



North Sydney English College

Caprock International Pty Ltd t/a North Sydney English College
ABN Number: (70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)
Campus: Level 1 499 Kent Street, Sydney, NSW 2000
Tel: +61 2 8263 1200

Web: www.northsydneycollege.com.au
Email: info@northsydneycollege.com.au

Established in 2002

INTERNATIONAL STUDENTS APPLICATION FORM

PERSONAL DETAILS

Family name: _____ Given name: _____

Date of birth: ____/____/____ Country of birth: _____ Gender: Male Female

Country of citizenship: _____ Passport number: _____ Australian Visa Number: _____

Address in Australia (if known): _____

Email: _____ Mobile: _____

Student's current location: Australia Overseas | Type of visa: Student Tourist Student with dependant Other: _____

EDUCATION DETAILS

What is your level of English? (circle 1): *Elementary* *Beginner* *Intermediate* *Upper-Intermediate* *Advanced*. What is the highest level of education that you have completed? (circle 1): *University* *College* *Secondary school*. Have you taken TOEFL/IELTS/other English Test? No Yes Score: _____ Date test taken: _____

Please provide certified copy of any English proficiency examinations undertaken. IELTS 5.5 or equivalent is an entry requirement for all Vocational courses.

Proposed future studies (circle 1): *Vocational College* *TAFE* *University Undergraduate* *University Postgraduate*
Name of the Institution _____ Course commencement date: ____/____/____

SELECT YOUR COURSE

ENGLISH COURSES (Teaching hours: 20hrs/week)

General English _____ weeks
(course duration 4-48 weeks)

Start date: ____/____/____

morning (M) afternoon (A) evening (E)

Cambridge First Certificate in English(FCE) _____ weeks
(course duration 12 weeks)

Start date: ____/____/____ morning (M)

IELTS Preparation _____ weeks
(course duration 10 weeks)

Start date: ____/____/____

morning (M) evening (E)

English for Academic Purposes (EAP) _____ weeks
(course duration 12 weeks)

Start date: ____/____/____ evening (E)

Timetable for General English, IELTS, EAP, FCE

Morning classes: Monday - Friday 8:15am - 12:30pm
Afternoon classes: Monday - Friday 12:45pm - 05:00pm
Evening classes: Monday - Friday 5:15pm - 9:30pm

OTHER INFORMATION

The Australian Government requires all students on student visa to have Overseas Student Health Cover. Please provide evidence of Overseas Student Health Cover with the application form.

For Off-shore students only: Do you need help to arrange OSHC? Yes No

Do you have any disability, special needs or current health problem? Yes (please complete special needs form) No



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CANCELLATION AND REFUND POLICY

- Enrolment Fee, Administration Fee, credit card transaction fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not.
 - A \$500 fee is payable for administering course cancellation after course commencement.
 - Where a student has cancelled prior to commencement a fee of \$150 is charged for processing the refund (except in visa rejection cases).
 - An administrative charge of \$100 is made to vary an application e.g. Change of Start Date, Change of Course, Additional CoEs/instalments (4th, 5th etc.)
 - If your application for a visa to study in Australia is rejected before the commencement date of the course and the College receives notification in writing and a copy of the Australian Embassy rejection letter a full refund of all pre-paid tuition fees, minus the lesser of \$500 or 5% of the total prepaid tuition fees will be paid. If you commence a course at the College and subsequently your visa application is rejected, a refund of the portion of tuition fees which you have paid but for which tuition has not yet been received will be paid. Proof of refusal letter must be provided no later than 4 weeks after refusal date, otherwise normal cancellation fees may be charged.
 - Student Default: No refund will be made if a student:
 - has given false or misleading information
 - fails to comply with the conditions of enrolment at the College
 - is in breach of their visa requirements as imposed by the Australian Government
 - withdraws after the commencement date of the course
 - Tuition fee refund: If you give written notice of your intention to withdraw from a course
 - 40 days or more before the commencement date, tuition fees will be refunded less a cancellation fee of 15%.
 - more than 5 days before the commencement date, tuition fees will be refunded less a cancellation fee of 30%.
 - less than 5 days before course commencement date, tuition fees will be refunded less a cancellation fee of 45%.
- Refund procedures:
- You must complete the Refund Application Form.
 - Your refund will be processed within 4 weeks of receipt of your completed refund application if it includes all the required documents.
- A written statement will be provided to the student to explain how the refund is calculated.
- Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date of the first course.
 - Commencement of the course is defined as the course start date in the first Application form submitted by the student or agent and not subsequent changes to the starting date.
 - Refunds from the student cancellations will attract an administration charge of \$150.00.
 - Course and other Fees are not transferable to another student or institution but may be transferred to another course within North Sydney English College at the discretion of the College.
 - Any approved refunds are made payable to and sent to the student or his/her agent, in the country of origin as applicable in Australian dollars.
 - Bank charges are deducted for refunds made by bank draft or electronic transfer.
 - Provider Default: In the unlikely event that North Sydney English College is unable to deliver your course in full, starting from the agreed date, you will be offered a full refund within 2 weeks after the default date. This would include course cancellation due to low enrolments.
 - Fees for services paid to education agents by students are not covered by this refund policy.
 - This refund policy applies to all tuition fees paid to the college and includes any tuition fees paid to an education agent to be remitted to the College.
 - All refund considerations will be strictly limited to the monies paid, which North Sydney English College has received from the student as tuition fees only i.e. exclusive of all non-refundable fees and agents' commission (whether this commission was deducted before or after student payment to North Sydney English College).
 - This agreement, and the availability of complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws (<http://www.australia.gov.au/information-and-services/public-safety-and-law/consumer-protection>)

METHOD OF PAYMENT				
<input type="checkbox"/> Cheque	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Bank Deposit	<input type="checkbox"/> International Money Order
How did you hear about the College? (please tick) <input type="checkbox"/> Friends/relatives <input type="checkbox"/> Embassy <input type="checkbox"/> Newspaper/magazine <input type="checkbox"/> Website <input type="checkbox"/> Agent (name/stamp)			I have fully read and understood the College's terms and conditions including the refund and cancellation policy and I agree to abide by them.	
			Student's signature	Date
<small>If fees are being paid by another person(s) or company: I, _____ (Name of person(s) / company paying fees - please print) declare that I have the financial capacity to meet Course fees and agree to pay these fees as they become due and I have read, fully understood and accept the College's terms and conditions and I have signed and attached the compulsory checklist to this enrolment form.</small>				
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