Complete and return to
72 Mary Street
Surry Hills, SYDNEY NSW 2010
AUSTRALIA
Facsimile: (61-2) 9281 7455
CRICOS Provider Code: 01738E
Email: registrar@access.nsw.edu.au

Access Language Centre, Sydney

Enrolment Form

THE STUDENT

Family Name

Given Names

Postal Address in home country

Telephone
IDD Area Code Tel

E-mail

Nationality Country of Birth

Emergency Contact Number/s
IDD Area Code Tel

Name of Emergency Contact Person

Visa Type

Visa Apply Location

Date of Birth / / day month Year

Sex (tick ✓) Male ☐ Female ☐

Occupation

Passport Number

Phone number in Sydney (if known)

Address in Sydney (if known)

Describe your level of English (tick ✓)
Beginner — Pre-Intermediate — Advanced

THE COURSE

Starting Date / / day month year

Number of Weeks

Super Intensive English (25hrs/wk) ☐
Intensive English (20hrs/wk) ☐
Mini Intensive (15hrs/wk) ☐
Evening Intensive English (20hrs/wk) ☐

Which course are you interested in? (tick ✓)

General English ☐ Business English ☐
Academic English ☐ Cambridge FCE Preparation ☐
IELTS Preparation ☐ Cambridge CAE Preparation ☐

English Plus Programs:
Internship Weeks ☐
Work & Study ☐
Demi-Pair ☐
Volunteer Program ☐
Oceania Link ☐

Do you plan to study in Australia after you finish your English Course? (tick ✓) Yes ☐ No ☐

Institution

Where did you hear about ACCESS? Which agent did you use?

ACCOMMODATION

Do you need us to find accommodation for you? Yes ☐ No ☐

If yes, how many weeks? weeks

If yes, which type of accommodation?

HOMESTAY FAMILY ACCOMMODATION
Single room ☐ with meals ☐
Shared room ☐ no meals ☐

(Shared room only available if travelling with a friend)

Do you have any special needs? Please specify
(Includes dietary, medical, religious, etc.)

Do you smoke ? Yes ☐ No ☐

Do you have any allergies? Yes ☐ No ☐
Are you allergic to pets? Yes ☐ No ☐

List your interests and hobbies

HOSTEL / LODGE ACCOMMODATION
Single room ☐ Shared room ☐
Dormitory 4-6 people ☐

STUDENT GUESTHOUSE
Single room ☐ Twin Share ☐ Triple Share ☐
Preference 1, 2, 3
(Shared room only available if travelling with a friend)

Do you need the airport meeting service? Yes ☐ No ☐
If known, list your airport arrival flight details

FEES

I enclose payment for

	AU$	
		Enrolment Fee
		Tuition Fee (.....weeks)
		Accommodation Placement Fee
		Accommodation Fee
		Guardianship Fee
		Airport Meeting Service Fee
		OSHC Medical Insurance Fee (.....months)
		Work & Study Program Fee
		Internship Placement Fee
		Demi-Pair Placement Fee
		Demi-Pair Bond
		Materials Fee
	TOTAL	

Do you need OSHC ? Yes ☐ No ☐

Single Cover ☐ Family Cover ☐

HOW TO ENROL

1. Fill in this enrolment form and send it by fax or e-mail to Access Language Centre, Sydney (hereafter referred to as ALC).
2. We will send you a Letter of Acceptance and invoice upon acceptance of your enrolment by ALC.
3. Send the fees as an International bank cheque in Australian dollars made payable to Access Language Centre or by telegraphic transfer to the following account:
   Account name: Access Language Centre
   Bank name: National Australia Bank Ltd,
   Branch name: Marrickville,
   Bank address: 85-95 Marrickville Rd., Marrickville NSW 2204 Australia,
   BSB (Branch No.) **082-356** Account no.: **68 683 4690** Swift Code.: **NATAAU 3302S**
4. When your payment is confirmed and if you are applying for a student visa, we will issue an Electronic Confirmation of Enrolment form (e-CoE).
5. Contact the nearest Australian Embassy or consulate to find out how to apply for the correct visa.
6. Send your full flight arrival details to ALC. Homestay or Hostel details will then be advised. Accommodation is arranged approximately 4 weeks before the course starts. Accommodation will not be arranged until full payment has been made to ALC.
7. If your first choice of accommodation is not available we will arrange for alternative accommodation until the first choice is available.
8. For student visa holders, information provided by the student may be made availableto the Commonwealth and State agencies and the Fund Manager of the ESOS ASSURANCE FUND, pursuant to obligations under the ESOS Act 2000 and the National Code. ALC is required under this act to report to the relevant government department certain changes to a student' enrolment and any breach of a student visa condition relating to attendance or satisfactory academic performance.

CANCELLATION AND REFUND POLICY

- If you must withdraw from a course because the Australian government will not issue a visa, tuition fees will be refunded in full on presentation of the letter from the Australian Embassy stating that the visa application has not been successful.
- If you withdraw from the course for any other reason and notify ALC in writing 28 days or more before the course begins, 90% of tuition fees will be refunded within 4 weeks.
- 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 ALC
- If you withdraw after the course starts no fees will be refunded.
- A cancellation fee equivalent to two weeks homestay 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, accommodation placement fee and all other service fee will be retained by ALC.
- In such cases above, the refund will be made within 4 weeks of ALC's receipt of written notification as per the ESOS Act 2000
- No fees can be refunded while you are in Australia.
- Tuition fees are not transferable.
- If ALC 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 ALC terminates any course after the course commencement date, ALC will arrange for the transfer of the student to another in stitution offering a similar course at no extra expense to the student. Alternatively, the student may elect to have course monies refunded. Any monies owing will be refunded within 2 weeks of notification of termination as per the ESOS Act 2000.
- Access Language Centre, Sydney 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 if you so choose.
- Signing the ALC enrolment form in agreement with ALC's enrolment, cancellation and refund policies does not remove your right to take further action under Australia's consumer protection laws.
- Any refund will be paid to the person who originally paid the fees.

I understand and agree with the Access Language Centre, Sydney enrolment, cancellation & refund policy (to be signed by parent / guardian if the student is under 18 years of age)

Signed..... Date...../...../.....