

Student Application Form

For agents – please send applications to enrol@nswenglish.com.au AND marketing@aic.nsw.edu.au

Personal Details	Intended Course(s) and Duration
Family Name: Given Name: Title (Please Tick) <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. Date of Birth (dd/mm/yyyy): / / Nationality: Country of Birth: Address in Home Country(Mandatory): Passport No: Telephone: Mobile: E-mail:	<input type="checkbox"/> General English <input type="checkbox"/> IELTS (Evening only) Entry requirements <input type="checkbox"/> Students need to be 16 years of age or over. <input type="checkbox"/> Morning Shift (9.00 am to 2.30 pm, Monday to Thursday) <input type="checkbox"/> Evening Shift (5.30 pm – 9.30 pm, Monday to Friday)
Total Duration: () weeks	
Overseas Student Health Cover (OSHC) & Visa Type The Australian Government requires all students entering Australia on a Student Visa to take Overseas Student Health Cover. Do you require Australian Centre of English to arrange OSHC for you? YES: Single <input type="checkbox"/> Couple <input type="checkbox"/> Family <input type="checkbox"/> <input type="checkbox"/> NO If “Yes”, For how many months? () months I will be studying at Australian Centre of English on a: <input type="checkbox"/> Student visa. I will apply for my student visa at the Australian Diplomatic Mission in (city name): _____ <input type="checkbox"/> Other visa type: Visa type (e.g. Tourist) _____	Course 1 - () week (s) (AM / PM) Start Date: ____ / ____ / ____ Finish Date: ____ / ____ / ____ Course 2 - () week (s) (AM / PM) Start Date: ____ / ____ / ____ Finish Date: ____ / ____ / ____ Course 3 - () week (s) (AM / PM) Start Date: ____ / ____ / ____ Finish Date: ____ / ____ / ____
Installation Plan Request	
Number of Installments <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four Request will be processed in accordance with the Australian Centre of English installment plan policy.	
Accommodation	
Do you want Australian Centre of English to arrange your accommodation? <input type="checkbox"/> Homestay <input type="checkbox"/> Share Accommodation <input type="checkbox"/> NO How many weeks? () weeks Start Date(dd/mm/yyyy)_____/_____/_____	
Airport Pick-Up	
Do you want Australian Centre of English to arrange your airport pick up service to your accommodation on arrival? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Document Checklist	
Please attach the following documents to this application <input type="checkbox"/> Copy of current passport <input type="checkbox"/> Copy of current visa <input type="checkbox"/> Copy of English Test Result (if available)	
Australian Contact Details (Compulsory)	
Address(Mandatory): City/State: Country: Telephone: Mobile: Email: Emergency Contact Details: Name: Email: Phone:	

Study pathways	How did you know about Australian Centre of English?
What course do you plan to study after your English course (e.g. Diploma of Business)?: _____	<input type="checkbox"/> Friends <input type="checkbox"/> Through Agents <input type="checkbox"/> Website <input type="checkbox"/> Newspapers / Magazines <input type="checkbox"/> Other (Please Specify) _____

Course Break

You can request course breaks during General English and between courses. If you require a break please complete*:

No.	Course	Start date (Monday)	Finish date (Friday)	Weeks
1				
2				
3				
4				
5				

*If you do not fill in the table above to request a break, your courses will follow without any breaks..

Special Needs

Do you consider yourself as having any special learning or physical needs? (e.g. hearing or sight impaired)

No Yes (Please describe) _____

What extra support do you require? _____

Payment Methods

Payment for all fees must be in Australian Dollars (AUD) by personal cheque, bank cheque, credit card or debit card, cash, money order or direct deposit into ACE's account. A credit card transaction fee (2.5%) applies to all payments made by credit card.

Total Due (AUD)		
Enrolment Fee	\$.....	
Tuition Fee	\$.....	
Material Fee	\$.....	
CoE Issue Fee	\$.....	
Accommodation Placement Fee	\$.....	
Accommodation Fee	\$.....	
Airport Transfer Fee	\$.....	
OSHC Fee	\$.....	
TOTAL	\$.....	

Additional non-tuition fees

Enrolment fee	AS\$300	Non - refundable
Materials fee	AS\$150 per course level	Refundable (Conditions Apply)
CoE issue fee	AS\$50 per CoE	Non- refundable
Accommodation placement fee	AS\$200	Non-refundable
Airport transfer fee (One-way)	AS\$100 per person	Refundable (Conditions apply)
Credit Card Transaction Fee	%2.5	Non-refundable
Withdrawal Application Fee	\$500	Non-refundable
Printing Fee	B/W 0.20 \$ / Colour 1.0 \$	Non-refundable

The Education Services for Overseas Students (ESOS) Amendment (Streamlining Regulation) Bill 2015, allows students to pay more than 50 per cent of their tuition fees before the start of their course if they wish to do so. Do you wish to pay more than 50% of tuition fees before your course start date?

Yes No

Enrolment Procedure

- Step 1** Complete and sign this form, attach a copy of your passport and evidence of English.
- Step 2** Australian Centre of English will issue a Letter of Offer and Student Agreement for you to sign and return
- Step 3** Make your payment through bank transfer or credit card to Australian Centre of English.
- Step 4** If you are an overseas student, Australian Centre of English will issue your Confirmation of Enrolment (CoE) for you to apply for a Student Visa. Other applicants will receive a letter stating their confirmation of enrolment.
- Step 5** Apply for a Student Visa and pre-arrival and orientation details will be sent to you prior to course commencement.

Student Declaration

I declare that all the information I provided on this form is correct and complete and I understand that my enrolment can be canceled in the case of my failure to provide correct information. I acknowledge that I have read and understood Australian Centre of English's Terms and Conditions of Enrolment, Cancellation and Refund Policy, course structure and requirements, which are detailed in Student Handbook available in Australian Centre of English website. I acknowledge that I understand fees and conditions in relation to this form and all refunds are subject to Australian Centre of English's Cancellation and Refund Policy.

Name:

Signature:

Date: / /

Guardian Name (if applicable):

Guardian Signature (if applicable):

Date: / /

Agent Company Name:

Representative Name:

or stamp here

Signature:

Date: