

# *Enrolment Application & Request for Accommodation Forms*

## **Enrolment Application Form**

Application form for Bradford College's Foundation Studies and Degree Transfer programs.

You must complete all sections for your application to be processed as quickly as possible. Please write **clearly**.

## **Request for Accommodation Form**

Please complete this form if you would like assistance with accommodation.



# Enrolment Application

## 1. Personal Information

Title  Mr  Mrs  Miss  Ms  Other

Family Name (as in passport)

Given Names (as in passport)

Sex  Male  Female

Date of Birth

Country of Citizenship

Country of Birth

First Language

Do you have Australian permanent residency status?  Yes  No

Contact Address

Note: Courier delivery is not possible to addresses with PO Box numbers



## 2. Student Contact Details

Address  
(If different to above - this cannot be your agent's address)

Telephone

Fax

Mobile

Email

## 3. Parent/Legal Guardian Details

Title  Mr  Mrs  Miss  Ms  Other

First Name

Surname

Parent or guardian address in home country  
(if different from above)

Telephone

Fax

Email

Relationship to Student

## 4. Education History

Name & Location of Institution <small>e.g. Temasek Junior College, Singapore</small>	Years Attended	Award Received
	1998- 2001	GCE 'A' Level
1.		
2.		
3.		

## 5. Current English Proficiency

Is English your first language?  Yes  No

Yes  No

Have you studied at secondary level with English as the language of instruction?  
if YES, please attached the certified copy of your result

Yes  No

Do you have an English

Yes  No

language score?

TOEFL Score	IELTS band
Other	Test Date

## 6. Program Selection

Degree Transfer  Stream

Preferred intake: March  October  year 200

Foundation Studies

Preferred intake: February  July  year 200

## 7. University Program

Please indicate which program you would eventually like to study

Bachelor of	(e.g. Commerce)
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## 8. Statistical Details

How did you hear of Bradford College?

IDP Education Australia  Education Agent (please specify)

Friend, Relative



Exhibition,  Suite - 908, Level - 9,

365 Lt Collins Street, Melbourne,

Other (please specify)

Victoria 3000, Australia.

Phone: +61 3 9670 1140

Fax: +61 3 9670 1142

Email: iaec@optusnet.com.au

## 9. Terms and Conditions of Enrolment

This application is for the Degree Transfer and Foundation Studies programs at Bradford College Pty Ltd. Any variation in the terms and conditions set out in this document may only be made by written agreement with the College.

### Payment of fees

The student or student's family agrees to pay the annual tuition fee in accordance with the payment terms set out in the College brochure and fee schedules, for the program as stated on the application form. The student or student's family agrees to pay additional charges and fees as set out in the College brochure and in accordance with the payment terms set out in these conditions. Any refund is made in accordance with the Bradford College refund policy.

Late payment – A fee of \$100 applies on unpaid accounts 30 days after the date the payment was due.

The College may require the student to purchase educational materials such as textbooks, equipment and personal items such as stationery - payment of which remains the responsibility of the student.

## *Enrolment Application continued*

### **Refund policy**

Bradford College's refund policy is available at [www.bradford.adelaide.edu.au](http://www.bradford.adelaide.edu.au). All students must read the refund policy prior to accepting an offer of admission by the College.

Protection of student fees is provided by the Education Services for Overseas Students (ESOS) legislation, the Commonwealth of Australia, and the provisions under the agreement between Bradford College and the University of Adelaide.

### **Medical costs**

The College is hereby authorised to seek medical treatment should such action be deemed necessary by the College or a staff member acting on behalf of the College. The student agrees to indemnify the College for any expense, loss, damage or liability of whatsoever nature occasioned as a result of authorising and arranging such emergency medical treatment.

### **Deferral, suspension and cancellation of enrolment**

Students should refer to the Bradford College website for details of circumstances in which their enrolment may be deferred, suspended or cancelled. All students accepting an offer by the College are taken to have read and understood the information contained in this policy. The policy can be accessed at [www.bradford.adelaide.edu.au](http://www.bradford.adelaide.edu.au).

### **Privacy**

Bradford College is bound by the Privacy Amendment (Private Sector) Act 2000 and the National Privacy Principles which are extracted from the Act. Privacy laws regulate the way organisations can collect, use, keep and disclose personal information. All personal information the College collects is in accordance with these principles and guidelines. Bradford College may only collect, use and disclose information for which the person has expressly consented (unless otherwise required by law).

Information provided by international students may be made available to the Australian Government and designated authorities, the Fund Manager of the ESOS Assurance Fund and where applicable, the Tuition Assurance Scheme, pursuant to obligations under the ESOS Act 2000, the ESOS Regulations 2001 and the National Code 2007. Student details will also be provided to the University of Adelaide upon acceptance of an offer at Bradford College. For further information please refer to Bradford College's privacy policy at [www.bradford.adelaide.edu.au](http://www.bradford.adelaide.edu.au).

