



APPLICATION

ENGLISH LANGUAGE PROGRAMS

VOCATIONAL PROGRAMS

Send completed application form to:
Holmes Institute, 185 Spring Street, Melbourne Victoria 3000 Australia
 Telephone: +61 3 9662 2055 Facsimile: +61 3 9662 2083
 E-mail: info@holmes.edu.au Website: www.holmes.edu.au

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PERSONAL DETAILS

Title					
Family Name					
Given name(s)					
Date of birth	dd/mm/yyyy	Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Country of Citizenship	Country of birth				
Passport No	Passport Exp Date				
Visa Type	<input type="checkbox"/> Student <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Tourist <input type="checkbox"/> Other _____				

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CONTACT DETAILS

Street					
City	Country		Postcode		
Telephone	Country Code	Area code	Phone number		
Facsimile	Country Code	Area code	Facsimile number		
E-mail					

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COURSE DETAILS

Melbourne
 Sydney
 Brisbane
 Gold Coast
 Cairns

Course 1		Start Date		Duration	
Course 2		Start Date		Duration	

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EDUCATIONAL BACKGROUND

Please attach relevant documentation from all secondary/polytechnic/tertiary studies undertaken (eg. High School, Advanced Diploma/Diploma)

Academic Qualifications Include qualifications from school and any other formal qualifications	Qualification Obtained	Awarding Institution	Year of Award

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ENGLISH PROFICIENCY

Indicate your current English language proficiency

First language is English Yes No

VCE/HSC/GCE English Grade		Reading		Listening		Writing		Speaking		Date of Test		dd/mm/yyyy
IELTS overall score										Date of Test		dd/mm/yyyy
TOEFL overall score										Date of Test		dd/mm/yyyy

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WELFARE ARRANGEMENTS

Are you under 18 years of age?

Yes No

If Yes, this Application MUST be accompanied by a *Care Provider Selection* form.

Will you be cared for by a direct relative (according to DIAC regulations) while enrolled at Holmes Institute?

Yes No

If No, Holmes will arrange an experienced Care Provider (while student is under 18 years of age) and suitable accommodation for the period of enrolment at Holmes Institute.

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ACCOMMODATION AND AIRPORT TRANSFER

Do you wish to apply for Homestay accommodation?

Yes No

Do you wish to be met at the airport and transferred to your accommodation?

Yes No

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FEES

Enrolment Fee		\$
Tuition		\$
Accommodation Support Fee		\$
Homestay		\$
Airport Transfer		\$
OSHC (Health Cover)		\$
Consumables / Materials		\$
Guardian Arrangement Fee		\$
Guardianship Fee		\$
Total to Pay		\$

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ENROLMENT TERMS AND CONDITIONS

Refund Policy

Tuition fees are refunded if a visa application is rejected. Enrolment and accommodation support fees are not refundable. If an enrolment is cancelled more than 28 days prior to commencement of the course there will be a cancellation fee equivalent to 25% of tuition fees. If an enrolment is cancelled within 28 days of commencement of the course, or the student does not commence on the agreed date, or withdraws from the course once it has commenced there will be no refund. Student refund requests must be in writing, addressed to the Admissions Office and include evidence supporting the request. All requests will be processed within 28 days of receipt of request. All refunds will be paid to the person with whom Holmes has a contract unless written authority is received by Holmes to pay another party. Students who are receiving a refund based on their returning to their home country may be required to provide a passport stamp as evidence of their return prior to receiving the refund. If Holmes Institute is unable to commence, continue or complete the delivery of a course tuition fees will be refunded within 14 days. Provider default is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. Accommodation fees will be refunded provided two weeks notice is given before the commencement date of the homestay. If students cancel accommodation within two weeks before homestay commences, two weeks homestay fees will be deducted from the refund. Once in homestay, students must give two weeks notice, otherwise, two weeks homestay fee will be deducted from the refund. For package offers, the second and subsequent eCOEs will incur a \$1000 non-refundable deposit. All fees are subject to change. Students are required to pay the current applicable fees which may differ from that quoted in the offer letter or on the eCOE.

In accordance with State and Commonwealth regulations Holmes protects the tuition fees of both overseas and domestic students.

Privacy Statement

Holmes Institute is firmly committed to privacy. We use applicant's information to create a Holmes Institute database. Our enrolment process requires applicants to give us contact information (e.g. name address, e-mail etc). We use customer information for commercial reasons. Information may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund. The Holmes Institute database is private and confidential. The database (including personal details) is for the sole use of Holmes Institute. Personal data and information gathered for the creation of the database will not be passed to a third party unless it is necessary to pass on this information in order to provide a service that you have asked us to provide.

Overseas student fees are protected via membership of ACPET's OSTAS/EA OSTAS and the ESOS Assurance Fund.

In the unlikely event that Holmes is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If Holmes is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) will place you in a suitable alternative course at no extra cost to you. Finally, if our Tuition Assurance Scheme can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

Domestic student fees are protected by membership of ACPET's ASTAS.

This policy, 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.

The Refund Policy is clearly shown on the Offer Acceptance Form to be signed by the student.

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DECLARATION

I, hereby declare that all information given is true and complete. I authorise Holmes Institute to obtain further official records if necessary from any relevant educational institution. I agree to the Terms and Conditions above. I have made myself familiar with the *Information for Intending Overseas/Domestic Students* (available at www.holmes.edu.au)

Signature (if under 18 years of age, signature of parent/guardian required)

Date (DD/MM/YYYY)

Please Note:

If Holmes Institute is unable to commence delivery of a course, pursuant to the ESOS Act 2000, tuition fees will be refunded within 14 days. If Holmes Institute is unable to continue or complete delivery of a course all tuition fees will be refunded within 14 days. All fees are subject to change. Students are required to pay the current applicable fees which may differ from the fees quoted in the offer.