



Complete and return to
72 Mary Street
Surry Hills, SYDNEY NSW 2010
AUSTRALIA
Facsimile: (61-2) 9281 7455
CRICOS Provider Code: 01738E
Email: registrar@access.nsw.edu.au

Access Language Centre

Enrolment Form

THE STUDENT

Family Name

Given Names

Postal Address in home country

Telephone

IDD	Area Code	Tel
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E-mail

Nationality

Country of Birth

<input type="text"/>	<input type="text"/>
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Emergency Contact Number/s

IDD	Area Code	Tel
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Name of Emergency Contact Person

Visa Type

Date of Birth / /
day month Year

Sex (tick) Male Female

Occupation

Passport Number

Phone number in Sydney (if known)

Address in Sydney (if known)

Describe your level of English (tick)
 Beginner — Pre-Intermediate — Advanced

THE COURSE

Starting Date / /
day month year

Number of Weeks

Super Intensive English (25hrs/wk)

Intensive English (20hrs/wk)

Mini Intensive (15hrs/wk)

Which course are you interested in? (tick)

- | | |
|--|--|
| General English <input type="checkbox"/> | Cambridge FCE Preparation <input type="checkbox"/> |
| Academic English <input type="checkbox"/> | Cambridge CAE Preparation <input type="checkbox"/> |
| IELTS Preparation <input type="checkbox"/> | Business English <input type="checkbox"/> |

English Plus Programs:

- | | | |
|-------------------|----------------------------|--------------------------|
| Internship | Weeks <input type="text"/> | <input type="checkbox"/> |
| Work & Study | <input type="text"/> | <input type="checkbox"/> |
| Demi-Pair | | <input type="checkbox"/> |
| Volunteer Program | | <input type="checkbox"/> |
| Oceania Link | | <input type="checkbox"/> |

Do you plan to study in Australia after you finish your English Course? (tick) Yes No

Institution

Where did you hear about ALC? Which agent did you use?

ACCOMMODATION

Do you need us to find accommodation for you? Yes No

If yes, how many weeks? weeks

If yes, which type of accommodation?

HOMESTAY ACCOMMODATION

- | | |
|--------------------------------------|-------------------------------------|
| Single room <input type="checkbox"/> | with meals <input type="checkbox"/> |
| Shared room <input type="checkbox"/> | no meals <input type="checkbox"/> |

Do you have any special needs? Please specify
 (Includes dietary, medical, religious, etc.)

Do you smoke? Yes No

Is it OK if the house has pets? Yes No

List your interests and hobbies

HOSTEL ACCOMMODATION

- | | |
|---|--------------------------------------|
| Single room <input type="checkbox"/> | Shared room <input type="checkbox"/> |
| Dormitory 4-6 people <input type="checkbox"/> | |

(Shared room only available if travelling with a friend)

Do you need the airport meeting service? (tick)
 Yes No

FEES

I enclose payment for

AU\$

	Enrolment Fee
	Tuition Fee (.....weeks)
	Accommodation Placement Fee
	Accommodation Fee
	Guardianship Fee
	Airport Meeting Service Fee
	OSHC Medical Insurance Fee
	Work & Study Program Fee
	Internship Placement Fee
	Demi-Pair Placement Fee
	Demi-Pair Bond
	Materials Fee
TOTAL	

EUROPAIR SERVICES
 17 rue de Bucy
 75006 Paris
 Tél. : 01 43 29 80 01
 Fax : 01 43 29 80 37
 E-mail : europairservices@wanadoo.fr

HOW TO ENROL

- Fill in this enrolment form and send it by fax or e-mail to Access Language Centre (hereafter referred to as ALC).
- We will send you a Letter of Acceptance and invoice upon acceptance of your enrolment by ALC.
- Send the fees as an International bank cheque in Australian dollars made payable to Access Language Centre or by telegraphic transfer to the following account:
 Account name: Access Language Centre,
 Bank name: National Australia Bank Ltd,
 Branch name: Marrickville,
 Bank address: 85-95 Marrickville Rd., Marrickville NSW2204 Australia,
 BSB (Branch No.) 082-356 Account no.: 68 683 4690 Swift Code.: NATAAU 3302S
- When your payment is confirmed and if you are applying for a student visa, we will issue an Electronic Confirmation of Enrolment form (e-CoE).
- Contact the nearest Australian Embassy or consulate to find out how to apply for the correct visa.
- Send your full flight arrival details to ALC. Homestay or Hostel details will then be advised. Accommodation is arranged approximately 4 weeks before the course starts. Accommodation will not be arranged until full payment has been made to ALC.
- If your first choice of accommodation is not available we will arrange for alternative accommodation until the first choice is available.
- For student visa holders, information provided by the student may be made available to the Commonwealth and State agencies and the Fund Manager of the ESOS ASSURANCE FUND, pursuant to obligations under the ESOS Act 2000 and the National Code. ALC is required under this act to report to the relevant government department certain changes to a student's enrolment and any breach of a student visa condition relating to attendance or satisfactory academic performance.

CANCELLATION AND REFUND POLICY

- If you must withdraw from a course because the Australian government will not issue a visa, tuition fees will be refunded in full on presentation of the letter from the Australian Embassy stating that the visa application has not been successful.
- If you withdraw from the course for any other reason and notify ALC in writing 28 days or more before the course begins, 90% of tuition fees will be refunded within 4 weeks.
- If you withdraw from the course less than 28 days before the course begins, an amount no greater than 8 weeks' tuition fees will be retained by ALC
- If you withdraw after the course starts no fees will be refunded.
- A cancellation fee equivalent to two weeks homestay will apply if less than 4 weeks notice is given for cancelling homestay either before the course starts or after the course has started.
- In all cases above, the enrolment fee, accommodation placement fee and all other service fee will be retained by ALC.
- In such cases above, the refund will be made within 4 weeks of ALC's receipt of written notification as per the ESOS Act 2000
- No fees can be refunded while you are in Australia.
- Tuition fees are not transferable.
- If ALC terminates any course before its commencement, course monies will be refunded in full within 2 weeks of notification of termination as per the ESOS Act 2000.
- If ALC terminates any course after the course commencement date, ALC will arrange for the transfer of the student to another institution offering a similar course at no extra expense to the student or course monies will be refunded within 2 weeks of notification of termination as per the ESOS Act 2000.
- Access Language Centre has in place appropriate arrangements for independent grievance dispute resolution. However, these dispute resolution processes do not circumscribe your right to pursue other legal remedies and you have the right to be represented by a nominee if you so choose.
- Signing the ALC enrolment form in agreement with ALC's enrolment, cancellation and refund policies does not remove your right to take further action under Australia's consumer protection laws.
- Any refund will be paid to the person who originally paid the fees.

I understand and agree with the Access Language Centre enrolment, cancellation & refund policy (to be signed by parent / guardian if the student is under 18 years of age)

Signed Date / /