



**ENROLMENT APPLICATION/Written AGREEMENT**

MELBOURNE  ADELAIDE

**ENROLMENT DETAILS**

**PERSONAL DETAILS**

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_  
Date of Birth\*: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sex: Male  Female   
\* Adelaide campus - does not accept applications from student visa holders who are under-18, Melbourne – parent/guardian arranged accommodation & welfare only

Country of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Visa type: Student  Onshore  Offshore  Passport No: \_\_\_\_\_  Working Holiday  Tourist  Other   
Embassy: \_\_\_\_\_ Health Problems: \_\_\_\_\_

Address (Home Country): \_\_\_\_\_  
Telephone/fax: \_\_\_\_\_

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

Address (Australia): \_\_\_\_\_

**Emergency Contact:** Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**Educational Qualifications:** Highest Award Achieved: \_\_\_\_\_ **English Exams Score** \_\_\_\_\_  
/Previous English Studies

Own assessment of English Level: Elementary  Intermediate  Advanced

**COURSE**

**English Language Studies** (Adelaide & Melbourne) \*

- General Purposes English
- Advanced General English
- Academic English
- Business English
- Exam Preparation Classes  PET/  FCE/  CAE  IELTS

\* Adelaide campus – General Purposes English classes only

- (90994NSW) Certificate I in Spoken & Written English 051460E (Vic) 060845B (SA)
- (90993NSW) Certificate II in Spoken & Written English 051461D (Vic) 060846A (SA)
- (90992NSW) Certificate III in Spoken & Written English 051462C (Vic) 060847M (SA)
- (90990NSW) Certificate IV in Spoken & Written English (FE) 051463B (Vic) 060848K(SA)

**Business Studies** (Melbourne)

- (BSB30504) Certificate III in Business (Front Line Management) 056644A
- (BSB51004) Diploma of Business (Front Line Management) 056646K
- (BSB40701) Certificate IV in Business (Marketing) 053267A
- (BSB5070) Diploma of Business (Marketing) 053268M

**Community Welfare Studies** (Adelaide & Melbourne)

- (CHC50702) Diploma of Community Welfare 051091C (Mel) 058735D (SA)
- (CHC50702) Diploma of Community Welfare 051091C (Mel) 058735D (SA)
- & (CHC50502) Diploma of Youth Work (2.5 years) 058299G

**Computer Studies** (Adelaide & Melbourne)

- (ICP30205) Certificate III in Printing & Graphic Arts (Graphic Pre-Press) 058298J (Vic) 058733F (SA) & (CUF50701) Diploma of Multimedia 043985J (Vic) 058734E (SA)
- Double Award program with guaranteed 900 hours work experience (Melbourne)

**Hairdressing Studies** (Melbourne)

- (WRH30106) Certificate III in Hairdressing 060008F
- (WRH40106) Certificate IV in Hairdressing 060652M
- (WRH50106) Diploma of Hairdressing (Salon Management) 060009E

Course Start Date ...../...../..... Length of Course .....

**START DATES**

**English:** January 2<sup>nd</sup>, February 5<sup>th</sup>, March 13<sup>th</sup>, April 16<sup>th</sup>, May 21<sup>st</sup>, June 25<sup>th</sup>, July 30<sup>th</sup>, September 3<sup>rd</sup>, October 8<sup>th</sup>, November 12<sup>th</sup>  
PET/FCE/CAE-January 2<sup>nd</sup>, March 19<sup>th</sup>, September 17<sup>th</sup>, IELTS – January 2<sup>nd</sup> then every 5 weeks

**Community Welfare, Graphic Pre-Press & Multimedia (Double Award) & Front Line Management:** February 5, April 23, July 9, September 24

**Graphic Pre-Press & Multimedia (Double Award):** February 5, April 23<sup>rd</sup>, July 9<sup>th</sup>, September 24<sup>th</sup>, November 26<sup>th</sup>

**Marketing & Multimedia:** February 5<sup>th</sup>, July 9<sup>th</sup>

**Hairdressing:** April 2<sup>nd</sup>, April 30<sup>th</sup>, and then 1<sup>st</sup> Monday of every month



**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

**SERVICES REQUESTED**

i)  Homestay  weeks ii)  Airport Meeting iii)  Work package

Document: Enrolment Application/Written Agreement National Code 2007

Approved by: CEO

Version date: 10 September, 2007:Version 2

Replaces version dated: Not applicable

ITEMISED LIST OF FEES		
<b>Enrolment Fee:</b> All courses	A\$ 120	once only
<b>Course Fees:</b>		
English language courses	A\$ 300	per week
Certificate III in Business (Front Line Management)	\$ 1875	per course (9 weeks)
Diploma of Business (Front Line Management)	\$ 7500	per course (36 weeks)
Certificate IV in Business (Marketing)	\$ 3750	per course (18 weeks)
Diploma of Business (Marketing) includes enrolment & completion of Certificate IV (Marketing)	\$ 7500	per course (36 weeks)
Diploma of Community Welfare Work	\$ 18000	per course (72 weeks)
Certificate III in Hairdressing	\$ 11000	per course (51 weeks)
Certificate IV in Hairdressing	\$ 4000	per course (13 weeks)
Diploma of Hairdressing (Salon Management)	\$ 11000	per course (21 weeks)
Certificate III in Printing and Graphic Arts (Graphic Pre-Press) & Diploma of Multimedia	A\$18000	per course (72 weeks)
<b>Materials fee:</b> Certificate IV/Diploma of Business (Marketing)	A\$ 150	per year
Certificate III/Diploma of Business (Front Line Management)	A\$ 150	per year
Certificate III & IV in Hairdressing/Diploma of Hairdressing (Salon Management)	A\$ 800	per year
<b>Non-compulsory fees:</b>		
Work experience fee: Certificate III in Printing and Graphic Arts (Graphic Pre-Press)	A\$ 4500	900 hours unpaid
Certificate III in Printing and Graphic Arts (Graphic Pre-Press)	A\$ 9000	520 hours paid, 380 unpaid
RPL (Recognition of Prior Learning): All courses (indicative fee)	A\$ 250	negotiated per application
Re-sit/re-submit fees: All courses	A\$ 50	per unit
Repeat of units:	to be advised at time of application	
Administrative fee –changes to enrolment/agreement	A\$ 25	
Change of course/campus fee prior to completing one term of study in course and/or campus	A\$ 200	
<b>Accommodation fees:</b>		
booking fee	A\$ 160	once
Homestay fee (Melbourne) – over 18	A\$ 220	per week
Accommodation fee (Adelaide)	\$ 115	per week
<b>Airport meeting:</b> arrive/depart 7am – 12pm	A\$ 100	one way
arrive/depart 12pm – 7am	A\$ 120	one way
<b>Under 18 fees (Melbourne):</b> College service	A\$ 10	per week
<b>Overseas Student Health Cover (Medibank)</b>	A\$ 342	per year
<b>Late payment fee:</b> All courses	A\$ 50	
<b>Bank Transfer Fee:</b> All courses	A\$ 15	
<b>TOTAL FEES</b>		A\$
<b>PAYMENT DETAILS:</b>		
Make payment to: Commonwealth Bank Account Name: Cambridge International College (Vic) Pty Ltd student pre-paid fees Account No. 10166416 BSB 063 014		
<i>Important:</i> The College can not process your enrolment or accept course fees until it receives your <u>signed acceptance</u> of this enrolment application/written agreement. In addition, please refer to the College's website <a href="http://www.cambridgecollege.com.au">www.cambridgecollege.com.au</a> & <a href="http://www.immi.gov.au">www.immi.gov.au</a> prior to submitting your application for important pre-enrolment, enrolment and course information at Cambridge International College and visa requirements.		
<b>PROVIDER DEFAULT</b>		
As per the National Code 2007 Standard 3.2 (c) please note the following which explains what will happen if the College is not able to deliver <u>in full</u> a course that you are enrolled in:		
In the unlikely even that Cambridge International College is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by Cambridge International College at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If Cambridge International College is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPET will place you in an alternative course at no extra cost to you. Finally, if ACPET can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.		
<b>WRITTEN AGREEMENT CONDITIONS (CHECKLIST FOR STUDENTS PRIOR TO SIGNATURE)</b>		
	<b>The Applicant:</b>	
1	Confirms that the information provided by the Applicant in this application is complete and correct.	
2	Agrees to be bound by the College rules and regulations and any amendments made to the rules and regulations.	
3	Agrees to observe DIAC student visa requirements.	
4	Agrees to inform CIC if their Australian contact details change at any time during their course, i.e. mailing address and email address, phone and mobile number.	
5	Agrees to undertake a testing requirement prior to any course entry, if deemed necessary by CIC.	
6	Understands that CIC reserves the right to accept or reject any application for enrolment at its discretion.	
7	Understands that CIC may suspend or cancel their enrolment for misbehaviour. Refer to <a href="http://www.cambridgecollege.com.au">www.cambridgecollege.com.au</a>	
Document: Enrolment Application/Written Agreement National Code 2007		
Approved by: CEO	Version date: 10 September, 2007:Version 2	Replaces version dated: Not applicable
		Page 2 of 3

