

Application form

Please print in BLOCK LETTERS

Office use only						
Student number:						
Personal details			Visa information			
Title: Mr Ms Mrs Miss Other			What type of visa will you apply for to study?			
Family name:			☐ Student Visa ☐ Tourist/Visitor Visa ☐ Working Holiday Visa			
Given names:			Other (please specify):			
Preferred name:			Passport Number:	Passport Number:		
Date of birth: DAY / MON	TH / YEAR	Gender: Male Female	Contact detail	S		
Nationality:		Country of Birth:	Home country address:			
Occupation:		First Language:	,			
English Level			City:	Country:		
Please complete as far as p	ossible:		Telephone:			
My English is:			Mobile:			
☐ Elementary ☐ Pre-Intermediate ☐ Intermediate			Email:			
Upper-Intermediate My English Skills are: (dow	_	_	Address in Australia	Address in Australia (if known):		
, ,	31 \ \ \ \ \ \ \ \ \ \ \ B:	,				
My Online Test result is:	J	2	City:	Country:		
□ 0-10 □ 11-20 □ :	21-35 🔲 3	6-45 46-55 56-70	Telephone:	<u> </u>		
My English exam result is:			Mobile:			
		Versant: Pearson PTE:	Email:			
CAF· TOF	rl; IC:	Eiken:		n to receive marketing or other offers from the Navitas		
			Group, please tel	l us by checking this box. Alternatively, you can tell us by phone or at any time by +61 2 8246 6800 or email		
Select your centre	ana col	ırse				

Please complete your enrolment request here:

English Courses	Bondi	Manly	Sydney	Brisbane	Cairns	Perth	Darwin
For Singapore courses please download an Application Form from: curtin.edu.sg/courses/international/how-to-apply.cfm For Hawthorn-Melbourne courses please download an Application Form from: hawthornenglish.com							
General English 1, 2 and 3*†							
Academic English 1							
Academic English 2							
Academic English 3							
Intensive Academic English							
IELTS Preparation							
TOEIC Preparation							
Cambridge Preparation	☐ FCE ☐ CAE ☐ CPE	☐ FCE ☐ CAE		☐ FCE ☐ CAE	☐ FCE ☐ CAE	☐ FCE ☐ CAE	
Business English							
ATTC (TESOL)			Cert. IV EFTC/EFTT Y. Learners 3 Steps	Cert. IV EfTC/EfTT Y. Learners 3 Steps	☐ TESOL ☐ EfTC/EfTT ☐ Y. Learners ☐ 3 Steps	☐ TESOL ☐ EfTC/EfTT ☐ Y. Learners ☐ 3 Steps	
Evening Courses							
Evening General English 1, 2 and 3 [†]							
Evening IELTS Preparation							
Evening Cambridge Preparation							

^{*} General English is also available as a part-time course of 16 hours of classes plus an additional 4 hours of myStudy; course not eligible for Student Visa holders.

Navitas English courses in NT will be delivered by Navitas English (Navitas English Pty Ltd ACN 003 916 701) CRICOS provider code: 02783C (NT). Courses in NSW, QLD and WA will be delivered by Navitas English (Navitas English Services Pty Ltd ACN 002 069 730) CRICOS provider codes: 00289M (NSW), 00711B (QLD), 02252G (WA), with the exception of the Certificate IV in TESOL course which will be delivered by Navitas English (Navitas English Pty Ltd ACN 003 916 701) CRICOS provider codes: 00031D (NSW) and 03106K (QLD).

[†] Navitas English will enrol you in the right General English course for your stated/estimated English level.

Ordor	Contro	Course	Start Data (Manday anly)	Wooke			
Order	Centre	Course	Start Date (Monday only)	Weeks			
1.							
2.							
3.							
TOTALW	/EEKS (please add the total number of	weeks you would like to study)					
	require a break between cademic English, Cambridge, Busines		g please complete the table C courses, breaks are not allowed)	d.			
Order	Centre	Start Date (Monday only)	Finish Date (Friday only) Weeks				
1.							
2.							
Accor	nmodation and airport ni	ok up corvido	Overseas Student Health	Cover			
Accommodation and airport pick-up service Homestay is single room accommodation (double and twin rooms on special request for students travelling together) in an Australian home. Breakfast and dinner are provided daily and lunch provided on the weekends. Please select the service(s) you require: Homestay single room Homestay twin share room			All overseas students studying in Australia on a Student Visa are required by the Australian government to obtain OSHC (Overseas Students Health Cover) medical insurance. This fee will be added to your invoice. ☐ Please tick here if you are not on a student visa but wish to receive a quote from Navitas English for Health Cover. It is strongly advised that all students arrange travel insurance (against loss,				
	lestay double room uire a quote for independent accommo	odation (within 24 hours)	damage, theft etc) prior to travelling to) Australia.			
Refer to	centre location pages and/or page 56		Travel and adventure opt	ions			
	re your preference(s):		I would like one of these travel option	S:			
	of weeks:		Please see terms and conditions at na	avitasenglish.com/travel_adventure			
	n date: DAY / MONTH / YEAR		Airlink – one way flight between t (FREE only if you study 20 + week				
	out date: DAY / MONTH / YEA		From:	To:			
	uire more than one accommodation s	ervice please complete:	I would like to select an English Plus option for the centre I am studying at:				
	nodation Service 2:		Conservation Volunteer –				
Centre:	Li Day (MONTH (VEAT		☐ Brisbane ☐ Cairns ☐ Syd				
	n date: DAY / MONTH / YEAR		☐ Dolphin Discovery Assist Program - Brisbane ☐ Surfing Lessons - ☐ Manly ☐ Bondi				
Check-c	out date: DAY / MONTH / YEA	AR	Diving - Cairns				
Accomr	nodation Service 3:		☐ Sailing - ☐ Bondi ☐ Sydney ☐ Cooking - Sydney				
Centre:			Aboriginal Cultural Experience - Cairns				
Check-ii	n date: DAY / MONTH / YEAR	2	Passport2Fitness Gym members				
Check-c	out date: DAY / MONTH / YEA	AR	☐ Boriui ☐ Ivianiy ☐ Syuney	Cairns Brisbane Perth			
If you hav	/e requested Homestay, please compl	ete:	Further studies in Austra	lia			
_	smoke: Yes No		Are you planning further academic st	tudies in Australia after you have			
Are you OK living in a Homestay with children? ☐ Yes ☐ No			finished your course? Yes No				
Do you	have any allergies (to pets, food, medic , diabetes etc)?		If yes at which institution:				
			Course:				
			Start date: DAY / MONTH /	YEAR			
Do you have any special dietary requirements (eg vegetarian diet etc)?			☐ I would like to receive information on other Navitas colleges and Universities.				
Do vou	have any special requests?		How did you hear about Navitas English?				
Please write 2 sentences about the student/yourself for the Homestay			☐ Internet ☐ Website ☐ Ex-student ☐ Exhibition/Fair ☐ Word of mouth ☐ Advertisement ☐ Other (please specify): ☐ Agent (please specify): ☐ Summary of fees				
family (eg interests and hobbies):							
			Enrolment Fee:	\$200			
Б			Tuition Fee weeks	\$			
Do you require an Airport Pick-up on arrival? Yes No			Materials Fee \$				
Flight No		Time	Exam Fee \$				
Date:	DAY / MONTH / YEAR	Time:	Accommodation placement fee \$				
myJol	o Membership		Accommodation weeks	\$			
12 month myJob membership – \$250 ☐ Yes ☐ No			Airport Pick-up fee	\$			
			Other	\$			
			Total	\$			

Credit Card Payments

I/We authorise Navitas English to make the following transaction:

Name of student:				
Student number:				
☐ Visa ☐ Mastercard ☐ Bankcard ☐ Amex Amex PIN No ☐ ☐ ☐				
Cardholder Name:				
Credit Card Number:				
Expiry date: DAY / MONTH / YEAR				
Amount to be charged: \$				
Please advise Navitas English if you have a daily limit on your card:				
Signature of Cardholder:				
Date: DAY / MONTH / YEAR				

