



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 Email: info@astleycollege.nsw.edu.au

CRICOS Provider No: 03524C

Why choose Astley English College (AEC)

Why study in Australia? Sydney, Australia is one of the most attractive and beautiful English speaking cities in the world. The Harbour Bridge, Opera House, magnificent golden beaches and fresh clean air. While living and studying in Australia, you will understand why Sydney is the ideal place for your career development.

You can:

Learn English from everyday life.

Enjoy a safe and fascinating environment.

We are located in Sydney Central Business District. There are many shopping malls, cinemas, libraries and excellent access by train or bus.

Why study at Astley English College?

Astley English College is an excellent choice because we offer:

1. High quality of English courses instructed by qualified and experienced teachers.
2. Facilities:
 - Computer Interactive room
 - Study Library
 - Student common area/kitchen
 - A friendly and effective student support system, starting from your arrival at Sydney International Airport.

Various out-of-school activities: there is the opportunity to take part in a range of social activities planned by Astley English College, including weekend excursions, sports, discussion groups and movie watching group activities. This will make your time in Sydney all the more enjoyable and rewarding.

Come and join us!

For more information, contact our administration office:

LEVEL 1, 303 PITT STREET, SYDNEY NSW 2000 AUSTRALIA

Tel: +61 2 8866 4770

Email: info@astleycollege.nsw.edu.au

Web: www.astleycollege.nsw.edu.au



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Location

We are located in the Sydney CBD which is a safe and convenient area.

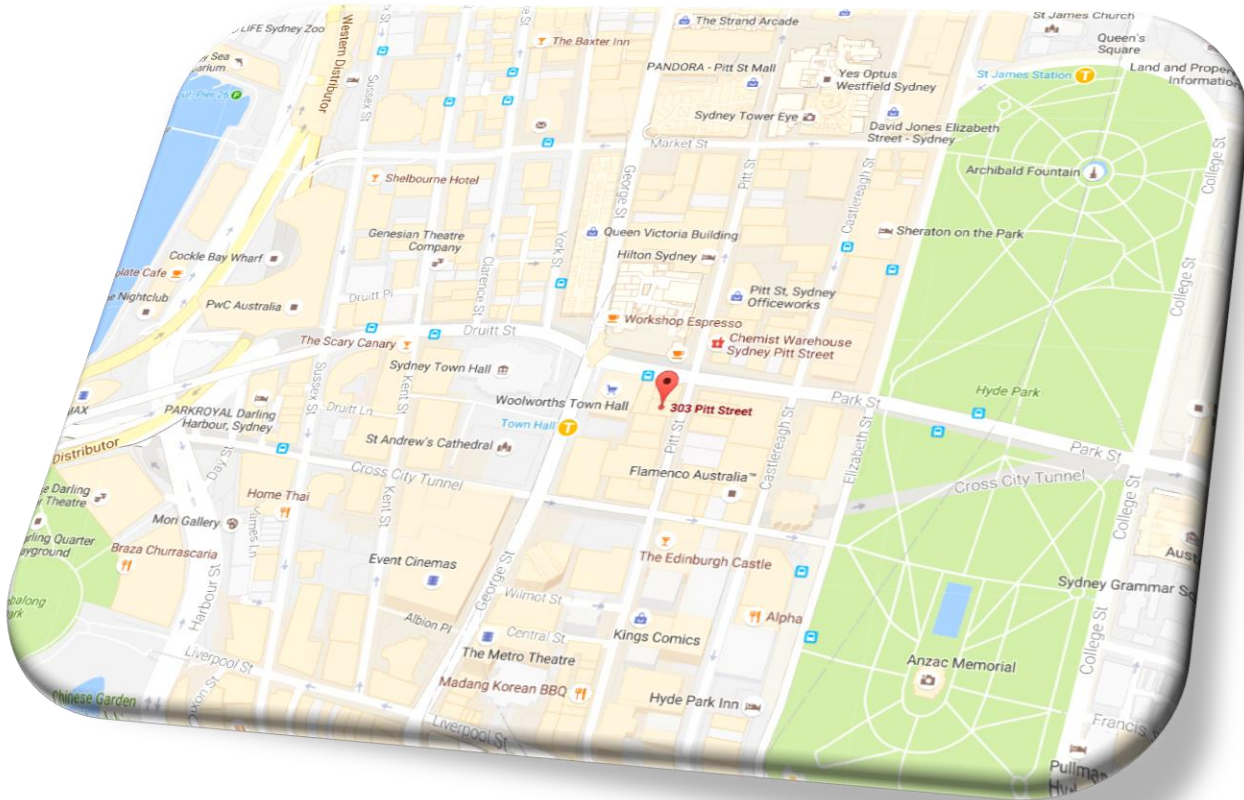
Pitt Street Campus

Level 1, 303 Pitt Street

Sydney, NSW 2000 Australia

Programs delivered: General English & IELTS Preparation.

