



**CHEC English Language Centre**  
 Hogbin Drive, Coffs Harbour NSW 2450 Australia  
 Southern Cross University – North Coast Institute of TAFE NSW  
 NSW Department of Education and Training  
 Tel: + 61 2 6659 3647 Fax: + 61 2 6659 3196  
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 Provider Code: 01586E

## High School Preparation 2007 ENROLMENT FORM

*Please read both sides of the Enrolment Form and then complete all sections. If any section is not completed, you will experience delays in the issuing of your visa. All applicants (except Swedish) for student visas must have Overseas Student Health Cover (OSHC) before a visa will be issued.*

Personal information may be provided to Commonwealth & State agencies & the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act and the National Code.

PLEASE  
ATTACH  
YOUR  
PHOTO

Family Name \_\_\_\_\_ Given Name \_\_\_\_\_

Age \_\_\_ Date of Birth \_\_\_\_\_  Male  Female Nationality \_\_\_\_\_

Contact Address \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**Type of Visa:**  Tourist  Student  Other \_\_\_\_\_

What is the highest level of education you have completed? \_\_\_\_\_

What is your level of English?

Beginner  Elementary  Pre-Intermediate  Intermediate  Advanced

IELTS Level: ----- TOEFL Score .....

Do you require:  Homestay Accommodation  Local Airport Pick Up

Do you have a relative or friend in Australia?  Yes  No

If so, Name \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Agent \_\_\_\_\_

I wish to enrol for \_\_\_ weeks. Starting date \_\_\_\_\_

### **Course Fees**

Enrolment Fee (*GST included)	\$A 220
Tuition Fee (\$A1,575 per term OR \$A315 per week) Number of weeks ___50	\$A _____
Booking Fee (including airport pickup) (*GST included)	\$A 185
Homestay under Guardianship Fee @ \$A205 per week	\$A _____
Overseas Student Health Cover (OSHC-Student visa only) (6 months \$A171; 9 months \$A256.50; 12 months \$A342)	\$A _____

**Please note all students must pay 4 weeks additional Health insurance.**

(E.g. No. of weeks enrolled = 12, OSHC = 16+, therefore need to pay 6 months - \$A171)

**Total Payment Due**

\$A \_\_\_\_\_

## CONDITIONS OF ENROLMENT

**IMPORTANT:** Please read these Conditions of Enrolment before you sign this form.

**REFUND POLICY:** For the purposes of this policy a 'course' is defined as the number of terms for which tuition has been prepaid. 75% of the course fees will be refunded provided that the Centre is informed in writing no later than four (4) weeks (28 days) BEFORE the commencement date of the course if the student defaults. If such notice is given less than four (4) weeks before the course commencement then the Centre will refund 50% of the course fees if the student defaults. If the student has commenced the course then no refund of the course fees will be made if the student withdraws. In the case of a visa rejection, 100% of the course fees will be refunded. All refunds made to students will be done within four (4) weeks of receipt of notice of cancellation. In all cases, the enrolment fee of \$A220 will not be refunded unless the Centre defaults. Should the Centre be unable to deliver the course, the student has enrolled in, all fees will be refunded, (including Homestay). All requests for refunds need to be submitted, in writing to the Director of this Centre (our address shown on top of page 1), unless the Centre defaults, in which case the Centre will refund all fees to the enrolling student within two (2) weeks.

Students have the right to dispute decisions made about refunds, through the Centre's Director, Campus Executive Director or Department of Fair Trading. Students can elect to have an external nominee act on their behalf and can appeal policy decisions through the Australian Consumer Protection Laws. "This agreement does not remove the right to take further action under Australia's consumer protection laws" (section 43.1). The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies" (section 43.3)

**DEPENDANTS:** Please note school age dependants will be required to pay full fees if they are enrolled in government or non-government schools.

**COURSE TRANSFERS:** Transfer of enrolment from one term to another can only be made with the prior approval of the Director and then only if the student has Department of Immigration and Multicultural Affairs (DIMA) approval.

**FEE TRANSFERS:** There will be no fee transfers to other Language Centres unless special consideration is given by the Director.

**ATTENDANCE:** Regular attendance is expected. The Centre policy is that a student must attend a minimum of 90% of each term to qualify for a certificate and permission to re-enrol. DIMA demand all students on student visas attend at least 80%. Attendance will be recorded daily and checked every two weeks. This Centre is required, under s19 of the ESOS Act 2000, to tell DIMA of certain changes to enrolment and any breach of a student visa condition relating to attendance or satisfactory academic performance.

**EXPULSION:** CHEC English Language Centre reserves the right to expel students for serious breaches of discipline. Fees will not be refunded in such cases.

**COURSE PAYMENT:** Payment should be made in Australian currency by cheque, money order or bank draft for the full course fee at least 4 weeks before commencement of the course. Cheques should be made payable to CHEC English Language Centre.

**ADDITIONAL COSTS:** Purchase of a dictionary will be required (approx. \$25.00) and excursion costs for each term (approx. \$5.00 per term). Textbooks are available for sale, but not mandatory. Activity and printing costs vary and are the responsibility of the student, NOT the Centre,

The \$A220 Enrolment Fee is payable once only and is non-refundable. CHEC English Language Centre reserves the right to change its fee at any time. Students who transfer to a later course must pay the current fee applying when they start that course.

### **TERM DATES** - All terms are 5 weeks in duration (students are encouraged to enrol at the beginning of each term)

2007	1 2 January	4 16 April	7 30 July	10 12 November
	2 5 February	5 21 May	8 3 September	
	3 12 March	6 25 June	9 8 October	

### **TUITION FEES**

5 weeks	\$A1,575	10 weeks	\$A3,150	20 weeks	\$A6,300
30 weeks	\$A9,450	40 weeks	\$A12,600	50 weeks	\$A15,750

### **ACCOMMODATION FEES**

Homestay Booking Fee (including airport pickup)	\$A185
Homestay Fees:	Single \$A205 per week (Under Guardianship)

**PLEASE SIGN: I understand and accept the Conditions of Enrolment set out on this form.**

**Passport Number:** \_\_\_\_\_

**Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_