Conditions of enrolment

The following sets out the terms and conditions of Your enrolment in a course with Navitas English (Navitas English Pty Ltd ABN 51 003 916 701 or Navitas English Services Pty Ltd ABN 13 002 069 730, as the case may be) (Navitas English). In these terms and conditions:

Course means a course offered by Navitas English in which You are or will be enrolled. Navitas English courses in NT will be delivered by Navitas English (Navitas English Pty Ltd ACN 003 916 701) CRICOS provider code: 02783C (NT). Courses in NSW, QLD and WA will be delivered by Navitas English (Navitas English Services Pty Ltd ACN 002 069 730) CRICOS provider codes: 00289M (NSW), 00711B (QLD), 02252G (WA), with the exception of the Certificate IV in TESOL course which will be delivered by Navitas English (Navitas English Pty Ltd ACN 003 916 701) CRICOS provider codes: 00031D (NSW) and 03106K (QLD);

ESOS Act means the Education Services for Overseas Students Act 2000;

Initial Course means Your Course or, if you have a Multiple Course Enrolment, Your Course with the earliest commencement date;

Multiple Course Enrolment means enrolment in more than one Course offered by Navitas English, whether the Courses are offered concurrently, consecutively or otherwise:

National Code means the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students established under the FSOS Act:

Navitas means Navitas Limited ABN 69 109 613 309;

Navitas English Entity means Navitas English Pty Ltd ABN 51 003 916 701 or Navitas English Services Pty Ltd ABN 13 002 069 730;

Principle Course means the main course of study to be undertaken where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses; and

You means the student named in the enrolment form and, if the student is under 18 years of age, his or her parent or legal guardian named in the enrolment form and Your has a corresponding meaning.

1. Cancellation and refunds

Navitas English complies with the Refunds and Transfers Policy and Code of Conduct of English Australia, the ESOS Act, the National Code and any applicable State and Territory requirements. The Navitas English enrolment fee is payable once only and is only refundable in limited circumstances involving provider default. To the extent of any inconsistency between these Conditions of Enrolment which is to Your detriment and any national, State or Territory requirements with which Navitas English must comply, the national or State or Territory requirement prevails.

Tuition

- If You provide Navitas English with at least 4 weeks' written notice prior to the commencement of Your Initial Course, Navitas English will provide You with a full refund of tuition fees for that Course and any subsequent Courses.
- If You provide Navitas English with less than 4 weeks' written notice prior to the commencement of Your Initial Course, Navitas English will provide You with a full refund of tuition fees for that Course and any subsequent Courses, less a 30% cancellation fee.
- In circumstances other than where Navitas English ceases to provide the Course, no refund is payable for any of Your Courses after Your Initial Course has commenced.
- Except as required under the ESOS Act or the National Code, where You transfer from a more expensive Course to a less expensive Course, no refund of the difference is payable.
- If Your visa application is denied, a full refund of all pre-paid Course fees, less the
 enrolment fee, will be made provided that Navitas English receives a copy of the
 Australian Embassy rejection letter.
- Navitas English reserves the right to suspend or cancel Your enrolment because of: (a)
 Your failure to pay an amount You were liable to pay to Navitas English (directly or
 indirectly) in order to undertake a Course; (b) You have breached a condition of Your
 student visa; (c) if You are under 18 years of age, You refuse to maintain Your approved
 care arrangements without sufficient reason acceptable to Navitas English; or (d)
 behaviour unacceptable to Navitas English, including but not limited to behaviour as

described in the Navitas English Code of Conduct as published and displayed in centres and at navitasenglish.com/code_of_conduct. If Your enrolment is suspended or cancelled by Navitas English in accordance with these Conditions of Enrolment, no refund of tuition fees is payable.