(Note: English orientation day occurs each Monday at this address)





GENERAL ENGLISH COURSE (COURSE CODE 092868G)

The General English Course aims to develop students' social practical communication skills in terms of four English skills: listening, speaking and pronunciation, reading and writing including grammar.

The General English course is a face to face 20 hour/week course designed to give students the opportunity for rapid progress in all facets of the English language. Classes are structured from beginner through advanced.

Morning and evening classes are available. We teach students grammar, writing, pronunciation, and other basic skills. These lessons correspond with conversation class, where students can use the skills they have learned in a more practical, casual setting. Conversation classes will vary in theme, so students can use a broad range of useful vocabulary.

Duration: 4-52 weeks, depending on level

Testing: Students take a placement test on arrival and are placed in a class based on the test results. They will also receive a student orientation introducing the rules; such as Astley English College's strict English only policy. Students will be given progress tests to help them evaluate their performance. Classroom performance is also monitored and further recommendations are made on areas requiring attention and ways further progress could be made. Throughout a month, students are tested on Speaking, Listening, Reading and Writing.

Levels:

- Beginner English
- Elementary English
- Pre-Intermediate English
- Intermediate English
- Upper Intermediate English
- Advanced English

Further study: Students who complete our general English courses at an intermediate level will be able to undertake educational or vocational courses. Students wishing to take IELTS preparation should have finished an intermediate level course.

Students will be able to receive a college certificate of proficiency at the completion of their course.

Entry requirements:

- 18 Years or above

IELTS PREPARATION COURSE (COURSE CODE 092869G)

The IELTS Preparation course is a face to face 20 hour/week course designed to prepare students to undertake the IELTS English test. Students who wish to enroll in the program should demonstrate at least an intermediate level of English skills. The IELTS preparation course aims to:

- Familiarise students with all elements of the IELTS test.
- Provide test taking strategies to maximize student band scores.
- Assist students to achieve the band score they need.

Duration: 12 weeks, depending on level

Testing: On entering the college the student will be given a placement test to determine whether he/she is ready to join an IELTS class and in which areas of the test he/she needs to pay particular attention. Throughout the course students' progress will be monitored with materials similar to those used in the real test.

Level:

- Intermediate level

Entry requirements:

- 18 Years or above

Orientation:

****Monday 9am and 2pm**



Pre-Enrolment Information for Students

Orientation

On the first day at Astley English College, you will attend an orientation session. The orientation presentation contains information covering aspects of your course and living in Sydney. Remember that at Astley English College, we have a Student Services Officer to help you with any part of your stay to ensure that you are completely satisfied and happy studying with us.

Accommodation and leaving expenses

An international single student living in Sydney requires approximately AU\$19,830 for living expenses each year (Australian Education International) Note: This figure does not include tuition fees.

Remember that your cost of living in Sydney will vary according to your lifestyle. For example, eating out at restaurants all the time will increase your living costs a lot, as will driving a car (you will have to pay for petrol, registration, maintenance and insurance, as well as the car itself).

Suggested weekly budget

- Accommodation \$150 to \$350 (for a room in a shared house or apartment)
- Food A\$50 to A\$120
- Public transport A\$30 to A\$50

Accommodation options for students:

1. **Homestay** – Homestay services provide an opportunity to stay with an Australian family and experience the Australian culture and lifestyle. If you need a homestay, you need at least 4 weeks before the arrival date to arrange it. Minimum stay is 4 weeks; for homestay details including providers of homestay, please refer to our website. Fees typically include meals, laundry, your own room and a student desk.
2. **Student House** – Student accommodation is located on the outskirts of the Sydney central business district in quiet and leafy suburban streets, only minutes from public transport and local shopping facilities and for about 20-30mins average travel time from the heart of the city. All houses are completely furnished with quality inclusions, and equipped with everything that one would need to feel safe and comfortable in a share accommodation, such as:
 - Fully equipped kitchen including fridges, a microwave, a toaster, plates, cups, cutlery and cookware,
 - High speed Internet connection with shared computer for free use and also with wireless option,
 - TV, DVD player and HI-FI system,
 - Washing machine.
 - Twin share rooms with free bed linen, clock-radio and bedside lamp in all rooms. To book student house you need at least 2 weeks before arrival date. Minimum Stay is 4 weeks; for fees please refer to our website for providers of student house.
3. Hostel accommodation is a popular option for international students, especially in the first months of their arrival. A small, furnished room is provided with access to a shared bathroom, laundry, lounge and recreational activities. Some hostels also provide computer access. It is recommended that students considering Hostel accommodation options look at two or three properties prior to making a decision. Many hostels are privately run and as such come under the Rooming House Act. Please note, if the student signs a lease, they are covered by the Residential Tenancies Act.
4. Apartment/flat rental varies greatly in cost and conditions. For long term arrangements, it is strongly advised that the student is familiar with the suburb or area. For purposes of bond payment and moving arrangements the student must be available to sign agreements. For this reason international students are advised to secure short term accommodation upon arrival so that flat and apartment hunting may be started after they have settled in and begun to seek out areas they would like to live in.

Student Visa Requirements

All students should be aware of the following student visa requirements:

- you must be enrolled as a full-time student at all times (for 20 hours per week)
- you must leave Australia when your studies are complete and/or when their visa expires
- you must make satisfactory academic progress and meet attendance requirements (of 80%).



- you must meet the costs of Overseas Student Health Cover to for the period of their enrolment. You can arrange this with the College, who can provide you a list of health care providers to choose from.
- you must provide the College with your address in Australia and a local telephone number on which you are able to be contacted.
- you cannot transfer to another institution within the first six (6) months of your arrival in Australia, or if your program is of less than six month's duration, you must remain at the College for the duration of their program. The College may approve in exceptional circumstances a transfer which does not meet this rule.
- you must ensure that any school-aged dependents accompanying you to Australia attend school. Students will be required to pay full school fees for dependents enrolled in either a government or non-government school. Visit www.det.nsw.edu.au for more information.
- For more information about visa conditions visit www.immi.gov.au.

Education of accompanying dependents

If you come to Australia as an overseas student on a student visa, you should be aware that you will be required to pay full fees for any of your school-aged dependents who accompany you and who are enrolled in either a government or non-government school in Australia. Information about the enrolment and fees for temporary visa holders and dependents of overseas students may be obtained from:

NSW Department of Education and Training

Head office switchboard

Phone: (61) 1300 679 332 (local call)

Website: http://www.schools.nsw.edu.au/gotoschool/intnl_students/index.php

The following publications are available at the above website:

Enrolment of Permanent Residents and Temporary Visa Holders in New South Wales Government Schools: Guidelines for Schools (July 2001)

Enrolment of Temporary Visa Holders in New South Wales Government Schools: Information and Application Package (July 2001)

Enrolment of Temporary Visa Holders in NSW Government Schools (brochure)

For lodgement of applications and all correspondence post to:

Temporary Visa Holders Unit

NSW Department of Education and Training

Postal address: GPO Box 33, Sydney NSW 2001

Phone (61) 1300 679 332 (local call)

<http://www.dec.nsw.gov.au/contact-us>

Overseas Student Health Cover

All international visitors to Australia under a student visa are required by law to have Overseas Student Health Cover (OSHC). Students are required to pay for this cover prior to arriving in Australia. Students are covered by the OSHC from the day they arrive in Australia, until the end date of their visa.

- On enrolment all international students must pay a fee for health insurance in accordance with the length of their course.
- You can arrange the Overseas Student Health Cover yourself, or the college can assist you with various health providers.

ESOS Framework

The following is from information provided by Australian Education International (AEI)

www.internationaleducation.gov.au

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2007.

Read the ESOS Framework about international student's fact sheet or see link;

<https://docs.education.gov.au/system/files/doc/other/esosstudentfactsheetv3.pdf>

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students.



Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights

The ESOS framework protects your rights, including:

- Your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider's agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.
- The ESOS framework sets out the standards Australian education providers offering education services to overseas students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:
 - orientation and access to support services to help you study and adjust to life in Australia
 - who the contact officer or officers is for overseas students
 - if you can apply for RPL (Recognition of Prior Learning) and or Course Credit
 - when your enrolment can be deferred, suspended or cancelled
 - what your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
 - if attendance will be monitored for your course, and a complaints and appeals process.
 - one of the standards does not allow another education provider to enroll a student who wants to transfer to another course, but has not completed six months of the final course of study you plan to undertake in Australia. If you want to transfer beforehand you need your provider's permission.
 - if you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- meet the terms of the written agreement with your education provider
- inform your provider if you change your address
- maintain satisfactory course progress
- if attendance is recorded for your course, follow your provider's attendance policy, and
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements.



Contact details

For information about	Who to contact	How
Policies and procedures that affect you	Student Services Officer	Level 1, 303 Pitt Street, Sydney NSW 2000 Ph: 02 8866 4770 Email: studentservices@astleycollege.nsw.edu.au Web: www.astleycollege.nsw.edu.au
Your ESOS rights and responsibilities	Department of Education, Employment and Workplace Relations	ESOS Helpline: 1300 615 262 Website: www.border.gov.au
Your Visa matters	Department of Immigration and Border Protection	Website: www.border.gov.au Phone 131 881 in Australia
Orientation session on the first day	Student Services Officer (Monday 10am, 3pm)	Level 1, 303 Pitt Street, Sydney NSW 2000 Ph: 02 8866 4770 Email: info@astleycollege.nsw.edu.au Web: www.astleycollege.nsw.edu.au

Telephone (main): +61 2 8866 4770
Website: www.astleycollege.nsw.edu.au
E-mail: info@astleycollege.nsw.edu.au
24 Hour emergency contact: +61 4 38 878 422

Deferral, Suspension or Cancellation of Enrolment Policy

Under certain limited circumstances, a student’s enrolment may be deferred, suspended or cancelled. A student’s enrolment can be deferred, suspended or cancelled by ASTLEY ENGLISH COLLEGE or by the student. Deferral means to delay the commencement of a course. Suspension means the temporary postponement of enrolment during a course. Cancellation means termination of enrolment in a course

Deferral, suspension or cancellation by a student

Students who wish to defer, suspend or cancel enrolment can apply to do so only if the course in which they were enrolled is unavailable, their visa is delayed or there are compassionate or compelling circumstances. Compassionate or compelling circumstances are usually beyond the control of the student and have an impact on the student’s course progress or the student’s well-being. Compassionate or compelling circumstances include:

- serious injury or illness, supported by a medical certificate which states that the student was or will be unable to attend classes bereavement of close family members such as parents or grandparents
- major political upheaval or natural disaster in the home country, requiring emergency travel which has had an impact on the student’s studies
- traumatic experiences such as the being a victim of, being involved in, or witnessing, a serious crime

Effect of deferral, suspension or cancellation of enrolment on a student’s visa

Deferral, suspension or cancellation of an enrolment is likely to have an effect on a student’s visa. Students should contact the nearest DIBP office or refer to www.immi.gov.au for further information. All deferrals, suspensions and cancellations of enrolment are notified to DIBP via the



PRISMS system and all documentation about the deferral, suspension or cancellation of a student is filed in the student's file.

Deferrals, suspensions or cancellations by Astley English College

Deferral

Astley English College may defer the commencement of a course if the course is not offered.

Suspension

Astley English College may suspend a student for misconduct, under circumstances where the student

- has been in breach of Astley English College rules
- is in breach of enrolment conditions
- is assessed as providing a threat to the well-being of other students or staff

If the suspension of a student's enrolment will result in the student being unable to complete the course within the course duration as specified on the eCoE, the student must apply for a course extension using the application for course extension. The student will be advised to check with the nearest DIBP office for information about the impact of the extension of the course on the student's visa.

