



# Application for Enrollment Form

Please print in boxes using only **BLOCK** letters; **TICK** boxes or **CIRCLE** where applicable

## Personal Details

**Title:**  Mr.  Mrs.  Ms. **Gender:**  Male  Female  Unspecified

**Family name:** \_\_\_\_\_ **Given names:** \_\_\_\_\_

**Nationality:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Address (Home Country):** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address in Australia (If Known):** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

## Education Background

**Highest Qualification Achieved:** \_\_\_\_\_

**Name of Institute:** \_\_\_\_\_ **English language proficiency score**  
(within last 2 years) i.e. IELTS or other: \_\_\_\_\_

## Visa Type

Student  Visitor  Working Holiday  Other (Please specify: \_\_\_\_\_)

**Expire Date:** \_\_\_\_\_ **Passport Number:** \_\_\_\_\_

## Course Commencement

ANCE ELICOS courses start every MONDAY (except during the Christmas shutdown). Please specify the date when you wish to begin your studies.

**Date:** \_\_\_\_\_ **Your intended course duration** \_\_\_\_\_ **weeks**

Please indicate which course area you are applying for:

### GENERAL ENGLISH

Elementary/Pre-Intermediate  Intermediate level  Upper intermediate level

### IELTS PREPARATION

Intermediate level  Upper intermediate level

**ENGLISH FOR ACDEMIC PURPOSES**

### BUSINESS ENGLISH

Intermediate level  Upper Intermediate level

## Duration of Courses Per level

**General English:** 15 weeks (of 20 hours each week)

**IELTS Preparation:** 10 weeks (of 20 hours each week)

**Business English:** 10 weeks (of 20 hours each week)

**English for Academic Purposes:** 10 weeks (of 20 hours each week)

These durations are average and may vary according to the student's rate of progress in their course.

Placement or movement into a level is dependent on your English proficiency as indicated by any or all of the following:

- ▶ Formal evidence (e.g. recent IELTS/TOEFL/PTE- Ac score)
- ▶ An initial placement test
- ▶ Interview with a member of the ANCE teaching staff
- ▶ Continuous and periodic assessments in class.

**TOTAL OF THE COURSE FEE** \_\_\_\_\_ **For** \_\_\_\_\_ **WEEKS**

**COURSE MATERIALS Per 15 weeks:** \_\_\_\_\_

## Airport Pickup

Do you require airport reception and transfer? Yes  No

## Accommodation

Do you require ANCE to arrange accommodation? Yes  No   
If Yes, what type of accommodation?

Homestay  Hostel  Serviced Apartment

*Note that there are non-refundable fees payable to ANCE for processing applications, for the airport pick-up service and for the homestay placement service.*

## Health & Medical Insurance

For students on student visas, Overseas Health Cover (OSHC) is compulsory. Do you require ANCE to arrange OSHC for you?

Yes  No  If Yes, for what period of cover? \_\_\_\_\_ months

## TERMS & CONDITIONS OF ENROLMENT

- ▶ You must be at least 18 years of age.
- ▶ ANCE reserves the right to accept or reject any application for enrollment at its discretion. If you accept a place offered by ANCE and pay the fees, that means a binding contract is created between you (the student) and ANCE.
- ▶ All fees and charges will be payable in advance as determined by ANCE. You will not be permitted to commence or continue your course until all outstanding fees and charges are paid.
- ▶ Any payments not made by the due date will incur a late payment penalty of A\$200. After a further two weeks a penalty of A\$50 per week or part thereof will be payable until the full amount has been paid.
- ▶ Current course fees and other charges are shown in this form and will be included in the payment agreement to be signed on enrolment. Fees and charges, while correct at the time of printing, are subject to change without prior notice.

### Policy On Refunds

- ▶ If ANCE defaults (i.e. the course does not start on the agreed date, the course ceases to be provided before it is completed, or the course is not provided in full to the student), the student is entitled to a full refund. In this case the refund will be paid within 14 days after the occurrence of these events.
- ▶ In these instances, the refund is covered by the ESOS Act 2000 and not by a refund agreement.

### Refund Agreement

- ▶ Application fees, Accommodation Placement fees and Airport Pickup fees are non-refundable.
- ▶ 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.
- ▶ 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.
- ▶ 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.
- ▶ 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.
- ▶ In the case of cancellation/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 + 70% of course fee

**More than 2 weeks after:** 100% of course fee

- ▶ Exemptions to the above mentioned cases may only occur where there are extenuating or compassionate grounds, as determined by the CEO of ANCE.
- ▶ A student whose enrolment is terminated by ANCE will not be entitled to any refund of fees. Any fee refund is wholly at the discretion of ANCE.
- ▶ In the event of any disagreement between the parties, this agreement and the availability of ANCE's complaints and appeals processes do not remove the right of the student to take action under Australia's consumer protection laws.

### Fees Payable By Bank Cheque/Draft/Telegraphic Transfer To:

**Account name:** Australian National College of English

**BANK:** Commonwealth Bank    **ACCOUNT NUMBER:** 11541050

**BSB:**063182    **SWIFT CODE:** CTBAAU2S

**BRANCH ADDRESS:** 28-32 Kings Way, Glen Waverley Vic 3150, Australia

**Application Checklist:** Check that you have:

- Completed all sections of the Application for Admission
- Read and understood the Conditions of Enrolment and the Refund Policy
- Included a passport photo and a photocopy of your passport ID.

### APPLICANT'S DECLARATION

*I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. During my enrolment I will notify ANCE of any change of address or other personal contact details. I have read and understood the published course information in the brochure or website and I have sufficient information about ANCE to enrol I understand that any information gathered by ANCE relating to me may be made available to Commonwealth and State Government agencies and to the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code 2007. I accept liability for payment of all fees. I have read and understood the conditions of enrolment on this form and the refund policy of ANCE, which is also on this form. I agree to abide by all of the above terms and conditions.*

**Signature** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/20\_\_\_\_



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**REPRESENTATIVE'S STAMP**