- If You transfer to a course at another educational institution with whom Navitas English maintains a Direct Entry Agreement (excluding English language studies) and You have met the institution's published IELTS or TOEFL score, or you have achieved a satisfactory level of English through Navitas English's agreed pathways, You may be eligible for a transfer of the unused portion of pre-paid tuition fees, less an administration fee of 30%. You must provide Navitas English with evidence acceptable to Navitas English of valid enrolment from the new institution and Your current attendance rate at Navitas English must be over 80%. Fees will only be transferred in full weeks. If you are granted a transfer, the remaining portion of Your tuition fees will be calculated from the commencement date of the new studies. You will not be released from enrolment at Navitas English prior to the commencement date of the new studies.
 - In addition, if You are under 18 years of age You must have written evidence
 acceptable to Navitas English that Your parent or legal guardian supports the
 transfer and written confirmation that the new institution will accept responsibility
 for approving your accommodation, support and general welfare arrangements if
 You are not being cared for in Australia by a parent or suitable nominated relative
 or legal guardian.
 - In addition, if You are sponsored by Your government, and Your government
 considers the transfer to be in Your best interests and You provide Your
 government's written support for the transfer acceptable to Navitas English, then
 the remaining portion of Your tuition fees from the commencement date of the new
 studies may be transferred to the new course.
- If You are successful in gaining entry to another Navitas college (other than a Navitas English Entity) or Navitas university program, You may be eligible for a transfer of all remaining pre-paid tuition fees to the new Navitas location (other than a Navitas English Entity).
- Course fees are not transferable to another person nor to another English language centre, except for Hawthorn-Melbourne or a Navitas English Entity.
- You will not be allowed to transfer to another provider in the first 6 months of Your
 principal course of study (except for situations outlined above). If Your Course at
 Navitas English is a prerequisite course in a package of courses, You will not be
 allowed to transfer to another provider except in limited circumstances as outlined in
 the Navitas English Transfers Between Registered Providers Policy and Procedure.
- In circumstances where Course fees are paid or made payable to the incorrect Navitas English Entity, You authorise Navitas English to pay the fees to the correct Navitas English Entity.
- In circumstances other than where Navitas English ceases to provide a Course, refunds will be paid within 4 weeks of Navitas English receiving written request.
- Navitas English reserves the right to cancel a Course due to insufficient numbers.
 In this event, unless Navitas English arranges for You to be offered a place in an
 alternative course at Navitas English's expense and You accept that offer in writing,
 Navitas English will refund all Course money You have paid to date for the cancelled
 Course within 2 weeks of the date on which Navitas English ceases to provide
 the Course.
- In the unlikely event of Provider default resulting in Navitas English being unable to deliver all Courses in full in which You have enrolled, unless Navitas English arranges for You to be offered a place in an alternative course at Navitas English's expense and You accept that offer in writing, You will be entitled to a full refund of all Course money You have paid to date. The refund will be paid within 2 weeks of the date on which Navitas English ceases to provide the Course.
- Entry to all Courses is subject to Your placement test, as well as IELTS or TOEFL results.

Deferrals/Postponements

- If You have paid tuition fees for a Course, Navitas English may allow You to defer or postpone Your commencement of that Course in the following circumstances:
 - If You give Navitas English at least 28 days' written notice before the commencement of the Course (You will have to pay any increase in tuition fees from the time of deferment to Your commencement of the Course);
 - If You cannot start your Course on the agreed start date because there is a delay in receiving Your student visa before Your Course commences; or
 - If You have compassionate or compelling circumstances, such as: death in your immediate family (father, mother, child, sibling, spouse only); natural disaster in your home country; You or Your dependant family member is seriously ill; You become pregnant; or You become a victim of a serious crime or trauma.
- Approval for deferral or postponement of a Course is at the sole discretion of Navitas
 English. You must provide Navitas English with documented evidence in support of
 your application for deferral or postponement as required by Navitas English. If
 approved, Navitas English will advise DIAC accordingly and may hold remaining course
 fees as credit for up to twenty four months from the date permission is granted.
 Unless expressly stated otherwise in these terms and conditions, You will not be
 entitled to any further deferral, postponement, refund or transfer of fees.

