



## Student Application Form

Personal Details	Intended Course(s) and Duration	
<b>Family Name:</b>	<input type="checkbox"/> General English	<input type="checkbox"/> Morning Shift (7.00 am to 12.15 pm, Monday to Thursday)
<b>Given Name:</b>	<b>Entry requirements</b>	<input type="checkbox"/> Afternoon Shift (12.30 pm to 5.45 pm, Monday to Thursday)
<b>Title</b> (Please Tick) <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	• Students need to be 18 years of age or over.	<input type="checkbox"/> Evening Shift (6.00 pm – 10.00 pm, Monday to Friday)
<b>Date of Birth</b> (dd/mm/yyyy):    /    /	<b>Total Duration:</b> (    ) weeks	
<b>Nationality:</b>	<b>Course 1</b> - (    ) week (s) (AM / PM)	
<b>Country of Birth:</b>	Start Date: ____ / ____ / ____    Finish Date: ____ / ____ / ____	
<b>Address in Home Country(Mandatory):</b>	<b>Course 2</b> - (    ) week (s) (AM / PM)	
<b>Passport No:</b>	Start Date: ____ / ____ / ____    Finish Date: ____ / ____ / ____	
<b>Telephone:</b> <b>Mobile:</b>	<b>Course 3</b> - (    ) week (s) (AM / PM)	
<b>E-mail:</b>	Start Date: ____ / ____ / ____    Finish Date: ____ / ____ / ____	
<b>Overseas Student Health Cover (OSHC) &amp; Visa Type</b>		
The Australian Government requires all students entering Australia on a Student Visa to take Overseas Student Health Cover.	<b>Installment Plan Request</b>	
<b>Do you require Australian Centre of English to arrange OSHC for you?</b>	Number of Installments <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four	
YES: Single <input type="checkbox"/> Couple <input type="checkbox"/> Family <input type="checkbox"/> <input type="checkbox"/> NO	Request will be processed in accordance with the Australian Centre of English installment plan policy.	
If "Yes", For how many months? (    ) months	<b>Accommodation</b>	
I will be studying at Australian Centre of English on a:	Do you want Australian Centre of English to arrange your accommodation?	
<input type="checkbox"/> <b>Student visa.</b> I will apply for my student visa at the Australian Diplomatic Mission in (city name): _____	<input type="checkbox"/> Homestay <input type="checkbox"/> Share Accommodation <input type="checkbox"/> NO	
<input type="checkbox"/> <b>Other visa type:</b> Visa type (e.g. Tourist) _____	How many weeks? (    ) weeks	
<b>Australian Contact Details (Compulsory)</b>	Start Date(dd/mm/yyyy) ____ / ____ / ____	
<b>Address(Mandatory):</b>	<b>Airport Pick-Up</b>	
<b>City/State:</b>	Do you want Australian Centre of English to arrange your air-port pick up service to your accommodation on arrival?	
<b>Country:</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>Telephone:</b> <b>Mobile:</b>	<b>Document Checklist</b>	
<b>Email:</b>	Please attach the following documents to this application	
<b>Emergency Contact Details:</b>	<input type="checkbox"/> Copy of current passport	
<b>Name:</b>	<input type="checkbox"/> Copy of current visa	
<b>Email:</b> <b>Phone:</b>	<input type="checkbox"/> Copy of English Test Result (if available)	



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

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)	Bank Details
Enrolment Fee                                      \$.....	<b>Bank Name:</b> National Australia Bank Limited <b>Account Name:</b> Sydney International Academy <b>Branch Number:</b> 082 088 / <b>Account Number:</b> 84 293 3675 <b>Bank Swift Code:</b> NATAAU3303M <b>Bank Address :</b> 292 Pitt Street, Sydney NSW Australia 2000  <b style="color: red;">ACE DOES NOT ACCEPT CASH PAYMENTS.</b>
Tuition Fee    \$.....	
Material Fee    \$.....	
CoE Issue Fee                                         \$.....	
Accommodation Placement Fee                      \$.....	
Accommodation Fee                                 \$.....	
Airport Transfer Fee                                 \$.....	
OSHC Fee    \$.....	
<b>TOTAL</b> \$.....	



**Additional non-tuition fees**

Enrolment fee	A\$300	Non - refundable
Materials fee	A\$150 per course level	Refundable (Conditions Apply)
CoE issue fee	A\$50 per CoE	Non- refundable
Accommodation placement fee	A\$200	Non-refundable
Airport transfer fee (One-way)	A\$100 per person	Refundable (Conditions apply)
Credit Card Transaction Fee	%2.5	Non-refundable
Withdrawal Application Fee	\$250	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:    /    /

Agent Company Name:

Representative Name:

Signature:

Date:

**or stamp here**