



# ENROLMENT FORM

- Complete the Enrolment Form and send it, with the appropriate fees to your local SACE representative or directly to:  
The Registrar, South Australian College of English, 254 North Terrace, Adelaide, South Australia 5000  
Tel: 61 8 8232 0335 Fax 61 8 8223 7206 Email: registrar@sacecoll.sa.edu.au Web Site: http://www.sacecoll.sa.edu.au
- When we receive your Enrolment Form and full payment we will return a Letter of Enrolment, Receipt and electronic Confirmation of Enrolment (eCoE), where appropriate.
- The eCoE is needed if you intend to apply for a Student Visa. Take it to the Australian Embassy with your visa application. Make sure you allow sufficient time for the processing of your visa.
- If you have requested homestay and/or airport transfer, please advise us of your flight details at least 2 weeks before you leave for Australia. We will send you the name, address and other details of your host family 2 weeks prior to your course commencement (depending on when you submitted your Enrolment Form and arrival details).

### PERSONAL DETAILS

Family name \_\_\_\_\_  
 Given names \_\_\_\_\_  
 Date of Birth \_\_\_\_\_ Sex: M  F   
 Nationality \_\_\_\_\_  
 Address/home country \_\_\_\_\_  
 Address in Australia (if applicable) \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Which type of Visa will you apply for?  
 Visitor  Working holiday  Student  Other  
 (Student visa holders must study full-time accredited courses)

### COURSE REQUEST

Course name \_\_\_\_\_  
 Full Time  Part time  No of weeks \_\_\_\_\_  
 Start date \_\_\_\_\_ Finish date \_\_\_\_\_  
 What is your English level?  
 Beginner  Intermediate  
 Elementary  Advanced  
 Do you intend to continue studying in Australia after you finish your course?  
 Yes  No  If yes, which course? \_\_\_\_\_  
 How did you find out about SACE Colleges? \_\_\_\_\_

### WHICH SACE COLLEGE DO YOU WISH TO ATTEND?

Adelaide,  Hobart,  Whitsundays,  
 South Australia Tasmania Queensland

### ACCOMMODATION REQUEST

Do you want SACE Colleges to arrange accommodation for you?  
 Yes  No If yes:  Homestay  Farmstay  Hostel  
 For how many weeks \_\_\_\_\_  
 What date will you begin your accommodation? \_\_\_\_\_  
 What date will you finish your accommodation? \_\_\_\_\_  
 Do you want a  single room or a  shared room?

### CONDITIONS OF ENROLMENT

**PAYMENT**  
 Full payment for the invoiced amount is due prior to commencement of your course. If you are intending to enter on a student visa, full payment is required prior to the issue of an Electronic Confirmation of Enrolment. Payment of fees should be received at least two weeks before commencement date.

#### CANCELLATION POLICY

For the purpose of this policy a course is defined as the number of terms for which tuition has been prepaid. The South Australian College of English, the Tasmanian College of English and the Whitsundays College of English (SACE Colleges) guarantees to conform to the refund policy and Code of Ethics of the ELICOS Association. The enrolment fee is payable once only and is not refundable. Tuition fees and Homestay fees are refundable in full if the College is notified 28 days before the starting date. Less than 28 days, 75% of tuition fees are refundable. Refund requests must be made in writing to the College. The original eCoE must be returned with the refund request. No refund is payable after you have commenced studying. Course fees are not transferable to another person or institution. If you cancel your homestay request with less than two week's notice you may be liable for the first period of rent unless the College can find a replacement student for the host family.

This agreement does not remove the right to take further action under Australia's consumer protection laws. SACE dispute resolution processes do not circumscribe the student's right to pursue other legal remedies. Personal information may be made available by SACE to Commonwealth and State agencies and the ESOS Assurance Fund Manager.

The Director General Education (Qld) has power under the Act to suspend or cancel the registration of a provider or a course; and, students concerned about the conduct of a provider may contact officers of the department involved in the administration of the Act.

#### INDEMNITY AND RELEASE

In consideration of the SACE Colleges accepting my application for enrolment as a student and providing tuition to me, I agree that I will not hold it, and/or its employees, and/or agents responsible or liable for and will not make any claim against any of them for any loss, damage, death or injury which I may suffer or cause as a result of or in connection with or during the period of: (a) my attendance at any premises owned, operated or controlled by the SACE College; and/or (b) my attendance at any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of SACE College or any activity of which SACE College has any knowledge and/or any accommodation whether short term or long term arranged for me by SACE College. On behalf of myself, my executors, administrators and assigns, I hereby release the SACE College and/or its employees, and/or agents from loss, damage, death or injury and from any actions, claims and demands which, if I had not entered into this Agreement, I might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and I hereby indemnify SACE College and/or its employees, and/or agents against any such liability. I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the laws of the States of Tasmania, South Australia and Queensland, in the Commonwealth of Australia.

Do you smoke?  Yes  No  
 Do you prefer a family with pets?  Yes  No  Doesn't matter  
 Do you have any allergies/foods you cannot eat/special requests?  
 \_\_\_\_\_

Do you prefer a family with or without children?  
 With children  Without children  Doesn't matter  
 Do you have any special requests?  
 \_\_\_\_\_

Do you want airport transfer?  Yes  No  
 Please advise your flight details \_\_\_\_\_  
 (If you do not know now, please advise when confirmed)  
 Arrival date \_\_\_\_\_ Arrival time \_\_\_\_\_

### PAYMENT DETAILS

Enrolment fee	A\$ _____
Tuition fee _____ weeks	A\$ _____
Accommodation placement fee	A\$ _____
Homestay accommodation _____ weeks	A\$ _____
Airport transfer	A\$ _____
Overseas student health cover	A\$ _____
Materials fee	A\$ _____
Cambridge exam fee	A\$ _____
Other _____	A\$ _____
_____	A\$ _____
<b>Total payment due</b>	<b>A\$ _____</b>
Total payment enclosed	A\$ _____

I have read and accept the conditions of enrolment of the SACE Colleges and hereby authorise the College to apply the monies payable by me in accordance with the same.

Signed \_\_\_\_\_ Date \_\_\_\_\_



**HOMESTAY & EDUCATION AUSTRALIA**  
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 Sydney NSW 2000 Australia  
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 Facsimile 02 9268 0399