



# Enrolment Application Form

(CRICOS Provider Code: 01351B)

Please note that information supplied in this form may be made available to Australian commonwealth and state agencies as well as the TPS Director.

## PERSONAL DETAILS

Family Name: Yamada		Given Name: Hanako	
Date of Birth: 01/Jan/1995	Sex: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Nationality: Japanese	
Occupation: Student	Passport No: LP1111111	Country of Issue: Japan	
Type of Visa: <input type="checkbox"/> Student <input type="checkbox"/> Working Holiday <input checked="" type="checkbox"/> Tourist		Visa Expire Date:	

## STUDENT VISA ONLY

Do you need Overseas Student Health Cover (OSHC)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes: I require: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Family		
Current Membership No:	OSHC Provider:	Expire Date:

Address in Home Country:	
Phone: +81 3-1111-1111	Email: hanako@langpedia.com
Address in Australia (If Known):	
Phone:	Email:

## Education Details

Highest Level Of Education: <input type="checkbox"/> University <input type="checkbox"/> College <input checked="" type="checkbox"/> High School	Other English Language Courses Undertaken:
Current Level of English: <input type="checkbox"/> Beginner <input checked="" type="checkbox"/> Elementary <input type="checkbox"/> Pre-Intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper-Intermediate <input type="checkbox"/> Advanced	

## COURSE DETAILS

How Long Do You Want To Study? <u>4</u> Weeks	
What Course Do You Wish To Enrol In? Starting Date: 07 /Aug/ 2017	
<input checked="" type="checkbox"/> General English Intensive (GEI – 25 hours per week)	<input type="checkbox"/> General English Course (GEC – 20 hours per week)
<input type="checkbox"/> IELTS Preparation (25 hours per week)	<input type="checkbox"/> IELTS Preparation (20 hours per week)
<input type="checkbox"/> Business English (25 hours per week)	<input type="checkbox"/> Business English (20 hours per week)
<input type="checkbox"/> Volunteer Program: _____ Weeks	
<input type="checkbox"/> Retirement Village	<input type="checkbox"/> Japanese Teacher Assistant
<input type="checkbox"/> Child Care	<input type="checkbox"/> Special School <input type="checkbox"/> Animal Care
<input type="checkbox"/> Hotel Internship Program English Language Test Score (IELTS/TOEFL/TOEIC/Etc If You Have Any):	

## AIRPORT TRANSFER

Do You Wish To Be Met At The Airport? <input checked="" type="checkbox"/> Yes ( <input type="checkbox"/> One Way <input checked="" type="checkbox"/> Return) <input type="checkbox"/> No			
Arrival Date: 06 /Aug/ 2017	Arrival Time:	Flight Number:	Airport:
Departure Date: 02 /Sep/ 2017	Departure Time:	Flight Number:	Airport:

## ACCOMMODATION DETAILS

Would You Like ICQA To Arrange Your Accommodation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please provide homestay start and end dates below:	
Homestay Start Date: 06 /Aug/ 2017	Homestay End Date: 02 /Sep/ 2017

## Homestay Request

Name of Health Insurance Company during stay:	Langpedia Insurance
Do you have any allergies?	N/A
Other Information We Should Know:	N/A
List Any Food You Do Not Like:	N/A
List Any Pets You Do Not Like:	N/A
Do You Smoke? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Do You Drink Alcohol? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Hobbies: Tennis and reading books	Character: Tend to be shy
Homestay Requests: Close to the school	

# CONDITIONS OF ENROLMENT REFUND POLICY

CRICOS Provider Code: 01351B

## Course Related Fees

- Enrolment fee is not refundable in any event except when ICQA is unable to deliver the course in which the student has enrolled.
- All course monies including compulsory charges will be refunded if ICQA is unable to deliver the course in which the students has enrolled, in which case a refund will be provided no later than 2 weeks after the student receives written confirmation that the course has been cancelled.
- All prepaid course monies, except enrolment fee, are fully refundable if a visa application is rejected. The student who wants to request a refund on this ground is required to provide ICQA with the visa rejection letter from the Australian immigration authorities within 14 days of the date of such rejection letter.
- Before commencement of course, all prepaid course monies, except enrolment fee, will be fully refundable if a written application is received 28 days before the student's agreed starting date.
- If an application for refund is received less than 28 days before the agreed starting date, a cancellation fee equivalent to 4 weeks' tuition and resource fees will be charged.
- If the student enrolls in two or more courses at one time, and if ICQA offers tier tuition fees based on the course duration, and if a lower tier tuition fee is applied based on the total course duration with all the enrolled courses combined, and if the student cancels one or more courses of the enrolled courses, the tuition fee will be recalculated based on the total course duration without the cancelled course(s), and ICQA will ask the student to pay the difference of the tuition fee if there is any.
- There will be no refund of any course monies after the student has commenced the course. If the student who owes any course monies to ICQA on an installment payment plan cancels a course covered by one COE after the student has commenced the course, the student will still be required to pay these course monies outstanding at the time of cancellation, and these outstanding course monies must be paid before the amended finish date of the course.
- There is no refund for public holidays that fall during a student's course
- All course monies are non-transferable.

## Homestay and Airport Pickup Fees

- Accommodation placement fees are not refundable in any event.
- If the student's visa application is rejected, homestay fees and airport pickup fees will be refunded.
- If the student wishes to cancel his or her homestay booking prior to his/her accommodation start date, the student must give a minimum of two weeks' notice for cancellation of homestay. Otherwise, a charge equal to 2 weeks' homestay fee will be charged.
- If the student wishes to move out of his or her homestay earlier than the confirmed accommodation finish date, the student must give a minimum of two weeks' notice of cancellation of Homestay. Otherwise, a charge equal to 2 weeks' homestay fee will be charged.
- The student must give a minimum of 24 hours' notice for cancellation of airport pickup; otherwise the student will have to pay the airport pickup fee.
- The student must give a minimum of 24 hours' notice for a change of date and/or time of airport pickup or the student will have to pay another airport pickup fee.

## Administration Fee

- We do not charge the student Enrolment Fee as our courtesy if the student is re-enrolling at our college after the first course is completed. However, if such a re-enrolment is cancelled, or if the visa application for a re-enrolment is rejected, we will charge the student \$100.00 for the Administration Fee.
- If the student is re-enrolling in only one course with study duration of 4 weeks or less, we will charge the student \$100.00 for the Administration Fee.
- If the student is re-enrolling in two or three courses at the time of registration, we will only charge the student \$100.00 for the Administration Fee for the first course if the study duration is 4 weeks or less. We will waive the Administration Fee of \$100.00 for the second or third course as our courtesy.
- If the student is enrolling in two or three courses at the time of registration, we will only charge the student Enrolment Fee for the first course, but not for the second or third course as our courtesy. However, if the second or third course is cancelled, we will charge the student \$100.00 for the Administration Fee for each cancelled course.
- If the student is enrolling in two or three courses at the time of registration, we will only charge the student Enrolment Fee for the first course, but not for the second or third course as our courtesy. However, if the visa application is rejected, we will charge the student \$100.00 for the Administration Fee for each course in addition to the Enrolment Fee for the first course.
- If the student has enrolled in two or three courses, we will charge the student \$100.00 for the Administration Fee in the following cases:
  - If the student wants to change the sequence of the courses from what is originally registered.
  - If the second or third course requires a certain prerequisite English competency and if the student fails to acquire that prerequisite English competency by the time the second or third course starts.

## General Terms

- Payment of any applicable refunds will be made directly to the student (not a third party) within 4 weeks of ICQA receiving a written application for refund.
- All refunds will be calculated and made in Australian dollars.
- 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; neither does it remove the student's right to pursue other legal remedies.

**DECLARATION: I accept the above conditions of enrolment and acknowledge that the information I have provided is complete and accurate.**

Signature

山田花子

Date

01/Jul/2017