



**PERSONAL DETAILS**

Family name \_\_\_\_\_  
 Given name \_\_\_\_\_  
 Date (dd/mm/yy) \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Gender  Male  Female  
 Country of birth \_\_\_\_\_  
 Nationality \_\_\_\_\_  
 Passport number \_\_\_\_\_  
 Type of visa  
 Student  Tourist  Business  
 Working Holiday  Dependent  Other  
 From which country are you applying for a visa:  
 \_\_\_\_\_  
 E-mail address:  
 \_\_\_\_\_

Address in home country:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone number in home country \_\_\_\_\_  
 Address in Australia (if known):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Phone number in home country \_\_\_\_\_  
 Phone number in Australia (if known) \_\_\_\_\_  
 Highest level of school completed:  
 \_\_\_\_\_  
 Level of English \_\_\_\_\_

**COURSE DETAILS**

Course applying for:  
 General English (20hrs per week)  
 Evening General English (20hrs per week)  
 English for Academic Purposes (20hrs per week)  
 IELTS Preparation (30hrs per week)  
 Start date (Mondays) \_\_\_\_/\_\_\_\_/\_\_\_\_ (dd/mm/yy)  
(We will advise if the start date cannot be a Monday because of public holidays)  
 OSHC (only for student visa holders)  Single  Family  
 For students who wish to study more than one course:  
 Course 2 - Name of second course \_\_\_\_\_  
 After studying at ELSIS do you intend to do another course in Australia?  
 If yes, which course do you intend to study? \_\_\_\_\_

Cambridge Preliminary English Test - PET (20hrs per week)  
 Cambridge First Certificate in English Preparation - FCE (20hrs per week)  
 Cambridge Certificate in Advanced English - CAE (20hrs per week)  
 English for Nursing  
 Number of weeks \_\_\_\_\_  
 Number of weeks \_\_\_\_\_ Start date (Mondays) \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Yes  No  
 Institution \_\_\_\_\_ Start date \_\_\_\_/\_\_\_\_/\_\_\_\_

**ACCOMODATION DETAILS**

Do you want ELSIS to arrange accomodation for you?  
 yes  no  
Students under 18 years of age please check our Fees list for terms and conditions for homestay. Accomodation will not be arranged until full payment and flight details are provided.  
 Number of weeks \_\_\_\_\_ Start date (Mondays) \_\_\_\_/\_\_\_\_/\_\_\_\_  
 What type of accomodation do you want?  
 Homestay  Residence (only for students 18 years and over)  
 Homestay details  
 a)  Single  Twin (only available for 2 friends with same starting dates otherwise single room rates apply)  
 b) Do you have any allergies?  yes  no  
 If yes specify \_\_\_\_\_

c) Do you have any health problems?  yes  no  
 If yes specify \_\_\_\_\_  
 d) Can you share with a family who have children under 5 years old?  
 yes  no  
 d) Can you share with a family who have pets?  
 yes  no  
 e) Any special request?  yes  no  
 If yes specify \_\_\_\_\_  
 Do you require airport pick up?  yes  one way  round trip  no  
 Flight arrival details : date \_\_\_\_/\_\_\_\_/\_\_\_\_ time \_\_\_\_:\_\_\_\_ number \_\_\_\_\_  
Flight details must be provided a minimum of 2 weeks before arrival date. Accomodation will not be arranged until full payment and flight details are provided.

## PAYMENT DETAILS

Enrolment fee	AUD _____
Tuition fees _____ weeks	AUD _____
Exam fee	AUD _____
Overseas Student Health Cover	AUD _____
Accommodation placement fee	AUD _____
Accommodation _____ weeks	AUD _____
Airport pick up	AUD _____
Guardianship fee _____ weeks	AUD _____
(for under 18 years old only)	
<b>Total AUD</b>	<input type="text"/>

## ELSIS BANK DETAILS

Bank name	HSBC Bank Australia Limited
Branch	Bondi Junction Branch
Account name	Education Centre Of Australia Limited
Account number	050 127 001
Branch number	342 078

## CONDITIONS OF ENROLMENT

### Cancellation Policy

For the purposes of this policy a course is defined as the number of modules/ weeks that have been pre-paid at ELSIS.

### Tuition

- The application fee is not refundable.
- At least 4 week's written notice is required prior to commencement of the course: full refund of the tuition fee.
- Less than 4 week's written notice prior to commencement of the course, a cancellation charge equal to the 25% of tuition will apply.
- No refund is payable after you have commenced studying at The College.
- If the visa application has been denied, a full refund of tuition fee and accommodation fee (if a placement has not been made) will be made provided The College receives a copy of the Australian Embassy rejection letter.
- Course fee is not transferable to another person or institution.
- Refund will be paid within 4 weeks after the college receives a written claim.
- If The College cannot offer the enrolled course, the student is entitled to a full refund (paid within 2 weeks of notification)
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- The information provided in this enrolment form may be made available to Commonwealth and State agencies.

### Airport Transfer

No refund will be made if the student fails to notify The College of their flight details or any change of details two working days before arrival or if the student is not at the meeting point at the expected time.

### Accommodation

- In conformance with the Australian Immigration Law, Elsis organises proper accommodation and guardianship for students under 18 years old for the whole period of their course.
- No refund will be made on the accommodation placement fee.
- 4 week's written notice: full refund on accommodation fee.
- Less than 4 weeks written notice or if placement has been made: a cancellation charge equal to 2 week's accommodation will apply.
- If you wish to terminate your homestay at any time, you are required to give 2 week's notice.
- Special cancellation fees may apply for other accommodation arrangements.
- Guardianship fees are non-refundable.
- An \$80 amendment fee applies to all changes made to accommodation bookings after the commencement date of the course.

### Please Note

Refunds will be paid to the person who entered into the contract or, if this person enrolls through a representative and gives us written permission, the refund can be paid through his/her representative. Money will be refunded in the currency it was paid in.

### Terms

- The College reserves the right to change start dates, course curriculum, course timetables and any programs at any time.
- All prices are stated in Australian Dollars (AUD \$) and are subject to change without notice.
- The College is closed on official public holidays
- 10% Goods and Services Tax (GST) has been added to Airport Transfer, Accommodation, Placement Fee, and Examination Fees.
- All Campuses are fully accredited by NEAS.

## DECLARATION

I have read and accept the conditions of enrolment of the English Language School in Sydney and hereby authorize the college to apply the money payable by me in accordance with these conditions.

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

Agent Name (if applicable) \_\_\_\_\_

