



Australian National College of English

CRICOS: 03134F.

WRITTEN AGREEMENT

Date: ____ / ____ / 20____
 dd / mm / yyyy

- Please return this completed agreement together with your payment to ANCE Admissions.

DETAILS OF APPLICANT

Family name: _____ Given name/s: _____

Date of Birth: ____ / ____ / ____ Gender: Male or Female
 dd / mm / yyyy

Passport No: _____ Nationality: _____ Country of Birth: _____

DIAC office for Visa application: _____

Current correspondence address: _____

Phone: _____ Email: _____

I hereby accept the conditional offer * or offer

For (name of course/s) _____

Commencing on (date) ____ / ____ / 20____

Do you need ANCE to arrange OSHC for you? Single or Family or No

I am forwarding total payments of AUD \$_____ by T/T or Bank draft

Are you transferring from another institute in Australia? Yes or No

If yes, name of the institute: _____

*** Please note that the below Conditions of Accepting the Letter of Offer must be read in conjunction with the Letter of Offer and must be met before Confirmation of Enrolment (CoE) can be issued.**

Conditions of Accepting the Letter of Offer

Financial Requirements

DIAC states that when calculating your funds you must provide evidence to account for your individual living costs in Australia of \$20,000 per year, regardless of your personal circumstances.

- I have sufficient funds to finance both my tuition fees and living expenses for the duration of my course.



Conditions of accepting the Letter of Offer (cont.)

Visa Requirements:

- I accept the responsibility of obtaining a visa permitting me to study full-time in Australia.

Refund Policy

1. Enrolment fees, Accommodation Placement fees and Airport Pickup fees are non-refundable.
2. Course materials fees are refundable in case of cancellation before the scheduled commencement date, but cannot be refunded once the course has commenced.
3. All tuition fees will be refunded if the application for an initial visa is rejected. Proof of refusal must be provided no later than four weeks after the date of refusal, otherwise normal cancellation fees will be charged.
4. Tuition fees will not be refunded if a student visa is cancelled or refused by the relevant authority due to non-compliance on the part of the student with the rules and regulations set by the Australian government.
5. No reduction in tuition fees for students who arrive after course commencement will be considered. If an applicant accepts a place offered by ANCE and pays the fees it constitutes a binding contract between ANCE and the student.
6. Notification of cancellation/withdrawal from or deferral from a course of study must be made in writing to ANCE. A refund will be paid within 28 days after receiving the written notice and a statement explaining how the refund was calculated will be included.
7. In the case of cancellation or withdrawal, a cancellation fee as outlined below will be applied:

Cancellation BEFORE commencement date

- More than 10 weeks before A\$500
- Between 4 weeks and 10 weeks 50 % of course fee
- Less than 4 weeks before 70 % of course fee

Cancellation AFTER commencement date

- 2 weeks or less after A\$500 plus 70 % of course fee
- More than 2 weeks after 100 % of course fee

Other Important information

1. Students must pay the full amount of all invoiced tuition fees, but being no more than the Maximum Payment Due, and total non-tuition fees in cleared funds prior to the commencement of the Course.
2. ANCE will pay into a separate bank account all tuition fees received prior to the commencement of the course duration that is being paid for. The monies so paid will not be used until the student commences the relevant period of course duration.
3. The availability of ANCE's complaints and appeals processes does not remove the right of the student to take action under Australia's consumer protection laws.
4. In the unlikely event that ANCE is unable to deliver the course in full the student will be offered a refund of the unspent pre-paid tuition fees paid by the student. The refund will be paid to the student within 14 days of the day on which the course ceased being provided. Alternatively, the student may be offered enrolment in an alternative course by ANCE at no extra cost to the student. The student has the right to choose whether she/he would prefer the refund of the unspent pre-paid tuition fees, or to accept a place in another course. If the student chooses placement in another course, she/he will be asked to sign a document to indicate that she/he accepts the placement. If the student accepts the alternative placement, no refund is payable to the student. If ANCE is unable to provide the refund or place the student in an alternative course, the Tuition Protection Service will attempt to place the student in a suitable course. The placement in another course or a refund of all unspent pre-paid tuition fees paid by the student will be made in accordance with the requirements of the Tuition Protection Service.
5. In the event that the course did not start on the agreed starting date (and the student has not elected to commence the course on a new starting date), or the Course ceased to be provided by ANCE at any time after it started, but before it was completed, the student shall be entitled to a refund of the unspent pre-paid tuition fees paid by the student.
6. Fees may be altered without notice prior to a student enrolling. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.
7. Where a student does not complete the course for which they have enrolled in the timeframe nominated by the CoE, and the CoE has not been extended, any re-enrolment will be under the terms and conditions and fees applicable at the time of re-enrolment.
8. Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to ANCE. ANCE may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment have to be reported to DIAC and may affect the status of a student visa.



Conditions of accepting the Letter of Offer (cont.)

9. Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the course duration to be shown on the Statement of Attainment.
10. Course completion statements may not be issued to students who are in breach of any part of this agreement.
11. The student agrees to be bound by the ANCE rules and regulations in force from time to time and otherwise to follow acceptable codes of behaviour, attendance and course progress and show a concern for other students.
12. The student agrees that all fees and charges, other than the Balance of the Tuition Fee, required under this agreement must be paid in full prior to course commencement unless a "payment plan" is arranged with ANCE. Student tuition fees are safeguarded by the Tuition Protection Service.
13. The places in courses are subject to availability and not all applicants are guaranteed a place.
14. ANCE expects you will attend and participate in 20 hours of English classes per week, except in the case of illness (which must be verified by an original medical certificate) or for other compassionate or compelling reasons. International students on a student visa are required by Australian government regulations to maintain satisfactory attendance. A student's attendance is considered unsatisfactory by DIAC if it is below 80% of the scheduled hours of delivery of a course.

Privacy Statement: Information is collected on this form and during your enrolment in order to meet ANCE obligations under the ESOS Act and National Code 2007; and to ensure student compliance with the conditions of their visa and the obligations under the Australian immigration laws. 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 on this form and during your enrolment can be provided in certain circumstances to the Australian government and designated authorities and if relevant the tuition assurance scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised and required by law.

I confirm that I have read and fully understand the detailed information about course requirements, Refund Policy and all other Conditions.

I understand and accept the following:

1. Tuition fees do not include the cost of course materials such as coursebooks, other printed materials and access to online learning materials as ANCE from time to time deems appropriate for learning purposes in ELICOS. The issuing of course materials is covered by a course materials fee.
2. I am not eligible, without ANCE's approval, to transfer to another registered provider until I have completed 6 months of my principal course of study.
3. I understand that it is compulsory to be covered by Overseas Student Health Cover while I am on a student visa.
4. During the period I am enrolled in any ANCE course/s, I am obliged to advise ANCE of my residential address and telephone numbers in Australia, and advise of any change of my address and telephone numbers within 7 days.
5. I must arrive in Australia by the course commencement date.
6. I have read and understood the Privacy Statement as outlined above.

Student declaration and acceptance of the Written Agreement

I understand the terms of this written agreement and the refund conditions and confirm that I am over 18 years of age and have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at ANCE. Information is collected on this written agreement and during your enrolment in order to meet ANCE's obligations under the ESOS Act and the National Code 2007; and 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 on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. I confirm that all the information provided in this written agreement is complete and correct.

Applicant name.....

Applicant signature Date / / 20.....

FOR OFFICE USE ONLY

Name of ANCE Representative:

Signature of ANCE Representative: Date: / / 20.....