Cancellation

Astley English College may cancel the enrolment of a student if the student:

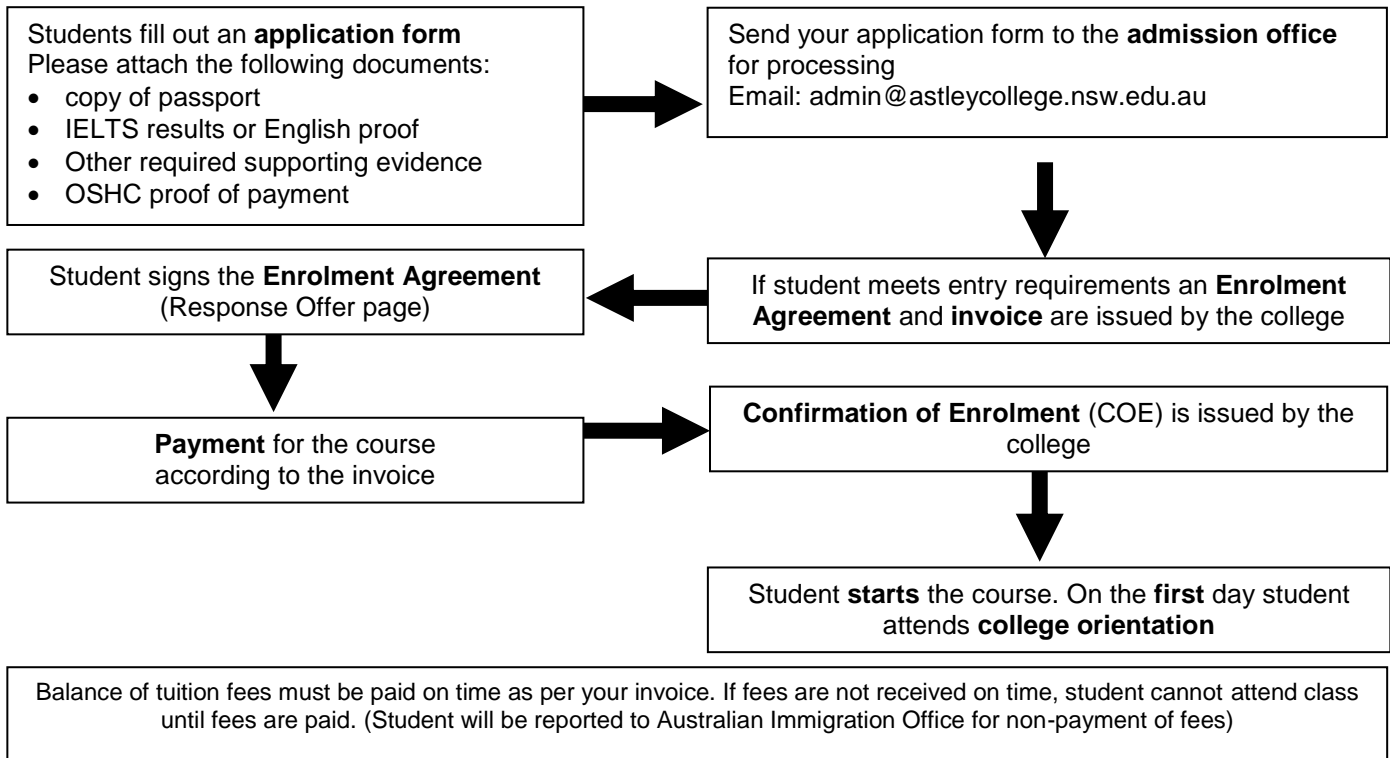
- is in breach of enrolment conditions
- has been in breach of an Astley English College rule
- is assessed by the Principal as providing a threat to the well-being of other students or staff
- has being assessed as behaving in a way such as to constitute serious misconduct
- fails to meet the requirements of the course progress policy
- fails to pay tuition fees
- fails to re-enrol

Notice of intention to defer, suspend or cancel enrolment

Where a suspension is initiated by Astley English College, the student will receive a notice of intention to suspend enrolment. In each case, the notice will clearly identify that the student will be given 20 working days to access the Astley English College's internal complaints and appeals process. If an appeal is lodged, Astley English College will maintain the student's enrolment until the internal appeals process is complete.



Enrolment Process



Note: Prior to enrolment, student should receive the following information from our website:

- Colour College Brochure
- Pre-enrolment information pack
- Student Handbook

College Facilities

Our classrooms are modern, well lit and insulated against outside noise or interference from other classes, air-conditioned and have windows. They are fitted with sufficient power points, teacher and student furniture.

