



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 Enrolment Form

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

Sydney College of English reserves the right to change any information at any time without notice

PERSONAL INFORMATION

Family Name:

Given Name:

Postal Address in home country:

Telephone / Fax: Country Code Area Code Tel

Emergency Contact Number/s: Country Code Area Code Tel

Address in Sydney (if known):

Tel in Sydney (if known):

Nationality:

Visa: Visitor Student Working holiday Other (TICK)

Passport Number:

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*
 (N.B. Shared room only available if travelling with a friend) Single room Shared room

1. Do you smoke? NO YES

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

3. Is it OK if there are pets in the house? NO YES
 If No, please provide details.

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

5. Do you have any particular medical condition? NO YES
 If Yes, please provide details.

6. Any Special Requests? NO YES
 If Yes, please provide details.

Hostel *please arrange* Specify eg/Unilodge

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

Length of Stay: Days Weeks

Airport Meeting Service One way Return

YOUR COURSE

Start Date: Day / Month / Year

How many weeks? Weeks

Which course(s) are you interested in? (TICK)

1 General English (GE) Courses

Full Time – Super Intensive Part Time (AM only)
 Full Time – Intensive Part Time (PM only)

2 English Plus Programs *Subject to entry test*

English for Health Professionals (EHP) : GE (AM)+ EHP (PM)
 Business English: GE(AM)+ Business (PM) EHP Part Time (PM only)
 English for TESOL

3 Exam Courses *Subject to entry test*

Cambridge FCE Cambridge CAE Cambridge CPE
 IELTS Preparation TOEIC Preparation: GE (AM) + TOEIC (PM)

4 English for Academic Purposes (EAP) *Subject to entry test*

EAP 1 EAP 2 EAP 3

5 Teenage Programs

High School Preparation Program (HSP)
 Junior Program (Spring or Summer) 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 of your guardian

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 Parent/
 Guardian if the student
 is under 18 years of age

Date: Day / Month / Year



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

Where did you hear about SCE?	
Where did you hear about Sydney College of English?	_____
Did you use an agent?	<input type="radio"/> Yes <input type="radio"/> No
If Yes, please fill out the details below.	
Agent:	_____
Name of the counsellor :	_____
Address:	_____
Email:	_____
Phone:	_____
Fax:	_____

ENROLMENT PROCEDURES, TERMS & CONDITIONS

HOW TO ENROL

- Fill in this enrolment form and send it by fax or e-mail to Sydney College of English (hereinafter referred to as SCE).
- We will send you a letter of acceptance and invoice upon acceptance of your enrolment by SCE.
- After receiving our invoice and letter of offer, fees can be paid either via credit card, Mastercard or Visa only, (SCE will send you the credit card payment authority) or via electronic transfer to the bank listed below (please remember to include your name as the reference). It is also possible to send an International Bank Cheque in Australian Dollars made payable to Sydney College of English.
Account name: Sydney College of English
BSB No (Branch no.) 082-356 **Account No:** 03937-2709
Swift Code: NATAAU3302S
Bank Name: National Australia Bank **Branch name:** Marrickville
Bank Address: 85-95 Marrickville Rd, Marrickville NSW 2204 Australia
 Please make sure that the student name is included on the transfer so SCE can trace the money received via the student or agent transfer.
- When your payment is confirmed and if you are applying for a student visa SCE will then issue an Electronic Confirmation of Enrolment Letter (e COE) for purposes of applying for the student visa.
- Contact the nearest Australian Embassy or Consulate to find out the correct procedure for applying for your type of visa.
- Send your full flight details or travel arrangements to SCE. Hostel or homestay details will be forwarded to you once payment and bookings have been confirmed within 4 weeks of the commencement date. Airport meeting service details will be confirmed on receipt of flight details. **No confirmation of either service will be confirmed without payment or arrival details.**
- If your first choice of accommodation is not available and alternative will be offered.

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, 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 course monies 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 cancels any course before its commencement, course monies will be refunded in full within 2 weeks of notification of cancellation 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 a similar course at no extra expense to the student. Alternatively, the student may elect to have all course monies paid to date refunded. The 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 and you have the right to be represented by a nominee of your own choice.

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 conditions relating to attendance or satisfactory academic performance.

THE SAFETY OF UNDER 18 STUDENTS

- SCE meets all requirements required by the Australian government to ensure the safety of under students in terms of screening staff, teachers and guardians for working with children. In addition, the complaints and appeals process includes procedures to deal with alleged abuse and/or bullying and these procedures are communicated to staff, students under 18, parent(s), suitable nominated relative(s) and/or homestay parent(s).