Accommodation

- No refund will be made on the accommodation placement fee.
- If You provide Navitas English with 4 weeks' or more written notice, Navitas English will provide You with a full refund of accommodation fees.
- If You provide Navitas English with less than 4 weeks' written notice or if a
 placement has been made, a cancellation charge equal to 2 weeks' accommodation
 fees will apply.
- If Your visa application is denied, a full refund of accommodation fees (if a placement
 has not been made) will be made provided that Navitas English receives a copy of the
 Australian Embassy rejection letter.
- If You wish to leave Your Homestay at any time, You are required to give 2 weeks' notice to Navitas English.
- An AU\$100 per week Homestay fee will apply should You take a break from Your Homestay during the course of Your Homestay.
- Special cancellation fees may apply for other accommodation arrangements.

- Carer fees are non-refundable
- An AU\$100 amendment fee applies to all changes made to accommodation bookings after the commencement of the Course.

Airport Transfer

No refund of airport transfer fees will be made if You do not notify Navitas English of Your flight details or any change of details at least 2 working days before arrival.

Representative

If You enrol through a representative, the refund may be paid to that representative. Monies will be refunded in the currency in which they were paid.

2. Change of Address

You must advise Navitas English of Your current contact details, including residential address, phone number and email address, on arrival and if You change Your contact details You must notify Navitas English immediately. Your failure to notify Navitas English that You have changed Your address may result in automatic cancellation of Your visa without prior notice.

3. Young Student Care Arrangements

If You are under 18 years of age, the parent or legal guardian named in the enrolment form must nominate a carer (parent, legal guardian, brother or sister) living in the city in which You will be studying and who will be responsible for Your welfare whilst studying at Navitas English (with such care arrangements to be acceptable to Navitas English), or request that Navitas English make arrangements for Your care and welfare in writing.

4. Indemnity and Release

In consideration of Navitas English accepting Your application for enrolment as a student and providing tuition to You, You will not hold Navitas English, its related bodies corporate, their employees or agents liable for nor make any claim against any of them, and indemnify each of them against, any loss, damage, death, injury or liability which You may suffer or cause, in connection with Your association with Navitas English, including:

- (a) Your attendance at any premises owned, operated or controlled by Navitas English;
- (b) Your attendance at any activity, whether sporting, cultural, recreational or otherwise, organised by or on behalf of or with the assistance of Navitas English or any activity of which Navitas English has any knowledge; and
- (c) any accommodation, whether short-term or long-term, arranged for You by Navitas English.

If You are under 18 years of age, the parent or legal guardian named in the enrolment form requests that Navitas English enrol You as a student of Navitas English. In consideration of Navitas English agreeing to enrol You, the parent or legal guardian:

- (a) guarantees Your obligations under these terms and conditions of enrolment;
- (b) will not hold Navitas English, its related bodies corporate, their employees or agents liable for nor make any claim against any of them in connection with Your association with Navitas English, including the matters set out in paragraphs (a) (c) above; and
- (c) indemnifies each of them against any loss, damage, death, injury or liability which You may suffer or cause in connection with Your association with Navitas English, including the matters set out in paragraphs (a) (c) above.

These terms and conditions, and the availability of complaints and appeals processes, do not remove Your right to take action under Australia's consumer protection laws.

These terms and conditions are governed in all respects by and interpreted in accordance with the laws of the state in which the centre You attend is located in the Commonwealth of Australia.

