

Section 1 – Personal information

Salutation: Mr Mrs Ms Miss Gender: Male Female Other

Legal given name(s): _____ Legal family name(s): _____

Date of birth: _____ Age in years: _____ Nationality: _____

Relationship status: Single Married De facto Native language: _____

How did you hear about Explore English? Agent Advertising Internet Student Friend Education fair Facebook Other

Section 2 – Contact information

Current location: Onshore: (Australia) Offshore: (Outside Australia)

Address in home country:	Street: _____	City: _____
	State: _____	Country: _____ Postcode: _____
Address in Australia (if known):	Street: _____	City: _____
	State: _____	Country: _____ Postcode: _____

Mobile: _____ Home phone: _____

Email: _____

Emergency contact: Contact Person's Name: _____ Relationship to you: _____

Mobile: _____ Home Phone: _____

Do you have family ties in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	Full Name:	Relationship	Australian Visa Status
If yes, provide Full name, Relationship and Australian Visa Status			

Section 3 – Passport, Visa & Medical Coverage

Passport No: _____ Expiry: / / Country of Birth: _____ City of Birth: _____

Type of VISA/Subclass you currently hold: Student Tourist Working Holiday None Other:

VISA you intend to apply for: Student Tourist Working Holiday None Other:

Are you applying for this VISA onshore or offshore? Offshore Onshore What is the expiry date of your current visa? / /

Have you ever had an Australian visa or a visa from another country refused or cancelled? Yes No **If yes** provide details and relevant documents

Details of refusal: _____ Documents attached? Yes No

Overseas Student Health Cover (OSHC): The Australian Government requires all overseas students studying on a student visa to have OSHC for their total stay in Australia.

Do you have OSHC? Yes, Name: _____ Membership Number: _____ Expiry Date: _____

No, would you like MCIE to arrange this? Yes No Type of cover: Single Couple Family

Couple and family cover: Please attach copies of partners and all family member passports

Section 4 – Schooling

Are you still attending secondary school? Yes No

Highest completed school level? Year 12 Year 11 Year 10 Year 9 (or equivalent) Year 8 (or lower) Did not go to school

In which YEAR did you complete this level? _____

What is the highest qualification you have ever received? _____ Year Completed: _____

Section 5 – Disability/Medical Details

Do you consider that you have a disability, impairment or long-term condition: Yes No

If yes, please provide details of your condition: _____

Section 6 – English Language Proficiency

Do you hold a certificate in English Proficiency (i.e IELTS, PTE, etc)? Yes, Certificate Name: _____ Overall score: _____

If no, have you completed an English Placement Test with Explore English. Yes No

Have you studied any English Course at another institution in Australia before? Yes No

If yes, Course Name: _____ Duration: _____ Highest English Level Achieved: _____

Section 7 – English Courses (Select course and indicate duration)

General English Study weeks: Preferred starting date: / / AM PM
 Courses below need proof of Intermediate Level or Higher to be eligible:

English for IELTS Prep Study weeks: Preferred starting date: / / AM PM
 Business English Study weeks: Preferred starting date: / / AM PM
 English for Academic Purposes Study weeks: Preferred starting date: / / AM PM
 PTE Preparation Study weeks: Preferred starting date: / / AM PM
 Cambridge FCE /CAE Study weeks: Preferred starting date: / / AM PM

Total study weeks will include: 10w study + 2w holidays 20w study + 4w holidays 30w study + 6w holidays 36w study + 8w holidays

Tuition fee payment Method:

Pay in full 50% paid at time of signing acceptance agreement
 More than 50% paid when signing acceptance agreement Recommended Payment Plan (Every 10 Weeks)

Section 8 – GTE, Financial and Agent Details

Please visit the DHA page for Student Visa details and requirements at <https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500>.

I have checked the DHA page for details of the Student Visa and understand the financial requirements for a Student Visa Yes No

Do you understand that when you enter Australia under the student visa scheme you are required to return home upon the completion of your studies?
 Yes No

Evidence of your ties to your home country. Please tick any that is relevant:
 Job offer Enrolment at University Family ties Family business Property ownership Other

Do you have any Dependant Family Members? Yes No

Do you have access to enough funds to support you and your dependents (if any) for the TOTAL period of your stay in Australia? Yes No

Financial Capacity - Expenses	Per person	Amount required in AUD
Tuition fee	Applicant – course fee for one academic year	\$5,000 - \$11,000 depending on course
	Dependant(s) – school fees per child per year	\$8,296
Living (12 month living cost)	Applicant – per year	\$21,041
	Spouse – per year	\$7,362
	Dependant	\$3,152
Travel	Applicant	\$1,000 - \$2,000 range of cost
	Spouse	\$1,000 - \$2,000 if applicable
	Dependant	\$1,000 - \$2,000 if applicable

How are you going to fund your studies and stay in Australia? Self-funded Parent Spouse Sponsored (private) Bank loan

If you are being Sponsored, please complete the table below.

Full name of Sponsor(s)	Relationship to you	AUD\$ provided by your sponsor to support you while studying in Australia	Australian Visa Status (if in Australia)

Section 9 - Airport Pickup & Accommodation

Will you be requiring an Airport Pick-Up for \$150AUD? Yes No

Accommodation: There are many options for student accommodation in Melbourne applicants could start by checking these providers out.

Student Accommodation booking - bit.ly/EEaccomm Student Home Stay booking - bit.ly/EEhomestay

Section 10 – Agent Details and Explore English Document Checklist

Are you using an Education Agent? Yes No **If yes, what is the Agency name:**
 The Section below should be completed **tick all documents provided** and signed by your nominated Agent representative.

Full name of contact Person: _____ Contact Number: _____

- All sections of Application Form are complete, and the application is signed by the applicant.
- The Agent Details section is completed and signed by the Agent or Agent's representative (if applicable).
- A clear copy of the applicant's passport has been provided (scanned with readable images, original sighted certified with dates and signature).
- English placement test result/English proficiency test result – IELTS, PTE, TOEFL, OET or equivalent. (if applicable).
- Statement of purpose in English (outlining study and employment background, why the applicant wishes to study their chosen course in Australia at MCIE, how this course will help the applicant to achieve their career goals and what is the future plan).
- Copy of the applicant's OSHC receipt (overseas student health cover)

Declaration: I declare that I have checked the following Genuine Temporary Entrant (GTE) requirements of the applicant: **Please tick all relevant.**

- Visa history Study plan Financial capacity Previous study/work experience
- Circumstances in their home country I have assessed the applicant to be a genuine temporary entrant, who meets the requirements of the Visa application.

Agent's Signature

Date

ENROLMENT TERMS & CONDITIONS

Refunds

Refund guidelines for EXPLORE ENGLISH observe the principles outlined in the ESOS (Education Services for Overseas Students) Act 2018. 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 Administration 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 Administration 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
- whether or not you are paying advance instalments, all payments for the length of your course must be honoured 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.

INTERNATIONAL ENGLISH

Application Form - 0917

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.

Applicant under 18 years of Age

Explore English will enrol applicants under the age of 18 who are non-COE based. This means that applicants 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.

Privacy Policy

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.

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

Applicant Declaration

- I understand that Explore English may seek additional information and documentation/evidence to confirm my financial capacity of funds.
- I declare that I have sufficient funds as outlined in the Financial Capacity table in Section 8
- I declare that I have in place Overseas Student Health Cover
- I declare that the information I have supplied in this application and documentation supporting this application is true and correct.

Applicant signature

Date (dd/mm/yyyy)