

Please complete this form in CAPITAL/BLOCK letters and return to applysdney@els.edu.
Students must be at least 18 years of age at course commencement.

1 Tell us about yourself

Mr. Ms. Mrs.

Family Name _____ First /Given Name _____ Middle Name(s) _____

Date of Birth ____ / ____ / ____ (dd/mm/yy) Gender Male Female

Country of Birth _____ Nationality _____

Passport Number _____

Address in Home Country

Street Address _____

City _____ Country _____

Telephone/Mobile _____ Email _____

Address in Australia (if known)

Street Address _____ City _____

Telephone/Mobile _____

Emergency Contact Information

Name _____ Relationship _____

Telephone _____ Email _____

Are you currently in Australia? No Yes

Visa Type _____ Visa expiry date (dd/mm/yy) _____

If currently not in Australia what visa will you apply for?

Student Visitor Working Holiday Other _____

Will you undertake further study in Australia after your English course?

No Yes College University Other _____

Name of Institution: _____

Packaged visa: For students wanting a student visa for the full coverage of their studies in Australia (English + university/college) please submit a conditional letter of offer from your chosen institution.

Do you require Overseas Student Health Cover (OHSC) /Overseas Visitors Health Cover (OVHC)?

No Yes

Type of cover needed: Single Dual Family Multi Family

Do you suffer from any disability, medical conditions/allergies?

No Yes Please provide details. _____

2 Choose your course & starting date

Please see page 2-2017 dates

Programs	Course Start (dd/mm/yy)	Course Length (in weeks)
General English (Day)		
General English (Evening)		
Academic English 2		8 weeks
Academic English 3		8 weeks
Academic English 4		8 weeks
IELTS Preparation (please circle no. of weeks)		4 / 8 / 12 weeks

English Language Proficiency

Students wanting a packaged visa should provide evidence of English language proficiency together with their application. Scanned copies of IELTS/TOEFL test results are acceptable. Do not send original documents.

3 Accommodation and airport transfers

Do you require airport transfers?

No Yes One Way Return

Would you like us to arrange homestay accommodation?

No Yes

Homestay	Start (dd/mm/yy)	Length (in weeks)
Single room		
Single room no meals		
Twin room		

An Accommodation Placement Details form will be sent to you requesting your personal preferences. Please complete and return to accomsydney@els.edu

Would you like us to arrange student residence accommodation?

No Yes

Student residence	Start (dd/mm/yy)	Length (in weeks)
Falcon Lodge-Single		
Falcon Lodge-Twin		
Falcon Lodge-Double		
Link 2-Single		
Link 2-Single Ensuite		
Link 2-Twin		
Link 2-Twin Ensuite		

Visit link2.com.au or falconlodge.com.au for further details.

4 Declaration

I declare all the information provided in this enrolment form is correct and that I have read, understood and agree to be bound by the Terms and Conditions within this document.

Student's signature _____ Date _____ (dd/mm/yy)

Full name (please print) _____

Parent or legal guardian must sign if student is under 18.

Parent/Guardian's Signature _____ Date _____ (dd/mm/yy)

Full name: _____ Email _____

Address _____

AGENT DETAILS

2017 Dates

General English/IELTS™ Preparation

3 January*	17 July
30 January	14 August
27 February	11 September
27 March	9 October
24 April	6 November
22 May	4 December
19 June	

Academic English

3 January*
30 January (AE3 only)
27 February
24 April
22 May (AE 3 only)
19 June
17 July (AE3 and AE4 only)
14 August
9 October
4 December

2017 Public Holidays

2 January - New Year's Day (Additional Day)
26 January - Australia Day
14 April - Good Friday
17 April - Easter Monday
25 April - Anzac Day
12 June - Queen's Birthday
7 August* - Bank Holiday (new students only)
2 October - Labour Day
25 December - Christmas Day
26 December - Boxing Day

*Tuesday start date because Monday is a public holiday. Other start dates are possible for General English. Please contact us for details.

