB):	012-071
Account number:	438 685 075
SWIFT code:	ANZBAU3M
 - () Credit card
Please charge the fees totalling AU\$ _____ to my credit card
card number: _____ / _____ / _____ / _____
expiry date: ____ / ____ security code: ____
card holder's name; _____
signature: _____
3. Student visa students
 - Assessment level 3 & 4
 1. Send us your signed enrolment form by fax, mail or email 3 months before your desired starting date. The visa application process takes 3-6 months so please select your starting date carefully.
 2. We will send you an invoice and a letter of offer (LoO) from La Lingua Language School which you will need to present to the Australian embassy in your country to apply for the Pre-Visa.
 3. When your Pre-Visa is approved, please send us the total payment for your course and other fees.
 4. On receipt of your fees, La Lingua will send you a receipt and Confirmation of Enrolment (CoE). Take the CoE to the Australia embassy in your country to complete the application for your student visa.
 - Assessment level 1 & 2
 1. Send us your signed enrolment form by fax, mail or email 2 months before your desired starting date. The visa application process takes 1-2 months so please select your starting date carefully.
 2. We will send you a letter of offer and an invoice from La Lingua Language School.
 3. Send us the total payment for your course and other fees.
 4. On receipt of your fees, La Lingua will send you a receipt and a Confirmation of Enrolment (CoE). Take the CoE to the Australian embassy in your country to apply for your student visa.
4. Visitor or Working holiday visas
 - Please send your enrolment form to our school by mail, fax or email. If you visit the school, the enrolment will be completed after full payment has been made to the school. If you are overseas, the invoice will be sent to you. Please make a payment through overseas bank transfer. After we receive the payment, the confirmation of enrolment and La Lingua receipt of payment will be sent to you and your enrolment is completed.
5. Level check and Orientation
 - After you have enrolled you must come to La Lingua Language School to undergo a level check. This will include a short written placement test, and an interview. Students enrolling from outside Australia will be contacted by La Lingua Language School for a short telephone interview in English, but will need to come to the school to do a placement test as soon as possible after arriving in Sydney. New students will attend an Orientation session within the first week of study, during which the school rules will be explained in more detail. You will receive a written copy of the school rules at that time.

I understand and agree with the La Lingua Language School conditions of enrolment (to be signed by parent / guardian if the student is under 18 years of age)

Signed: _____ Date: ____ / ____ / ____