General facilities for students include:

- Language Assistance
- Computer & WIFI access
- Care and Counseling
- Social Programs
- Accommodation assistance
- Student Lounge and Lunch Area

Counseling

Counseling provided by our qualified student counselor is available to those studying at the College, on matters ranging from private concerns to living or academic issues.



Student Services

Social Activities

Social activities are an important part of studying at Astley English College.

Regular class field trips provide a chance for students to use their English in very real and social situations. For example:

- A day at the beach
- Sydney Aquarium and Taronga zoo
- Social tennis

Student Services

Student Services Department provide following help for students:

- Orientation Sessions (Monday at 9am and 2pm)
- OSHC (Overseas Student Health Cover) information
- Assist students to apply for Tax File Number
- Help with accommodation and general enquiries
- Students event program

Orientation

On the first day at Astley English College you will attend an orientation session. This will make your entry to the college comfortable and give you a good understanding of the College policies, as well as your rights and obligations. All English students will do a placement test. The orientation presentation contains information covering aspects of your course and living in Sydney.

Remember that at Astley English College, we have a Student Services Officer to help you with any part of your stay to ensure that you are completely satisfied and happy studying with us.



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Astley English College Pricelist

PROGRAM DETAILS AND SCHEDULE OF FEES (ALL PRICES IN AUSTRALIAN DOLLARS):

CRICOS CODE	Course Details	Duration	Enrolment Fee	Tuition Fee**
English Programs				
092868G	General English	4-52 weeks	\$200	\$290/week
092869G	IELTS Preparation	12 weeks	\$200	\$290/week

Other Services & Fees (*arranged on request only*)

Service Provided	Duration	Price
Text book (for English courses)	n/a	\$60 per level
Text book (IELTS)	n/a	\$67 per course (optional)
Material fee (IELTS)	n/a	\$100 per course
Cancellation fee	n/a	\$500
Late fee (second installments)	n/a	\$100 per late installment payment
Additional COE fee (4 th , 5 th etc)	n/a	\$100 per additional COE
ENROLMENT FEE		\$200

INTAKE DATES – English Programs

English Programs (General English, IELTS Preparation)	Every Monday, except Public Holidays
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TIMETABLE

<i>Morning Option A</i>	<i>Morning Option B</i>	<i>Evening Option C</i>
8:30am – 4:15pm Mon-Wed	8:30am – 4:15pm Thu-Sat	5:15pm – 9:30pm Mon-Fri

Note: The prices are subject to change without prior notice. To obtain the most up to date information on the courses available and associated costs please call the college or your marketing representative. On your first day at the college (ELICOS students only) you need to buy your text books from the school or directly from a preferred supplier. Please ask student services officer for details.



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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 (currently not available)
 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 (currently not available)
 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 12weeks.

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

1. 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.
 2. A \$500 fee is payable for administering course cancellation after course commencement.
 3. Where a student has cancelled prior to commencement a fee of \$150 is charged for processing the refund (except in visa rejection cases).
 4. An administrative charge of \$100 is made to vary an application e.g. Change of Start Date, Change of Course etc.
 5. 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.
 6. 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.
 7. Student Default: No refund will be made if a student:
 - a. has given false or misleading information
 - b. fails to comply with the conditions of enrolment at the college
 - c. is in breach of their visa requirements as imposed by the Australian Government
 - d. withdraws after the commencement date of the course
 8. Tuition fee refund: If you give written notice of your intention to withdraw from a course
 - a. 40 days or more before the commencement date, tuition fees will be refunded less a cancellation fee of 15%.
 - b. more than 5 days before the commencement date, tuition fees will be refunded less a cancellation fee of 30%.
 - c. less than 5 days before course commencement date, tuition fees will be refunded less a cancellation fee of 45%.
- Refund procedures:
- d. You must complete the Refund Application Form.
 - e. 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.
9. 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.
 10. 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.
 11. Refunds from student cancellations will attract an administration charge of \$150.00.
 12. 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.
 13. 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.
 14. Bank charges are deducted for refunds made by bank draft or electronic transfer.
 15. 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.
 16. 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.
 17. Fees for services paid to education agents by students are not covered by this refund policy.
 18. 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.
 19. 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).
 20. Students are encouraged to view the college student handbook as part of the enrolment, please refer to the college website www.astleycollege.nsw.edu.au section "Study."
 21. 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</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>