2017 Fees

All prices are listed in Australian dollars and include a 10% Goods and Services Tax where applicable. Prices are subject to change without notice.

REGISTRATION FEES

Registration Fee	\$250
Enrolment Change Fee	\$100

BOOKS AND MATERIALS FEE

1-3 weeks	\$60
4 weeks +	\$15 per week (maximum \$360)

GENERAL ENGLISH

	1-3 weeks	4-25 weeks	26+ weeks
Day	\$410 per week	\$400 per week	\$380 per week
Evening	\$250 per week	\$215 per week	\$215 per week

ACADEMIC ENGLISH

	8 weeks	16 weeks	24 weeks
Day	\$3,200	\$6,400	\$9,600

IELTS PREPARATION

	4 weeks	8 weeks	12 weeks
Day	\$1,600	\$3,200	\$4,800

OVERSEAS STUDENT HEALTH COVER (OSHC) - STUDENT VISA HOLDERS

	Single rate	Dual Family	Multi Family
1 month	\$54	\$293	\$506
3 months	\$162	\$880	\$1,518
6 months	\$323	\$1,761	\$3,035
9 months	\$441	\$2,405	\$4,158
12 months	\$559	\$3,050	\$5,280

OVERSEAS VISITORS HEALTH COVER (OVHC) - VISITOR/WORKING HOLIDAY VISAS

	Single rate	Dual Family	Multi Family
1 month	\$77.42	\$187.42	\$249.75
3 months	\$232.26	\$562.26	\$749.26

ACCOMMODATION & AIRPORT TRANSFER FEES

Accommodation Placement Fee	\$280
Accommodation Change Fee	\$120
Airport Transfer (each way)	\$160

HOMESTAY - HALF BOARD*

	Per week	Extra nights
Single room	\$295 per week	\$43 per extra night
Twin share**	\$252 per week	\$36 per extra night
Single-no meals	\$240 per week	\$35 per extra night

* Breakfast and dinner included Monday to Friday and 3 meals on weekends and public holidays.

** Twin share homestay only available for two people studying at ELS/Sydney together.

STUDENT RESIDENCE

Room Type	Falcon Lodge	Link2
Single	\$322 per week	\$340 per week
Single Ensuite	Not available	\$430 per week
Twin	\$385 per week per room	\$270 per week per person
Twin Ensuite	Not available	\$295 per week
Double	\$357 per week	Not available

Checklist

Below are items we need scanned copies of with your completed enrolment form:

- Passport
- Current visa (if in Australia only)
- English language evidence (IELTS or TOEFL)
- OSHC details (if on a student visa and currently in Australia)

Payment Options

The preferred payment method is via a secure online platform 'PaytoStudy', where fees can be paid in a range of currencies. Payments using bank transfer, credit card, debit card or third party payments are also available through 'PaytoStudy'. Visit www.sydneyels.paytostudy.com to make payment online

PAYMENT VIA DIRECT DEPOSIT

Account Name: Universal Education Centre Pty Ltd Trust Account	BSB No. 082-067
Bank Name: National Australia Bank	Account No. 69-531-8719
Address: Corner Pitt and Hunter Streets, Sydney NSW 2000	Swift Code: NATAAU3303M

Conditions of Enrolment

Students are required to have read, understand and accept the following conditions of enrolment before signing the Acceptance Declaration provided with the Letter of Offer. Fees, conditions, course times, timetables, class sizes and course commencement dates may change without notice. The College will advise students of changes that may have an impact on their enrolment.

OBLIGATIONS OF THE STUDENT

On arrival at the College Student Visa holders must provide their current contact details (including address, email and telephone number). Any changes to these details must be notified in writing within 7 days. School-aged dependents who accompany a student to Australia may be required to pay full fees for their schooling, whether they enrol in a government or a non-government school.

IELTS PREPARATION & ACADEMIC ENGLISH COURSES

The IELTS Preparation and Academic English courses require a minimum level of English, evidence by IELTS, TOEFL or an ELS pre-course test to assess their English level. However, students will have their English level checked on arrival and those with a lower level of English than their pre-course test result will be placed in a General English course. Students will not be eligible for a refund of fees if on arrival their English level is too low to enter their chosen course.

COURSE CANCELLATION AND REFUND POLICY

Applications for refunds must be in writing and addressed to the General Manager, ELS Universal English College or email appliesydney@els.edu. Any refunds payable under this policy (with the exception of those payable under 'Provider Default') will be made within 4 weeks of receiving the written refund application.

1. A course is defined as the total period of study for which the student has enrolled in.
2. In all cases course commencement refers to the initial course whether it is a single course or a combination/package of courses.
3. Cancellations are not effective until notified in writing.
4. Course fees are not transferable to another person.
5. The Registration Fee is not refundable except in the case of Provider default as indicated under 'Provider Default'.
6. A student unable to commence their course because of visa refusal, and provided the visa application was made before the course commencement date, the College will refund all prepaid course fees, minus 5% of the fees or \$500, whichever is less. The refund will be made within 28 days of the College receiving a copy of the official visa rejection letter.
7. A student who cancels their course for reasons other than a visa refusal, the following will apply:

Cancellation more than 28 days before course commencement	100% of tuition fees, textbook/materials fee and OSHC/OVHC will be refunded	Registration fee is non-refundable in all cases.
Cancellation 28 days or less before course commencement	50% of tuition fees refunded. 100% of textbook/materials fee and OSHC/OVHC will be refunded	Students receiving a Registration fee waiver or discount will have the full amount deducted from the final amount payable.
Cancellation on or after course commencement	No refund of tuition fees or textbook/materials fee*	

* Students need to contact their OSHC/OVHC provider in regards to refunds.

8. A student who requests a transfer from a more expensive course to a less expensive course after the original course commencement date will not be eligible for a refund of the difference in the course fees, other than as required by the ESOS Act or the National Code.
9. Unless negotiated beforehand, a student enrolling in General English and arriving in Week 4 of a session will be required to delay course commencement. No refund will apply in this situation.
10. A student who has a packaged enrolment with a partner institution and successfully completes the recognised ELS English prerequisite for entry to that course before the original end date of enrolment at the College will be eligible for a refund of unused tuition fees, less a \$100 administration processing fee. A request for a refund will not be processed until evidence is provided of course commencement at the partner institution.
11. Students who defer the date of commencement of their course, then later cancel the course prior to the revised commencement date, the cancellation policy will apply from the original course start date.
12. In all cases of suspension and/or expulsion of students due to non-compliance with the Student Code of Conduct, no refund of monies paid to the College will be made unless required by law.
13. Students whose visas are cancelled due to unsatisfactory attendance or academic progress and will not be entitled to a refund of fees.
14. Student study breaks are included as part of the study period for the purpose of

refunds, with the exception of a negotiated study break between courses at the time of enrolment.

15. Refunds for enrolments made through an authorized agent of the College may be paid to the agent.
16. Refunds are calculated on the amount of fees received from a student or their representative. Differences may occur when agents' commissions are made prior to any request for a refund before course commencement. In this case students are advised to contact their representative for any differences in refund payment.

This agreement and the availability of complaints and appeals processes does not remove your right to take action under Australia's consumer protection laws.

PROVIDER DEFAULT

If the College does not offer an advertised course in which a student has enrolled in, or withdraw the delivery of the course prior to its completion, the College will offer to place the student in an alternative course at no extra cost to the student. The student must advise us in writing to accept the offer or choose to be refunded the unused portion of prepaid fees. The refund will be paid within 2 weeks from the date the College ceases to provide the course.

OVERSEAS STUDENT HEALTH COVER (OSHC)/OVERSEAS VISITORS HEALTH COVER(OVHC) REFUND POLICY

For a student who has not yet arrived in Australia, the College will refund OSHC. All other cases the OSHC provider will arrange the refund subject to the student completing an application for refund.