### **School aged dependants**

International students who have school aged dependants accompanying them to Australia must ensure that their dependants are enrolled in and attend school. School aged dependants are charged full fees at both government and non-government schools. Further information for students with school aged dependants is available on the Bradford College website at [www.bradford.adelaide.edu.au](http://www.bradford.adelaide.edu.au).

### **Student visa conditions**

International students in Australia are required to abide by their student visa conditions. Information about student visa conditions is available on the DIAC website at [www.immi.gov.au](http://www.immi.gov.au).

The ESOS framework also sets out the responsibilities of international students on student visas, as well as the Education Provider's responsibilities under the ESOS framework. The ESOS framework is available on the Commonwealth Government's Department of Education, Science and Training's (DEST) website at [www.dest.gov.au/sectors/international\\_education/policy\\_issues\\_reviews/key\\_issues/esos](http://www.dest.gov.au/sectors/international_education/policy_issues_reviews/key_issues/esos).



## **Indo-Australian Education Centre**

Suite - 908, Level - 9,  
365 Lt Collins Street, Melbourne,  
Victoria 3000, Australia.  
**Phone:** +61 3 9670 1140  
**Fax:** +61 3 9670 1142  
**Email:** [iaec@optusnet.com.au](mailto:iaec@optusnet.com.au)

### Other conditions

The student is required to attend all scheduled classes unless otherwise negotiated with the College or where there is a legitimate reason (eg Doctor's certificate).

All lesson materials supplied by the College are copyright and remain the property of the College. The student will at all times strive to achieve the academic goals of their program and agrees to abide by the rules and code of conduct of the College. If there is a serious breach of such rules and the code of conduct, the College reserves the right to cancel the enrolment without refund. The code of conduct is available on the Bradford College website at [www.bradford.adelaide.edu.au](http://www.bradford.adelaide.edu.au).

Students may be required to attend organised College excursions and activities, view films and other multimedia presentations as part of a program of study.

The College takes no responsibility for the loss or theft of students' property.

### Declaration

I have read, understood and accept the terms and conditions of enrolment as listed above. I declare that I have read the instructions on this application form and that, to the best of my knowledge, the information provided by me is true and complete in every particular. I acknowledge that Bradford College and the University of Adelaide may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me. I give permission to Bradford College to verify or obtain records from other educational institutions that I have attended. I understand that I am seeking temporary entry into Australia for educational purposes only as a fee-paying student. I understand that if I change my visa status, I may be subject to different rules and conditions. I understand the above conditions and am prepared to accept them in full. In particular that I, or my sponsor, will be responsible for the full costs of the academic program for which I am seeking admission, as well as the associated travel and living costs. I give permission to Bradford College to provide information to my parent(s) or guardian(s) and my agent regarding my application for admission to the program listed above.

Signature of Student	Date
Name (Please print)	
Signature of Parent	Date
(if student under 18)	
Name (Please print)	

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 Director  
Bradford College  
The University of Adelaide  
North Terrace  
Adelaide South Australia 5005  
AUSTRALIA

Tel: +61 8 8303 3430

Fax: +61 8 8303 3877

Email: [bradford@adelaide.edu.au](mailto:bradford@adelaide.edu.au)

Web: [www.bradford.adelaide.edu.au](http://www.bradford.adelaide.edu.au)

The Foundation Studies and Degree Transfer programs are delivered under agreement with the University of Adelaide CRICOS provider number 00123M.

The Bradford English Language programs are delivered under Bradford College's CRICOS provider number 02426B.



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# Request for Accommodation

Name

Sex  Male  Female

Date of Birth

Agent

Date of Arrival (or approximate date)

Telephone

Fax

Email

My preference for accommodation is (please number in order of preference):

## 1. Student Hostels

Bradford Lodge — [www.aiv.com.au](http://www.aiv.com.au)

Highgate Lodge — [www.aiv.com.au](http://www.aiv.com.au)

Hosanna Heights — [www.hosannaheights.com](http://www.hosannaheights.com)

Torrens Valley International Residence — [www.tvir.austbiz.net](http://www.tvir.austbiz.net)

## 2. University Accommodation

### 3. Homestay

Students will need to send the Homestay Student Profile (this will be sent to you) and the confirmation booking fee (placement fee + four weeks homestay rent + airport pickup) to the College to secure a homestay place. The family profile will be sent to you as soon as a homestay family is organised.

Student Services Manager  
Bradford College  
The University of Adelaide  
North Terrace  
Adelaide South Australia 5005  
AUSTRALIA

Tel: +61 8 8303 3430  
Fax: +61 8 8303 3877

Birgit Cramer (Student Services Manager)  
can be contacted anytime  
for further information via email -  
[birgit.cramer@adelaide.edu.au](mailto:birgit.cramer@adelaide.edu.au)

Emergency Contact Number -  
0409 004 360

Please note - We cannot guarantee the availability of your first hostel choice.

If a place in your first preference is not available, your request for accommodation will be passed on to the next preference - this means a different room rate may apply.

The College will keep in close contact with you regarding the arrangements and confirm your booking as quickly as possible.