



# ASTLEY ENGLISH COLLEGE

ASTLEY COLLEGE AUSTRALIA t/as ASTLEY ENGLISH COLLEGE ABN NUMBER:74 1323 09963  
LEVEL 1, 303 PITT STREET, SYDNEY, NSW 2000  
AUSTRALIA Tel: +61 2 8866 4770  
Web: [www.astleycollege.nsw.edu.au](http://www.astleycollege.nsw.edu.au) Email: [info@astleycollege.nsw.edu.au](mailto:info@astleycollege.nsw.edu.au)  
CRICOS Provider No: 03524C

## International Student 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 dependent  
 Other

### EDUCATION DETAILS

What is your level of English?  Beginner  Elementary  Pre-intermediate  Intermediate  
 Upper-Intermediate  Advanced

What is the highest level of education that you have completed?  University  College  Secondary school

Have you taken TOEFL/IELTS/English test?  No  Yes. Score \_\_\_\_\_ Date taken: \_\_\_\_\_

Proposed future studies:  Vocational  TAFE  University-Undergraduate  University-Post Graduate.

Name of Institution: \_\_\_\_\_ Course commencement date: \_\_\_\_\_

### SELECT YOUR COURSE

English courses (teaching hours: 20hrs/week)

- General English: Start Date \_\_\_/\_\_\_/\_\_\_ : Weeks \_\_\_\_\_  
 Morning Option A: Mon-Wed 8:30am-4:15pm  
 Morning Option B: Thu-Sat 8:30am-4:15pm (available from August 2017)  
 Evening Option C: Mon-Fri 5:15pm-9:30pm

IELTS courses (teaching hours: 20hrs/week)

- IELTS Preparation. Start Date \_\_\_/\_\_\_/\_\_\_ : Weeks \_\_\_\_\_  
 Morning Option A: Mon-Wed 8:30am-4:15pm  
 Morning Option B: Thu-Sat 8:30am-4:15pm (available from August 2017)  
 Evening Option C: Mon-Fri 5:15pm-9:30pm

### OTHER INFORMATION

Payment options: Number of fee instalments  One  Two  Three  Four (max of 4) Instalments are every 12 weeks.

The Australian Government requires all students on student visa to have Overseas Health Cover (OSHC). Please provide evidence of OSHC 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 problems?

- Yes (please complete Special Needs Form)  No



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## Cancellation and Refund policy

- The Enrolment Fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not. A \$100 fee is payable for additional COEs (4th, 5th, etc.) or more than 3 instalment payments.
  - 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 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 pre-paid 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.
  - Tuition Fees and OSHC are refunded in full if your visa application is rejected and you provide official written notification of the refusal from the Australian Government.
  - 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 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 the 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.
  - If the refund is to be paid to a third party (i.e agent, friend or relative) a Student Authorisation Form must be completed and signed off stating the nominated person and banking details by the student listed in the International Student Application Form. Conflicting information will delay the refund process.
  - Provider Default: In the unlikely event that the college is unable to deliver your course in full starting from the agreed date, you will be offered a partial refund of unused tuition fees 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 the 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 the college).
  - Students are encouraged to view the college student handbook as part of the enrolment, please refer to the college website [www.astleycollege.com.au](http://www.astleycollege.com.au) section "Study."
  - 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 available at <http://consumerlaw.gov.au/>

<input type="radio"/> CHEQUE   <input type="radio"/> CASH   <input type="radio"/> CREDIT CARD   <input type="radio"/> BANK DEPOSIT   <input type="radio"/> INTERNATIONAL MONEY ORDER/TRANSFER	
<p><i>How did you hear about the college AEC? (please tick)</i></p> <p><input type="checkbox"/> Friends/Relatives    <input type="checkbox"/> Embassy/Consulate</p> <p><input type="checkbox"/> Newspaper/Magazine</p> <p><input type="checkbox"/> Social media (Facebook/Instagram etc)</p> <p><input type="checkbox"/> Website                      <input type="checkbox"/> Agent (name/stamp)</p>	<p>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:</p> <p>Student's signature:</p> <p>Date:</p> <p>If fees are being paid by another person(s) or company: I, _____ (name of person(s) or 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.</p>