

### PERSONAL INFORMATION

Salutation: <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr		Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Legal Given name(s):		Legal Family name:	
Date of birth: / / (dd/mm/yyyy)		Age in Years:	
Home phone:		Mobile:	
Email:			
<b>ADDRESS IN HOME COUNTRY</b>			
Address		Country:	Postcode:
City:	State:		
<b>ADDRESS IN AUSTRALIA (IF KNOWN)</b>			
Address:		Country:	Postcode:
City:	State:		
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 you currently hold:	Student <input type="checkbox"/> Visitors <input type="checkbox"/> Working <input type="checkbox"/> Bridging <input type="checkbox"/> None <input type="checkbox"/> Other _____	
VISA Subclass:	Expiry: / /	
VISA you intend to apply for:	Student <input type="checkbox"/> Visitors <input type="checkbox"/> Working <input type="checkbox"/> Bridging <input type="checkbox"/> None <input type="checkbox"/> Other _____	
DIBP office where you intend to apply for the VISA		

### MEDICAL COVERAGE

**Do you have Overseas Student Health Cover?**  Yes  No  
 If no, would you like Explore English to arrange it for you?  Yes  No  
 If yes, please provide detail below and provide a copy with this application:

Name:	Date of Expiry: / /
Membership No:	

### ENGLISH PROFICIENCY

**Do you hold a certificate in English Proficiency? (i.e IELTS)**  Yes  No

Name of test:	Result:
How well do you speak English? well	Language spoken at home:
<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not	
Have you studied ELICOS at other institutions in Australia before? <input type="checkbox"/> Yes <input type="checkbox"/> No	For How Long? _____

### TUITION FEES AND PAYMENT (Mandatory)

**Please indicate how you wish to pay for your tuition fees:**

MCIE/EE Recommended Payment Plan – Every 10 weeks  
 50% of the tuition fee at the time of signing the acceptance agreement  
 More than 50% of the tuition fee at the time of signing the acceptance agreement  
 Pay in full

### FINANCIAL DECLARATION (Mandatory)

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?)

Yes  No

\_\_\_\_\_  
SIGNATURE

### FURTHER STAY IN AUSTRALIA AFTER EXPLORE ENGLISH

<input type="checkbox"/> VET	<input type="checkbox"/> University	<b>I have already received a letter of offer</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Returning back to:				
<input type="checkbox"/> Applying for another VISA? if yes please specify:				

### ENGLISH COURSES (Select your English course and indicate duration)

<input type="checkbox"/> General English _____ Wks	<input type="checkbox"/> English for Academic Purposes _____ Wks
<input type="checkbox"/> English for IELTS Preparation _____ Wks	<input type="checkbox"/> PTE Preparation _____ Wks
<input type="checkbox"/> Business English _____ Wks	
My preferred time for the course is in the:	
<input type="checkbox"/> Morning	<input type="checkbox"/> Evening
Preferred starting date ____/____/____ (indicator only)	

### AGENT DETAILS

<b>Are you using an Agent?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes - <i>If yes, please provide contact details below</i>
Agency Name:	Agent No:	
Name of Contact Person:		
I do declare that I have checked the 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

<b>Are you still attending secondary school?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
<b>Highest Completed school level?</b>	<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?	

### REFERRAL SOURCE

<b>How did you find us?</b>			
<input type="checkbox"/> Google Search	<input type="checkbox"/> Facebook Ad	<input type="checkbox"/> Magazine/Newspaper Ad	<input type="checkbox"/> Go Overseas Website
<input type="checkbox"/> Yellow Pages / White Pages	<input type="checkbox"/> Search Local / Start Local	<input type="checkbox"/> Other Website or Social Media	<input type="checkbox"/> Through an Agent
<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Event/Signage	<input type="checkbox"/> Other:	

### CHECKLIST

<b>Copy of Passport</b>	<input type="checkbox"/> Yes
<b>Copy of VISA</b> (if applicable)	<input type="checkbox"/> Yes
<b>English Test</b> (if applicable)	<input type="checkbox"/> Yes
<b>Completed and Signed Financial Declaration Form</b>	<input type="checkbox"/> Yes
<b>Completed and Signed Student Information Form</b>	<input type="checkbox"/> Yes

Please read, sign and date the bottom

### Enrolment Terms and Conditions

#### 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.

#### 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.

- 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 mention 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 does not accept enrolments from International students who are under the age of 18 at the time of course commencement.

#### 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](http://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](mailto:admissions@exploreenglish.edu.au)

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date