5. Privacy

The information You provide on this enrolment form and otherwise in connection with Your enrolment (including personal information, Course enrolment details and changes, Course progress details, and the circumstances of any suspected breach by You of a student visa condition) will be used to process Your enrolment at Navitas English, provide You with educational services and, in the case of Homestay students, to enable Navitas English and a Homestay provider to provide You with Homestay facilities. Your enrolment may be delayed if the information provided is incomplete. This information will be dealt with in accordance with the Privacy Act 1988 and Navitas English's privacy policy and is available for Your review by contacting the Navitas English Privacy Officer. It may be made available by Navitas English to the Australian government (for example to Australian immigration and education authorities) in connection with Your visa, as required by the National Code or the ESOS Act, if required, to the Tuition Protection Service or, in the case of students who have booked Homestay, to Your Homestay provider, or in the case of students who have nominated to study further in Australia, to Your further studies institution. Navitas English may send You information about its programs or other related courses. You may request not to receive further information at any time.

6. Other Terms

- It is a condition of Your enrolment at Navitas English that You comply with all Navitas
 English regulations and policies as notified to You by Navitas English.
- Navitas English may by notice to You in writing which notice may be given on the Navitas English website, vary these terms and conditions or any Navitas English regulations or policies. A variation takes effect on the day specified in a notice.
- If You are applying for an ATTC Course, You may need to take a separate entry test.
- Navitas English reserves the right to change start dates (with Your agreement),
 Course curricula, Course timetables and any programs at any time.
- All prices are stated in Australian Dollars (AU\$) and subject to change without notice.
- Navitas English is closed on official public holidays and 27/07/12 (Sydney, Manly & Bondi centres); 31/08/12 (Brisbane, Cairns, Perth & Darwin centres); 27/09/12 (Hawthorn-Melbourne centre) & 24/12/12 – 01/01/13.
- 10% Goods and Services Tax (GST) applies to Apartment Accommodation, Airport Transfer, and Placements Fees.

- · All Navitas English centres are fully accredited by NEAS.
- Photographs, videos and testimonials provided by You or taken by Navitas English may be used for marketing and promotion purposes.

Contact

All requests for refunds, deferrals, postponements or transfers must be made in writing addressed to:

Admissions Manager

Navitas English

Level 4, 11 York Street

Sydney NSW 2000 Australia

Supporting documents as specified by Navitas English must be included with the request. If You are under 18, the written request must be made by the parent or legal guardian who signed Your original enrolment form. Navitas English will:

- Notify You in writing of the outcome of the request within 10 working days and where necessary, give reasons for the outcome.
- Notify the Department of Immigration and Citizenship (DIAC) of any change to Your study plan for which a student visa has been granted.

A refund, transfer, deferral, postponement, suspension or cancellation of Your Course may affect Your student visa. DIAC will assess Your situation individually in accordance with the DIAC student visa policies. You are advised to seek advice from DIAC before making any changes to Your Course. For more information visit the DIAC website at immi.gov.au or phone 131881.

Signing

I have accessed information regarding the costs associated with living in Australia for me and any dependants accompanying me, published by the Australian Government at studyinaustralia.gov.au/en/Study-Costs/

I have accessed information regarding the costs related to studying at Navitas English at: navitasenglish.com

I have sufficient funds to finance my studies including tuition fees, ancillary costs and living expenses for me and any dependants accompanying me to Australia.

I have read and understood these terms and conditions of enrolment. I agree to these terms and conditions and authorise Navitas English to apply the monies payable in accordance with the enrolment form and these terms and conditions:

Yourna	ame:	
Yoursi	ignature:	
Date:	DAY / MONTH / YEAR	

AND

For students under 18 years of age:

I am the parent or legal guardian of the student named in the enrolment form.

I have accessed information regarding the costs associated with living in Australia for the student named in the enrolment form, published by the Australian Government at studyinaustralia.gov.au/en/Study-Costs/

I have accessed information regarding the costs related to studying at Navitas English at: navitasenglish.com

The student named in the enrolment form has sufficient funds to finance their studies including tuition fees, ancillary costs and living expenses.

I have read and understood these terms and conditions of enrolment. I agree to these terms and conditions and authorise Navitas English to apply the monies payable in accordance with the enrolment form and

ness terms and conditions.				
Name of parent/legal guardian:				
Signature of parent/legal guardian:				
Date: DAY / MONTH / YEAR				

Agent details or agent stamp: