

Personal Information			
Salutation: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms <input type="checkbox"/> Miss		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
Legal Given Name(s):		Legal Family Name(s):	
Date of Birth: / / (dd/mm/yy)		Age in Years:	
Home Phone:		Mobile:	
Email:			
Address in Home Country:			
City:	State:	Country:	Postcode:
Address in Australia (if known):			
City:	State:	Country:	Postcode:
Are you currently Onshore or Offshore: <input type="checkbox"/> Onshore (Australia) <input type="checkbox"/> Offshore (Outside Australia)			
Passport & Visa			
Nationality:	Passport No:	Expiry: / /	
Type of VISA/Subclass you currently hold: <input type="checkbox"/> Student <input type="checkbox"/> Visitors <input type="checkbox"/> Working <input type="checkbox"/> Bridging <input type="checkbox"/> None Other _____			
VISA you intend to apply for: <input type="checkbox"/> Student <input type="checkbox"/> Visitors <input type="checkbox"/> Working <input type="checkbox"/> Bridging <input type="checkbox"/> None Other _____			
DIBP office where you intend to apply for the VISA:			
Medical Coverage			
Do you have Overseas Student Health Cover:		If no, would you like Explore English to arrange: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you do have Overseas Student Health Cover already, please fill out the following row:			
Name:	Membership No:	Expiry: / /	
English Proficiency			
Do you hold a certificate in English Proficiency (i.e IELTS, PTE, etc):			
If no, you require an Online English Test with Explore English: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Name of Test:		Result:	
How well do you speak English:			Native language:
Have you studied ELICOS at other institutions in Australia before:			For How Long:
Tuition Fees & Payment (Mandatory)			
Please indicate how you wish to pay for your tuition fees:			
<input type="checkbox"/> Recommended Payment Plan (Every 10 Weeks)		<input type="checkbox"/> 50% paid at time of signing acceptance agreement	
<input type="checkbox"/> More than 50% paid when signing acceptance agreement		<input type="checkbox"/> Pay in full	
Financial Declaration (Mandatory)			
<p>Living costs are a minimum amount set for Visa purposes. Living costs vary depending on where you will be living and studying. It is your responsibility to determine what your own costs will be to live and study in Australia. Even if you have permission to work, you should not rely work to support yourself in Australia as a student. Do you have access to sufficient funds to support you and your family unit members for the TOTAL period of your stay in Australia (including proposed course fees for you and any school-age family members, living costs, regardless of whether your dependents intend to accompany you to Australia?</p>			
<input type="checkbox"/> Yes <input type="checkbox"/> No PRINT NAME: _____ Signature: _____			

Futher Stay in Australia After Explore English			
<input type="checkbox"/> VET <input type="checkbox"/> University		I have received a letter of offer for this: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Applying for another VISA after this course? If yes, please specify:			
English Courses (Select course and indicate duration)			
<input type="checkbox"/> General English	Study weeks:	Preferred starting date: / /	(Indicator only)
<input type="checkbox"/> English for IELTS Prep	Study weeks:	Preferred starting date: / /	(Indicator only)
<input type="checkbox"/> Business English	Study weeks:	Preferred starting date: / /	(Indicator only)
<input type="checkbox"/> English for Aca. Purpose	Study weeks:	Preferred starting date: / /	(Indicator only)
<input type="checkbox"/> PTE Preperation	Study weeks:	Preferred starting date: / /	(Indicator only)
<input type="checkbox"/> FCE (GE)	Study weeks:	Preferred starting date: / /	(Indicator only)
Plus Holidays: <input type="checkbox"/> 12w study + 2w holidays <input type="checkbox"/> 20w study + 4w holidays <input type="checkbox"/> 30w study + 6w holidays <input type="checkbox"/> 36w study + 8w holidays			
Agent Details & GTE			
Are you using an agent: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Agency Name:	Contact No:	Full name of Contact Person:	
I do declare that I have checked the following GTE requirements of the student:			
<input type="checkbox"/> Student's circumstances in their home country		<input type="checkbox"/> Student's study plan	
<input type="checkbox"/> Previous study/work experience of the student		<input type="checkbox"/> Visa history	<input type="checkbox"/> Financial capability
I have assessed the student to be genuine and to be suitable to meet the requirements of the Sisa application:		Agent Signature _____	Date: / /
Schooling			
Are you still attending secondary school: <input type="checkbox"/> No <input type="checkbox"/> Yes			
Highest completed school level? <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 (or equivalent) <input type="checkbox"/> Year 8 (or lower) <input type="checkbox"/> Did not go to school			
In which YEAR did you complete this level? _____		What is the highest qualification you have achieved?	
Emergency Contact			
Contact person name:		Relationship:	
Mobile Number:		Home Phone:	
Disability/Medical Details			
Do you consider that you have a disability, impairment or long term condition: <input type="checkbox"/> No <input type="checkbox"/> Yes			
If yes, write your condition here:			
Referral Source - How did you find us?			
<input type="checkbox"/> Google Search	<input type="checkbox"/> Online Advertisement	<input type="checkbox"/> Magazine/Newspaper Ad	<input type="checkbox"/> Through a Website
<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Search Local/Start Local	<input type="checkbox"/> At an Event	<input type="checkbox"/> Other:
Checklist			
<input type="checkbox"/> Copy of Passport	<input type="checkbox"/> Copy of VISA*	<input type="checkbox"/> English Test*	*If Applicable
<input type="checkbox"/> Completed and Signed Financial Declaration Form		<input type="checkbox"/> Completed and Signed Student Information Form	
Airport Pick-Up			
Will you be requiring an Airport Pick-Up for \$120AUD? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Refunds

Refund guidelines for EXPLORE ENGLISH observe the principles outlined in the ESOS (Education Services for Overseas Students) Act 2000. These guidelines apply equally to all new and re-enrolling students unless otherwise stated. EXPLORE ENGLISH reserves the right to cancel or postpone any course prior to their scheduled commencement date, should it be necessary. In such circumstances, if the course is postponed by more than four weeks, and if the student is unable to enrol in a similar course at EXPLORE ENGLISH, all fees will be refunded. Refund of fees will be granted in accordance with the Refund Policy set out below.

Full Refund of Course Fees

EXPLORE ENGLISH will make a full refund of course fees paid in advance in the following circumstances:

- Application for a student visa is unsuccessful (EXPLORE ENGLISH reserves the right to retain an Application Fee of \$200. Fees paid in advance will be refunded within 14 days.
- If EXPLORE ENGLISH is unable to start the delivery of a course on the agreed starting date or ceases to deliver the course before it is completed. Full refund will be made within 14 days of the specified date or from the time the course ceases to be delivered in accordance with the refund guidelines of the ESOS Act.

Partial Refund

EXPLORE ENGLISH will provide a partial refund of course fees paid in advance:

- Where you provide more than 10 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be less \$200 Application Fee.
- If you provide more than 4 weeks and up to 10 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be 70% of course fee, less \$200 Application.
- Where you provide less than 4 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be 25% of course fee, less \$200 Application Fee and where applicable any education agent fee.
- Partial refund after commencement at Explore English MAY be given upon discussion of extenuating circumstance with the Director

No Fee Refund

EXPLORE ENGLISH will not refund any fees:

- Where student withdraws from the course after commencement of the course. This includes Course Fees, Application Fees, cost of learning resources, OSHC, airport pickup, uniform and kit costs.
- Whether or not you are paying advance installments, all payments for the length of your course must be honored and paid in full upon exit from Explore English.
- In the event where an extension to the student's visa is not granted and the course has commenced. (Students are advised not to enrol if they believe their visa will not be extended).
- In an event where a student applies and is granted approval by EXPLORE ENGLISH to transfer to another registered provider prior to completion of six months study of the principal course.
- In an event where the student's enrolment is cancelled as a result of Student Disciplinary Policy or breach of student visa conditions.

Request for Refund

Students who wish to apply for a Refund of course fees in accordance to the Refund Policy should do so by completing the Refund Form (available at reception).

Payment of Refund

All refunds for which a student is eligible will be forwarded within 14 days to the person who paid the fees in his or her home country, unless the student is transferring to another registered provider in Australia (subject to Visa conditions), in which case any refund may be remitted to that registered provider.

EXPLORE ENGLISH will provide the student with a statement detailing the calculation of the refund.

Approvals

All refunds must be approved by the Administration Manager. Exemptions to any of the above mentioned cases may only occur where the student has extenuating or compassionate grounds.

Student Guidelines

EXPLORE ENGLISH will:

- Ensure that you are provided with access to the Complaints and Appeals Process.
 - Pay refunds in Australian dollars only, and refund onshore by cheque or offshore by telegraphic transfer.
 - Pay refunds within 14 days of the Refund Form, and any required documentation, being submitted.
- "This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws".

Course Delivery Continuance

In the circumstance whereby EXPLORE ENGLISH's management is unable to meet its agreed study and training obligations to you, arrangements will be made to seek an alternative course and where this arrangement may be found unsatisfactory, the unexpended tuition fees for the course will be refunded to you within two weeks of the course not being provided.

Students under 18 years of Age

Explore English will enrol students under the age of 18 who are non-COE based. This means that students who do not hold a student visa can complete an application to study at the language centre. All U18 students must have their parent or suitable nominated relative sign an U18 Student Welfare Responsibility Letter.

Information sharing

Information is collected during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visa 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 TPS Administrator. In other instances information collected during your enrolment can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

I understand that my contact details may be used by Explore English to communicate information to me and photographs or video taken on Explore English premises may be used for marketing purposes. I agree to the Privacy Policy as outlined at www.exploreenglish.edu.au/privacy-policy.

Student Declaration

I declare that the information I have supplied in this application and documentation supporting this application is true and correct.

**Submit completed application forms
and supporting documents to
admissions@exploreenglish.edu.au**

Applicant's signature

Date