



Sydney College of English (SCE)
 35-39 Mountain Street, Broadway,
 Sydney, NSW 2007, AUSTRALIA
 TEL: (61 2) 9281-5211 FAX: (61 2) 9281-5208
 E-mail: registrar@sce.edu.au

SCE 2010 Enrolment Form

www.sce.edu.au
 CRICOS Provider: Code 00050A

PERSONAL INFORMATION

Family Name:

Given Name:

Postal Address in home country:

Telephone / Fax: IDD Area Code Tel

Emergency Contact Number/s: IDD Area Code Tel

Address in Sydney (if known):

Tel in Sydney (if known):

Nationality:

Do you have travel & medical insurance: Yes No, please arrange for me

Visa: Visitor Study Working holiday Other (TICK ✓)

Date of birth: Day / Month / Year

Sex: Male Female (TICK ✓)

E-Mail:

Please Mark (x) your english level
 Beginner Intermediate Advanced

ACCOMMODATION

HOME STAY *please arrange* Single room Shared room
(N.B. Shared room only available if travelling with a friend) with meals no meals

1. Do you smoke? NO YES

2. Is it OK if other people in the house smoke? NO YES

3. Are pets ok? NO YES
 If Yes, are you allergic to any particular pets?

4. Are there any foods that you do not eat? NO YES
 If Yes, please provide details

5. Do you have any special medical problems? NO YES
 If Yes, Please provide details.

6. Any Special Requests? NO YES

Hostel *please arrange* Bed and Breakfast *please arrange*

Start date: Day / Month / Year End date: Day / Month / Year

Number of weeks: Weeks

Airport meeting service One way Return

YOUR COURSE

Start Date : Day / Month / Year

How many weeks?: Weeks

Which courses are you interested in? (TICK ✓)

1	General English (GE) Courses <input type="radio"/> Full Time – Super Intensive <input type="radio"/> Part Time (AM only) <input type="radio"/> Full Time – Intensive <input type="radio"/> Part Time (PM only) – Super English, EnglishEssentials or both
2	English Plus Programs <input type="radio"/> English for Health Professionals (EHP) : GE (AM)+ EHP (PM) <input type="radio"/> Business English: GE(AM)+ Business (PM) <input type="radio"/> EHP Part Time (PM only)
3	Exam Courses <input type="radio"/> Cambridge FCE <input type="radio"/> Cambridge CAE <input type="radio"/> Cambridge CPE <input type="radio"/> IELTS Preparation <input type="radio"/> TOEIC Preparation: GE (AM) + TOEIC (PM)
4	English for Academic Purposes (EAP) <input type="radio"/> EAP 1 <input type="radio"/> EAP 2 <input type="radio"/> EAP3
5	Teenage Programs <input type="radio"/> High School Preparation Program (HSP) <input type="radio"/> Junior Program (Spring or Summer) <input type="radio"/> Study Tours on request

Do you plan to attend a particular high school or tertiary institution?
 If so, which one?

STUDENTS UNDER 18 YEARS

Do you require a guardian with SCE ? Yes No if 'No', please provide details

Contact name :

Date of Birth:

Contact details:

ENROLMENT DECLARATION and SIGNATURE

I understand and accept SCE's enrolment, cancellation and refund policies stated overleaf.

Signed by Student:

Signed by Guardian:

Date: Day / Month / Year



FEES

(AU\$) Enrolment fee	_____
Tuition fee (weeks)	_____
Accommodation placement	_____
Homestay/hostel (weeks)	_____
Airport pick-up	_____
OSHC (Medical Health Cover)	_____
HSP homestay and guardianship	_____
HSP books and activities (weeks)	_____
Other	_____
AU\$ TOTAL	_____

ENROLMENT PROCEDURES, TERMS & CONDITIONS

HOW TO ENROL

Please read our brochure for information about enrolling from different countries.

- Complete the SCE enrolment form and send it by fax or mail with the full course fee, enrolment fee and any other required fees.
- Contact the nearest Australian embassy or consulate to find out how to apply for the correct visa. This might involve health checks and other formalities.
- If accommodation is required from SCE, please also send the accommodation placement fee, airport pick-up fee and accommodation fees.
- Please also include the compulsory OSHC Medibank Insurance fee if you are travelling on a student visa.
- Send the fees as a bank cheque made payable to "Sydney College of English" or by telegraphic transfer (TT) to:

Account name: Sydney College of English Trust Account
Bank name: National Australia Bank
Branch name & address:
 85-95 Marrickville Rd, Marrickville, NSW 2204, AUSTRALIA.
BSB: 082 - 356 **Account number:** 039372709 **Swift Code:** NATAAU3302S

- Please make sure your name is included in the transfer details so we can trace the money received.
- If you are travelling on a student visa we will immediately send you an Electronic Confirmation of Enrolment (ECoE).
- If airport pick-up is required, please inform SCE of your arrival details (**Flight number / Date / Arrival time**) at least two weeks before you arrive

CANCELLATION AND REFUND POLICY

- Notices of cancellation are not effective until written notification is received by the Sydney College of English (SCE). All refunds are in Australian dollars.
- If you must withdraw from a course because the Australian government will not issue you with a visa, tuition fees will be refunded in full on presentation of the letter from the relevant Australian authority stating that the visa application has not been successful.
- If you withdraw from the course for any other reason and notify the SCE in writing 28 days or more before the course begins, an amount no less than 90% of tuition fees will be refunded.

- 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 SCE.
- In such cases, any refund will be made within 4 weeks of written notification of withdrawal from the course as per ESOS Act 2000 Sections 28.3 & 29.4.
- If you withdraw after you have started your course, no fees will be refunded.
- A cancellation fee 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, the accommodation placement fee and other service fees are not refundable. Bank charges are deducted for refunds made by bank draft or electronic transfer.
- SCE adheres to the policy of refunding fees to the person who originally paid the fees. However, in cases of extreme hardship SCE will consider onshore refund payments. In either case this is determined at the discretion of the principal executive officer.
- Tuition fees are not transferable.
- If SCE 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 SCE terminates any course after the course commencement date, SCE will arrange for the transfer of the student to another institution offering similar course at no extra expense to the student or course monies will be refunded within 2 weeks of notification of termination as per ESOS Act 2000.

Grievance Statement

- SCE 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. By signing the SCE enrolment form, you agree with SCE's enrolment, cancellation and refund policies but this does not remove your right to take further action under Australia's consumer protection laws.

SCE Privacy Statement

- For all students' visa holders, information provided by the students to SCE may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to the ESOS Act 2000 and the National Code. SCE is required under this act to report to the relevant government department certain changes to a student visa condition relating to attendance or satisfactory academic performance.