HOMESTAY/AIRPORT TRANSFER CANCELLATION AND REFUND POLICY

The following applies to the cancellation of the Accommodation Placement Fee and/or Airport Transfer service for reasons other than a visa rejection:

Cancellation	Homestay	Service Fee
14 days or more before course cancellation for homestay accommodation	Full refund of homestay accommodation fees less bank charges (if any).	The Homestay placement fee is non-refundable in all cases.
Less than 14 days before course cancellation for homestay accommodation	2 weeks accommodation fees non-refundable.	Students receiving a Homestay placement fee waiver or discount will have the full amount deducted from the final amount payable.
Cancellation of homestay booking on or after course commencement	No refund for all bookings less than 4 weeks. Full refund for bookings in excess of 4 weeks, not including the first 4 weeks accommodation fee.	Homestay change fee of \$100 is non-refundable.
Airport Transfer fee	n/a	No refund.

Where a student breaches the Student Code of Conduct at the College which results in expulsion, or student behaviour in homestay is deemed as unsatisfactory, homestay accommodation may be cancelled. No refund of paid homestay fees is refundable in this case. Unacceptable behaviour might include, but is not limited to the following: violence, use or distribution of illegal drugs, anti-social behaviour, sexual abuse or harassment, or criminal activity.

The College does not permit direct payment arrangements between students and homestay families. All homestay payments and refunds must be made with Accommodation staff at the College.

THIRD PARTY RESIDENTIAL ACCOMMODATION CANCELLATION AND REFUND POLICY

Cancellation and refund policies that apply to third party residential accommodation are outlined below and include students cancelling due to visa rejection. The notice period for cancellation is determined by course commencement date.

14 days or more cancellation period	Full refund of accommodation fees
Less than 14 days cancellation period	A 50% refund of accommodation fees
Cancellation on or after course commencement	No refund of accommodation fees
Airport Transfer fee	No refund in all situations

Conditions of Enrolment (continued)

DEFERMENT, SUSPENSION OR CANCELLATION OF STUDY

Students may apply for a deferment of commencement of study due to compassionate or compelling circumstances. The College may initiate a deferment of commencement of study on the grounds that it is not able to offer a suitable class for a student at the time of the student's initial commencement date. Students may apply for a suspension of studies due to compassionate or compelling circumstances.

STUDENT SUSPENSION DUE TO FAILURE TO MAKE PAYMENT

It is a condition of enrolment that students pay tuition fees in advance. A student who fails to pay course fees as and when directed may be suspended from the College. No Certificate of completion/attainment will be issued until all course fees have been paid in full.

Students who are the subject of College initiated Suspensions or Cancellations will have access to the College's Complaints and Appeals process. Full details of the policies and procedures for deferment, suspension and cancellation of studies are available at <https://sydney.els.edu/en/Enrol>

CHANGE OF ENROLMENT

The College reserves the right to charge a non-refundable Change of Enrolment fee of \$100 where a student requires a revised Offer Letter or CoE.

STUDENT CODE OF CONDUCT

Students are expected to follow the reasonable instructions of College staff and adhere to the College's rules as detailed in the Student Handbook, made available to students at Orientation. Students will be subject to possible suspension and/or expulsion at the absolute discretion of the College (subject to natural justice, and except as otherwise implied by law) for persistent and/or serious infringement of the Student Code of Conduct.

