

# APPLICATION FORM – English Courses 2012

## SYDNEY

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### PERSONAL DETAILS

FAMILY NAME: \_\_\_\_\_ GIVEN NAMES: \_\_\_\_\_ Gender:  Male  Female

DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_ COUNTRY OF BIRTH: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_ PASSPORT No: \_\_\_\_\_

ADDRESS in home country: \_\_\_\_\_ Telephone \_\_\_\_\_

ADDRESS in Australia: \_\_\_\_\_ Telephone \_\_\_\_\_

Email Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

Occupation: \_\_\_\_\_ Type of visa:  Student  Travel  Working Holiday  Other \_\_\_\_\_

Are you applying for a student visa?  No  Yes → Please attach a copy of all current and future electronic Confirmation of Enrolments (eCOE)

DIAC Office \_\_\_\_\_ How were you introduced to Australian Pacific College (APC)? \_\_\_\_\_

### EDUCATION DETAILS

Highest level of education completed

University  College  Secondary school

Your present level of English

Beginner  Elementary  Intermediate  Advanced

**Do you intend to take any of these examinations in Sydney?**

IELTS  TOEFL  Cambridge First Certificate

Please provide details if you have taken any English proficiency examinations.

Exam type \_\_\_\_\_ Result \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

### PROPOSED FUTURE STUDIES (please indicate)

Secondary  Vocational College  TAFE

University Undergraduate  University Postgraduate

Name of institution \_\_\_\_\_

Course commencement date \_\_\_\_\_

Have you already received a provisional letter of offer?  YES  NO

If NO, do you require APC assistance with placement?  YES  NO

### ACCOMMODATION AND AIRPORT PICK-UP

**Do you require airport pick-up?**  YES  NO

**Do you require APC to arrange accommodation for you?**  YES  NO

(If YES, please complete Homestay Application Form)

### SELECT YOUR COURSE AND ELECTIVE/DURATION

**Sydney City Campus**

General English (GE)  Morning  Evening \_\_\_\_\_ weeks

English for Academic Purposes (EAP) \_\_\_\_\_ weeks

Business English \_\_\_\_\_ weeks

English for Tourism & Hospitality \_\_\_\_\_ weeks

Test Preparation: IELTS/FCE/CAE/TOEFL (please circle) \_\_\_\_\_ weeks

Other \_\_\_\_\_ weeks

**Proposed Commencement Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Alternative Commencement Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

"Dedicated to Quality, Equity and Advancement"  
www.apc.edu.au

Email: [info@apc.edu.au](mailto:info@apc.edu.au)

ELICOS Application Form 2012v1.0

Kent Street Campus (CBD)  
189 Kent Street  
Sydney NSW 2000  
Phone: (61 2) 9251 7000  
Fax: (61 2) 9251 7575

York Street Campus (CBD)  
Level 5, 37 York Street  
Sydney NSW 2000  
Phone: (61 2) 9279 2122  
Fax: (61 2) 9299 1135

Clarence Street Campus (CBD)  
Level 3, 123 Clarence Street  
Sydney NSW 2000  
Phone: (61 2) 9262 3222  
Fax: (61 2) 9262 3388

Bondi Junction Campus  
1/100 Ebley Street  
Bondi Junction NSW 2022  
Phone: (61 2) 9389 9755  
Fax: (61 2) 9389 9766

Manly Beach Campus  
48-52 Sydney Road  
Manly Beach NSW 2095  
Phone: (61 2) 9976 2122  
Fax: (61 2) 9976 218

Brisbane Campus (CBD)  
Level 4, 115 Queen Street  
Brisbane QLD 4000  
Phone: (61 7) 3003 0088  
Fax: (61 7) 3003 1138

### PAYMENT DETAILS

(Please refer to the costs detailed on the reverse side of this form)

Application Fee (non-refundable) A\$ \_\_\_\_\_

Tuition Fee \_\_\_\_\_ weeks A\$ \_\_\_\_\_

Accommodation Booking Fee (non-refundable) A\$ \_\_\_\_\_

Accommodation Fee \_\_\_\_\_ weeks A\$ \_\_\_\_\_

Airport pick-up Fee: arrival date \_\_\_/\_\_\_/\_\_\_ A\$ \_\_\_\_\_

**Overseas Student Health Cover (OSHC)**  YES  NO A\$ \_\_\_\_\_

Single  Family \_\_\_\_\_ months

Guardianship Placement Fee A\$ \_\_\_\_\_

Guardianship Fee \_\_\_\_\_ weeks A\$ \_\_\_\_\_

Further Study Placement Fee (non-refundable) A\$ \_\_\_\_\_

Text Book/Material Fee A\$ \_\_\_\_\_

Other: \_\_\_\_\_ A\$ \_\_\_\_\_

**TOTAL A\$ \_\_\_\_\_**

### Method of Payment

Bank draft/cash  Credit Card\*  EFT (Card)\*  Telegraphic Transfer

\*1% - 4% surcharge applies to Credit Card and EFTPOS payments

### ACKNOWLEDGEMENT

I confirm that I have read, understood and agree to the Conditions of Enrolment. I acknowledge and agree that; this is an application only to study at Australian Pacific College (i.e. there is no guarantee of a place); and, if an offer is made to me my acceptance is subject to the terms and conditions set out in the letter of offer.

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

For students under the age of 18, a parent or legal guardian must sign this form.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**Please send the Application Form to Australian Pacific College by mail or by Fax: (61 2) 9251 7575 OR apply online at: [www.apc.edu.au](http://www.apc.edu.au)**

### COURSE COMMENCEMENT DATES

#### GENERAL ENGLISH (GE) / IELTS/ BUSINESS ENGLISH

Courses commence every Monday (every week), except public holidays – please check on application. Please contact the College for start dates for other courses.

## CONDITIONS OF ENROLMENT

### FEES AS AT 1 JANUARY 2012 (all in SA and includes GST)

1. APPLICATION FEES: All courses \$200, except HSP \$280
2. TUITION FEES:

General English (GE) IELTS Preparation English for Tourism & Hospitality		English for Academic Purposes FCE, CAE High School Preparation (HSP)	
Weeks	A\$	Weeks	A\$
1	\$345	1	\$360
12	\$4,140	12	\$4,320
24	\$8,280	24	\$8,640
36	\$12,420	36	\$12,960
48	\$16,560	48	\$17,280

3. TEXTBOOK & STUDY KIT FEE (1<sup>st</sup> textbook, journal, folder, &/or readings)  
**High School Preparation** \$175  
**General English, EAP & English for Tourism & Hospitality** \$70 (may vary depending on level)
4. OVERSEAS STUDENTS HEALTH COVER (OSHC): \$40/month\* (\*single cover)
5. FURTHER STUDIES PLACEMENT FEE \$220/app
6. ISC/OTHER PROVIDER REPORTING FEE \$220
7. AIRPORT PICKUP FEE \$140/person
8. ACCOMMODATION BOOKING FEE \$220
9. HOMESTAY  
(age 18 years+) SINGLE 4 Weeks \$1020  
SHARED 4 Weeks \$940  
(age <18 years) SINGLE \$285/week \$110 \$45/week
10. GUARDIAN ARRANGEMENT FEE \$55
11. GUARDIANSHIP SERVICE BY APC \$220
12. GUARDIAN POLICE CHECK FEE (non APC Guardian) \$500/app
13. ACCOMMODATION INSPECTION FEE (non APC Host)
14. AU PAIR PLACEMENT FEE

### ACCOMMODATION AND AIRPORT PICK-UP

If you require accommodation and/or airport pick-up you must:  
Pay the appropriate fees and advise APC of your arrival details (flight number, date and time of arrival) at least 2 weeks before you arrive in Australia. Otherwise, no refund or recourse will be available. APC will then send you full details of your accommodation and confirmation of airport pick-up.

### FURTHER STUDIES PLACEMENT

APC is able to assist with your placement at a secondary school, vocational college, TAFE or university. Please send us a certified copy, translated into English, of your most recent academic record with a short note telling us what you would like to study. We can advise on entry requirements and will help you select a suitable course and institution. We will then help you with your application to your chosen course. Once you have been accepted into the institution of your choice, we will send you their letter of Provisional Acceptance. Alternatively, you can select your course after you arrive in Sydney. You should bring with you certified copies of your academic records, translated into English.

### INDEMNITY AND RELEASE

The student and, in the case where the student is under the age of 18 years, the parent/guardian agree not to hold the College (including its employees and/or agent) responsible or liable for any loss, damage, death or injury which the student may suffer or which may be caused by the student as a result of or in connection with my/the student's enrolment at the College, including:

1. the student's attendance at any premises owned, operated or controlled by the College;
2. the student's attendance at or participation in any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College; and/or
3. any accommodation whether short term or long term arranged for the student by the College, and/or in any way whatsoever my association with the College.

The student and, in the case where the student is below the age of 18 years, the parent/guardian hereby indemnify the College in full against all claims, demands and proceedings as a result of any loss, damages, death or injury which may be suffered by or caused by the student.

### REFUND POLICY (v5.1)

#### Purpose of this policy

This policy sets out the circumstance that a student is entitled to a refund and the procedure a student must follow to withdraw from a course to get a refund.  
This policy is made under the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 ("ESOS Act and Regulations") and the National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students 2007 (refer to <http://www.dest.gov.au/esos/> for more information).

#### 1) How to withdraw from a course and get a refund

##### STEP 1 - Complete a Student Course Variation (SCV) form.

The SCV form is available from the Student Service Office. If you are under the age of 18 years your legal guardian will need to complete and sign the form.

##### STEP 2 - Attach all relevant documents to the SCV form

You should attach documents supporting the reason for your withdrawal and confirming your identity.

##### STEP 3 - Hand in the completed SCV form to Student Services or email to: [refunds@apc.edu.au](mailto:refunds@apc.edu.au)

Please make sure that your student number and current contact details (email address, mobile phone number) are on the form. Please **sign** and **date** the SCV form before handing it in. Your form will NOT be processed if it is not signed and dated.

The College will process your completed SCV form and assess whether you are entitled to a refund based on our policy. The College may ask for further information or documentary evidence. Please note that incomplete SCV forms may delay the processing of the SCV form and payment of refunds.

#### 2) Refunds will only be made in the following circumstances:

##### A) Where you withdraw BEFORE the Course Start Date:

- 1) The College will refund to you the Course Money for each Course you are enrolled in less the following fees:
  - a) Application Fee;
  - b) Administration Fee;
  - c) Services Fees; and
  - d) Cancellation Fee.

Please note that the Cancellation Fee will be deducted from each Course where you have enrolled in a Package of Courses.

##### B) Where your student visa is refused:

- 1) The College will refund to you the Course Money less the following:
  - a) administration expenses of 5% of the total Course Money (up to a maximum amount of \$250);
  - b) any expenses for travel, accommodation and other domestic services that cannot be refunded or provided to someone else;
  - c) the amount of compulsory union fees (if any);
  - d) the cost of books, equipment and other materials needed for the course; and
  - e) the cost of the part of the Course you studied before your student visa was refused (if applicable).

2) If your visa has been refused, you must provide a letter from the Department of Immigration and Citizenship as evidence of the refusal with your SCV form.

##### C) Where the College cancels your Course:

- 1) The College will refund the Course Money if the College:
  - a) does not start a Course by the Course Start Date; or
  - b) stops providing the Course at any time after it starts but before it is completed.

- 2) However no refund will be made where:
  - a) you withdraw from a Course before it is cancelled; or
  - b) you agree to enrol in an alternative course.

#### 3) Refunds will not be made in the following circumstances:

- A) No refund will be made in the following circumstances:
  - 1) Where you withdraw from the Course after the Course Start Date;
  - 2) Where you withdraw from any Course that is part of a Package of Courses after the Course Start Date of the first Course in the Package of Courses;
  - 3) Where the College cancels, suspends or terminates your enrolment as a result of your fault; or
  - 4) In any other circumstance where you are not eligible for a refund under this policy.

#### 4) Payment of refunds

- A) If you are over 18 years old, the refund will be paid directly to you.  
If you are under 18 years old, the refund may be paid to you but only with the authority or consent of your parent or legal guardian.
- B) The College may at its discretion:
  - a) pay the refund in accordance with your written direction
  - b) pay refunds to by bank draft (in case of refund within Australia) or by international bank draft; or
  - c) pay refunds to a bank account by direct credit (in case of refund within Australia) or by telegraphic transfer (in case of refunds outside of Australia) provided that you show us evidence that the bank account exists.

#### 5) Payment of Course Money by instalments

- Where you pay for a Course by instalment and you withdraw from the Course, you must pay to the College:
- a) Non-refundable Fees (if unpaid); and
  - b) where you withdraw from your Course before the Course Start Date, the Cancellation Fee; or
  - c) where you withdraw from your Course on or after the Course Start Date, all unpaid tuition fees for Your Course.