8	<u>Continued</u> Understands that CIC reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the Applicant
9	Agrees to pay all fees required on or by the due date as notified in writing by CIC or as per the invoice. A penalty of \$50 per week applies for late payment.
10	The course fees indicated on the Letter of Offer will not change for the duration of your enrolment in this course (except where you may need to repeat units to successfully complete the course or where you elect to undertake units in addition to the course offered).
11	Understands that CIC will access these fees in accordance with the procedures established by the State Government and the Australian Department of Education, Science and Training.
12	Understands that changes or variations to this enrolment/agreement attract a \$25 administrative fee.
13	The College reserves the right to withhold granting the Award attained by the student, if student fees remain outstanding.
14	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.

**PRIVACY:** Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; 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 Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. 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.

**REFUND POLICY**

Refunds are made in accordance with the policy below; full refunds of amounts owed to the student will be made within 14 days. All Applications for refund must be made in writing by way of the *Application for Refund form* available from the College intranet site. Students who are offshore should contact Student Administration. Submit the application to the Student Administration by Registered mail, courier or personal delivery as soon as practicable. Non-compulsory fees are not refundable.

1	Enrolment Fee	Non-refundable
2	Course Fees:	
2.1	Visa refused prior to course commencement	Full refund
2.2	Withdrawal at least 10 weeks prior to agreed start date	Full refund*
2.3	Withdrawal at least 4 weeks prior to agreed start date	75% refund*
2.4	Withdrawal less than 4 weeks prior to agreed start date	60% refund*
2.5	Withdrawal after the agreed start date	No refund
2.6	Visa cancelled due to actions of the student	No refund
2.7	Visa extension is refused	Return of unused tuition fees*
2.8	Withdrawal from study - current students ( <i>not English Language Studies' students</i> )	Refund of unused tuition fees (of the following semester) * ( <i>Withdrawal from Studies form</i> must be received 2 weeks prior to term commencement by Student Administration)
3	Compulsory Health Insurance (Student Visas only)	Refer to Medibank
4	Homestay /accommodation fees	Full Refund of unused fees if two weeks notice are given
5	Under-18 service fee (Melbourne)	Non- refundable
6	Airport Pick-up	Full Refund if service cancelled prior to flight arrival

7	The Refund policy applies equally to all students including students who have Permanent Residency or Australian Citizenship**.
8	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.
9	Refer to the Complaints & Appeals Procedure on the College website to appeal the Refund Policy.
10	The College will refund any monies due to the student, to the student's education agent (where applicable).
11	*Refunds granted may incur an education agent's fee ** Except 2.1

**I understand my rights and responsibilities as a student enrolled at Cambridge International College as outlined in the written agreement between Cambridge International College and myself and Cambridge International College's Refund Policy as written above.**

I also confirm that either: 1)  The written agreement and the refund policy has been explained to me in my own language  
**OR** 2)  I understand English

Where did you hear about Cambridge International College? \_\_\_\_\_



**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

**Signature of prospective student** ..... **Date**...../...../..

**OR (Melbourne) parent/guardian if under-18** ..... **Date**...../...../..

**Accepted by Cambridge International College (Vic) Pty Ltd**    **Signed** \_\_\_\_\_    **Date**...../...../