DISPUTE RESOLUTION

In the event of a dispute the student may enter the College's Complaints and Appeals process, with details available in the Student Handbook. The student may subsequently lodge an external appeal or make an external complaint about a decision by contacting the Overseas Students Ombudsman through their website—www.oso.gov.au

STUDENT HOLIDAY REQUESTS

Student visa holders enrolling in a minimum of 12 weeks in the General English program may apply for a short break in their studies. Each request will be considered on a case-by-case basis; however, students are required to have achieved a minimum attendance of 85%. Applications for holidays are available under the following conditions:

- Students must complete a minimum of 4 weeks study at the College before a holiday application will be accepted;
- Students must not have any outstanding fees;
- Holidays may only be taken in full weeks (Monday to Friday);
- Students may not take a holiday in the final week of their studies;
- Students will not be in arrears in tuition fee payment at holiday end;
- Students in homestay accommodation are required to speak to staff regarding their application for a holiday.

In addition, students in homestay accommodation are required to provide accommodation staff with at least 2 weeks' notice if not staying at the homestay during the holiday period. If such notice is not provided, the full homestay fee rather than the holiday rate will be payable during the period of absence.

Tourist and Working Holiday visa holders are not required to apply for a holiday break; however, it is strongly recommended they communicate with the College on any intended break in study.

NOTE: Students enrolled in IELTS Preparation or Academic English courses (AE2; AE3; AE4) may not request a break from their studies.

Enrolment Period	Length of holiday permitted
1-12 weeks	Cannot apply
13-24 weeks	1 week
25-36 weeks	2 weeks
37-48 weeks	3 weeks
49+ weeks	4 weeks

PUBLICITY

The student (and where applicable, the parent or guardian) agrees to grant ELS Educational Services, Inc. and all subsidiaries, affiliated companies, franchisees and licensees, (collectively "ELS") permission to use my name and/or likeness; and/or quotation ("the quotation") and/or any writings I may create about my ELS experience ("writings") as written in paragraph 3, below, as follows:

1. ELS will own the quotations and the writings, the still photographs, audio and/or video footage in which I appear, and the words spoken in the video footage, and have the unrestricted right to publish said photographs and use such video and the quotations and the writings in any ELS marketing and promotional materials, on all ELS websites, and in any other ELS material, including ELS-sponsored and authorized social media locations and feeds, and shall have the right to license agents and other third parties to do the same - including, without limitation, Berlitz Corporation and its subsidiaries, affiliated companies, franchisees and licensees, branded or identified sites and pages within Facebook, YouTube, Twitter and other social media and internet destinations.
2. This grant is intended to be worldwide in scope and to apply to all media now existing or hereafter developed.
3. ELS may display the quotation and the writings on any ELS website or blog, and in printed promotional materials for the purpose of promoting ELS programs, products and services, and may license to agents and third parties the right to make such uses on behalf of ELS.
4. ELS shall not alter the quotation (other than editing for space considerations in a manner that does not alter the meaning or context) or the form of attribution. ELS may edit the writings for clarity and to ensure conformity with any applicable guidelines or standards in a manner that does not alter their meaning or context.

PRIVACY

In accordance with the laws of Australia, the personal information you provide or provided to us before or during your period of enrolment at the College is regarded as confidential and will be used for the purpose of processing your enrolment and providing you with the services you request. However, in this process, it may be disclosed to relevant third parties including but not limited to your family, homestay families, agents, external service providers, further studies institutions, and various employees of the College as required. Information is also collected 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 can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other instances information can be disclosed without your consent where authorised or required by law.

INDEMNITY DECLARATION

By signing the Declaration the student agrees that the College, its officers, teachers, employees, representatives and agents shall not be held responsible and/or be under liability as far as permitted by the law of the Country of Australia and/or will not make any claim against them for the student's death, bodily injury, disability, loss, damages and/or property damage which may be sustained by the student and/or which may be caused by the student in connection with or during the period of the student's attendance at any premises owned/leased, operated or controlled by the College, the student attending activities and/or excursions and/or in any accommodation arranged for the student. Further, the student agrees to pay any direct and/or indirect costs incurred by the College in relation to these activities where a student attends and participates in activities and/or excursions (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College or of which we have knowledge.

Agreement to these Conditions of Enrolment does not remove your right to take action under the College's Complaints and Appeals Process or Australia's consumer protection laws or to pursue other legal remedies.