



WINDSOR INSTITUTE OF COMMERCE & LANGUAGES

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Web Site: www.windsor-ic.com.au

CRICOS Provider Code: 01856K

Personal Details:

Family Name	<input type="text"/>	Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Mrs
First Name	<input type="text"/>	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Country Of Birth	<input type="text"/>		
Nationality	<input type="text"/>	Passport No	<input type="text"/>		
Visa application in	(City) <input type="text"/>	(Country)	<input type="text"/>		
Type of Visa	<input type="checkbox"/> Student	<input type="checkbox"/> Working Holiday	<input type="checkbox"/> Tourist	<input type="checkbox"/> Other	

PLEASE AFFIX PHOTO HERE

Overseas Address:	Australian Address:	<p>It is a Student Visa Condition to inform the College of your residential address in Australia within 7 days of arrival.</p>
<input type="text"/>	Street <input type="text"/>	
<input type="text"/>	Suburb/Town <input type="text"/>	
<input type="text"/>	State/PostCode <input type="text"/>	
Telephone No () <input type="text"/>	Telephone No () <input type="text"/>	
Facsimile No () <input type="text"/>	Mobile Phone <input type="text"/>	
E-mail <input type="text"/>	E-mail <input type="text"/>	

Education:

Highest Education Level High School College University

English Language Proficiency Level IELTS Score TOEFL Score Other (please specify)

Course Details:	English Programs	Business or Information Technology Programs
Course Name	<input type="text"/>	Course Name <input type="text"/>
No of Weeks	<input type="text"/>	Course Length (months) <input type="checkbox"/> 6 <input type="checkbox"/> 12 <input type="checkbox"/> 18 <input type="checkbox"/> 24
Start Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Start Date <input type="text"/> / <input type="text"/> / <input type="text"/>
Finish Date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Finish Date <input type="text"/> / <input type="text"/> / <input type="text"/>
		Please refer to timetable for commencement date on the back.

Course Fees:

Tuition English	\$ <input type="text"/>	<p>Full payment of AUD\$_____ by (cheque/cash) is enclosed. I have read and understand the information in the Refund and Cancellation Policy overleaf(para 2) and agree to be bound by it.</p> <p>All price for studies and fees are in Australian Dollars (AUD\$)</p> <p>Signature of Applicant: _____ <small>Parent/Guardian Signature (if student under 18)</small></p> <p>Date of Application: ____/____/____</p>
Tuition Business / IT	\$ <input type="text"/>	
▪ Materials Fee	\$ <input type="text"/>	
▪ Enrolment Fee	\$ <input type="text"/>	
Student Health Cover	\$ <input type="text"/>	
Home-stay placement fee	\$ <input type="text"/>	
Home-stay fee	\$ <input type="text"/>	
Airport Pick-up Fee	\$ <input type="text"/>	
TOTAL	\$ <input type="text"/>	

This and other information may be provided to DEST, DIMIA and other State/Territory government agencies in relation to administering the ESOS Act 2000 and the Migration Act (as amended).

Please complete if you require us to organise accommodation (HOMESTAY) / Airport Pick-up for you

Single Room	<input type="checkbox"/>	Do you Smoke?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Double Room	<input type="checkbox"/>	Do you have allergies?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
From the night of	<input type="text"/> / <input type="text"/> / <input type="text"/>	Do you require a special diet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
To the morning of	<input type="text"/> / <input type="text"/> / <input type="text"/>	If YES, specify (allergy/diet)	<input type="text"/>		
Special assistant required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you like pets?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
			If YES, specify	<input type="text"/>	

Airport pick-up required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Airline	<input type="text"/>	
Date of Arrival	<input type="text"/> / <input type="text"/> / <input type="text"/>		Time of arrival	<input type="text"/>	Flight No <input type="text"/>

Enrolment Procedures

1. Complete the enrolment form on both sides and return it to your agent or the college.
2. Fees can be forwarded to Windsor Institute of Commerce and Languages by cheque, bank-cheque, bank-draft or telegraphic transfer to the following accounts:

WINDSOR INSTITUTE OF COMMERCE AND LANGUAGES "TRUST" ACCOUNT

Account Number: 1020 7448

Branch Number: 062 016

Bank Name: Commonwealth Bank

Bank Address: Cnr. Liverpool & Castlereagh Streets
Sydney NSW 2000 Australia

COURSE COMMENCEMENT DATES 2005 / 2006

English Programs - Student Orientation at 9:00am for all new students every Monday.

Courses commence every Monday except public holidays and Christmas break (24/12/05 - 08/01/06).

Business / E-Commerce / Information Technology / Tourism Programs

10 January 2005 - 07 February 2005 - 07 March 2005 - 26 April 2005 - 23 May 2005 - 20 June 2005

18 July 2005 - 12 September 2005 - 10 October 2005 - 07 November 2005 - 16 January 2006

Student Orientation at 9:30am for all new students on the above dates. Christmas break (03/12/05 - 15/01/06)

Australian Public Holidays 2005: Monday 3 January, Wednesday 26 January, Friday 25 March, Monday 28 March, Monday 25 April, Monday 13 June, Monday 01 August (ELICOS only), Monday 03 October, Monday 26 December & Tuesday 27 December 2005

Refund and Cancellation Policy

1. All fees will be refunded in the case of course cancellation by Windsor Institute of Commerce and Languages.
2. Tuition fees will be refunded in full if a student visa application issued overseas is rejected; however, the enrolment fee is not refundable. Reimbursement in the case of provider default is within 2 weeks of the default day occurring to the student. In the case of student defaults, the refund is made within 4 weeks after receiving a written claim by the student.
3. A written notice is required for the course cancellation. The cancellation charges are:
 - ~ 25% of tuition fee for notice of 28 days or more
 - ~ 50% of tuition fee for notice of less than 28 days
4. Course fees will not be refunded on or after course commencement dates.
5. Where a visa has not been issued on time to commence a course, the student must contact Windsor Institute of Commerce and Languages in writing. Another commencement date will be arranged Without additional charges.
6. Tuition fees are not transferable.
7. Windsor Institute of Commerce and Languages reserves the right to cancel or re-schedule a course. In the case of a cancellation by the college, all monies paid by the student will be refunded. In the case of a course being re-scheduled, and the new date is unacceptable to the student, all monies paid to Windsor Institute of Commerce and Languages will be refunded.
8. Package course – Upon commencement of the initial course, any subsequent course(s) are non refundable.
9. Courses, and constituent modules / units and timetables are subject to change without notice.
10. This agreement does not remove the right to take further action under Australia's customer protection laws.
11. The dispute resolution procedures at Windsor Institute of Commerce & Languages do not circumscribe the student's right to pursue other legal remedies.