#### 6) Refunds in Australian Currency

All refunds will be made in Australian currency only.  
The College is not responsible for currency exchange rate fluctuations and/or delays or loss of refund in transit (mail, courier, telegraphic transfer or otherwise).

**IMPORTANT** : The College reserves the right to change this policy without notice. For the latest policy please check [www.apc.edu.au](http://www.apc.edu.au).

We are required to advise you of the following: "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."

#### Definitions

In this Refund Policy and as the context requires:

- a) "**Administration Fee**" includes bank and any other charges/costs related to the refund and transfer of any refund.
- b) "**you**" or "**your**" means the Student or the Student's legal guardian (where the student is under 18 years of age).
- c) "**Cancellation Fee**" means an amount equal to 20% of the total tuition fee for the Course, or in a Package of Courses for each Course, as set out in the College letter of offer.
- d) "**College**" means Australian Pacific College/Southern Cross High School (APC/SCHS)
- e) "**Course**" means course(s) in which you are enrolled.
- f) "**Course Money**" is made up of the following components:
  - a. Application Fee;
  - b. Administration Fee;
  - c. Services Fees; and
  - d. Tuition fee.
- g) "**Course Start Date**" is the start date that is on the College letter of offer or such later date as agreed by you and the College.
- h) "**Non-refundable Fees**" means the following fees:
  - a. Application Fee;
  - b. Services Fees; and
  - c. Administration Fee (if any).
- i) "**Package of Courses**" means two (2) or more Courses which you purchased as a package.
- j) "**Services Fees**" means any fee for services that you order and that we have paid for which we cannot get a refund for and include, without limitation, guardian arrangement fee, accommodation inspection fee, airport pick-up fee, accommodation booking fee, further studies placement fee, fee to provide reports for other providers.
- k) "**Student Course Variation form**" or "**SCV form**" means a written notice in a form prescribed by the College.
- l) "**Your Fault**" includes circumstances where:
  - a. you failed to pay an amount you are liable to pay to the College, directly or indirectly, in order to undertake your Course;
  - b. you breached a condition of your student visa;
  - c. you have behaved in a manner which is inconsistent with the General Conditions of Enrolment or which amounts to misbehaviour.

### COURSE SESSIONS

Day, afternoon or evening sessions may be offered by APC for the course in which you have enrolled. APC, at its complete discretion, may assign a session for you on your first day. Only under exceptional circumstances may you apply to transfer to another session. Please ensure to indicate your session preferences (if any) very clearly at the time of enrolment. Please note that if the college closes during the period between Christmas and New Year this is included as part of normal tuition.

### PRIVACY

Information is collected on this form and during your enrolment in order to meet our obligations under the Education Services for Overseas Students (ESOS) Act and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the "Code"); to ensure student compliance with the conditions of their visas and their obligations under Australian Immigration laws generally. The authority to collect this information is contained in the ESOS Act 2000, the ESOS Regulations 2001 and the Code. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. Personal information you supply will be disclosed to and used by APC staff and APC's agents and contractors as may be necessary to efficiently conduct the business of APC. Such uses include matters related to student administration (including recovery of debts), provision of services and the dissemination of information to staff, agents and contractors, prospective and current students and remaining in contact with graduates. For more information on privacy, please refer to the APC Privacy Policy available at [www.apc.edu.au](http://www.apc.edu.au)

### PAYMENT OF FEES

- Upon receipt of all enrolment, tuition and other fees, APC will send a successful applicant a Letter of Offer & Confirmation of Enrolment (COE). These will need to be presented to the Australian Consulate General, High Commission or Embassy to obtain a Student Visa.
- Payment of fees must be in Australian dollars and all bank fees paid by the applicant.
- Payments may be made by bank draft, or telegraphic transfer to:  
**Account name:** Australian Pacific College  
**Name of Bank:** Westpac Banking Corporation  
**Address:** 275 George Street, Sydney NSW 2000  
**Account Number:** 032013 131540 WPAU25  
BSB# Account# Int. Swift Code:
- All major Credit Cards (Master/Visa/Amex/Diners/JCB) and Electronic Funds Transfer (EFT) cash cards are accepted – please enquire.
- Personal cheques are NOT accepted by APC.
- All fees (monies) due to APC will be deemed to have been paid only when all the funds have been cleared and transferred to APC from the financial institution and/or APC representative (agent) and a receipt issued by APC.