



# Lloyds International College

English campus: Level 2&3, 436-450 Kent St, Sydney NSW 2000  
Business campus: Level 2, 499 Kent St, Sydney NSW 2000  
admin@lloydscollege.nsw.edu.au  
www.lloydscollege.nsw.edu.au

CRICOS Provider Number: 01942A  
National Provider: 7017  
Tel: + 61 2 8263 1200  
Fax: + 61 2 8263 1238

## INTERNATIONAL STUDENTS APPLICATION FORM

### PERSONAL DETAILS

Family name: \_\_\_\_\_ Given name: \_\_\_\_\_

Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Country of birth: \_\_\_\_\_ Gender:  Male  Female

Country of citizenship: \_\_\_\_\_ Passport number: \_\_\_\_\_

Address in Australia (if known): \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

DIBP Office: \_\_\_\_\_ Type of visa:  Student  Tourist  Other: \_\_\_\_\_

### EDUCATION DETAILS

What is your level of English? (circle 1): *Elementary* *Beginner* *Intermediate* *Upper-Intermediate* *Advanced*. What is the highest level of education that you have completed? (circle 1): *University* *College* *Secondary school*. Have you taken TOEFL/IELTS/other English Test? No Yes Score: \_\_\_\_\_ Date test taken: \_\_\_\_\_

Please provide certified copy of any English proficiency examinations undertaken. IELTS 5.5 or equivalent is an entry requirement for all Vocational courses.

Proposed future studies (circle 1): *Vocational College* *TAFE* *University Undergraduate* *University Postgraduate*  
Name of the Institution \_\_\_\_\_ Course commencement date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### SELECT YOUR COURSE

#### ENGLISH COURSES (Teaching hours: 20hrs/week)

##### General English \_\_\_\_\_ weeks

Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_

morning (M)  afternoon (A)  evening (E)

##### IELTS Preparation \_\_\_\_\_ weeks

Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_

morning (M)  afternoon (A)  evening (E)

##### English for Academic Purposes (EAP) \_\_\_\_\_ weeks

Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_

evening

##### Timetable for General English, IELTS, EAP

Morning classes: Monday - Friday 8:15am - 12:30pm  
Afternoon classes: Monday - Friday 12:45pm - 05:00pm  
Evening classes: Monday - Friday 5:15pm - 9:30pm

#### VOCATIONAL COURSES

##### Certificate III in Business BSB30115

Morning classes **OPTION A** Mon-Tues 8:30am - 5:00pm  
 Morning classes **OPTION B** Wed: online component  
Wed-Thurs 8:30am - 5:00pm  
 Evening classes **OPTION C** Fri: online component  
Mon-Wed 5:00pm - 10:00pm  
Thurs: online component

##### Certificate IV in Business BSB40215

Morning classes **OPTION A** Mon-Tues 8:00am - 5:00pm  
 Morning classes **OPTION B** Wed: 8:00am - 12:00pm  
Wed: 1:00pm - 5:00pm  
 Evening classes **OPTION C** Thurs-Fri 8:00am - 5:00pm  
Mon-Thurs 5:00pm - 10:00pm

##### Diploma of Leadership and Management BSB51915

Morning classes **OPTION A** Mon-Tues 8:00am - 5:00pm  
 Morning classes **OPTION B** Wed: 8:00am - 12:00pm  
Wed: 1:00pm - 5:00pm  
 Evening classes **OPTION C** Thurs-Fri 8:00am - 5:00pm  
Mon-Thurs 5:00pm - 10:00pm

Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### OTHER INFORMATION

The Australian Government requires all students on student visa to have Overseas Student Health Cover.

Please provide evidence of Overseas Student Health Cover with the application form.

For Off-shore students only: Do you need help to arrange OSHC?  Yes  No

Depending on your previous student and work experience, we are able to give your credit or exemptions from certain course units.

Do you wish to apply for Recognition of prior learning (RPL)?  Yes (please complete RPL assessment form)  No

Do you have any disability, special needs or current health problem?  Yes (please complete special needs form)  No



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## CANCELLATION AND REFUND POLICY

1. The Enrolment Fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not. A \$100 fee is payable for additional COEs (4th, 5th, etc.).
  2. A \$500 fee is payable for administering course cancellation after course commencement.
  3. Where a student has cancelled prior to commencement a fee of \$150 is charged for processing the refund (except in visa rejection cases).
  4. An administrative charge of \$100 is made to vary an application e.g. Change of Start Date, Change of Course
  5. Tuition Fees and OSHC are refunded in full if your visa application is rejected and you provide official written notification of the refusal from the Australian Government.
  6. Student Default: No refund will be made if a student:
    - has given false or misleading information
    - fails to comply with the conditions of enrolment at the College
    - is in breach of their visa requirements as imposed by the Australian Government
    - withdraws after the commencement date of the course
  7. Tuition fee refund: If you give written notice of your intention to withdraw from a course
    - 40 days or more before the commencement date, tuition fees will be refunded less a cancellation fee of 15%.
    - more than 5 days before the commencement date, tuition fees will be refunded less a cancellation fee of 30%.
    - less than 5 days before course commencement date, tuition fees will be refunded less a cancellation fee of 45%.
- Refund procedures:
- You must complete the Refund Application Form.
  - Your refund will be processed within 4 weeks of receipt of your completed refund application if it includes all the required documents. A written statement will be provided to the student to explain how the refund is calculated.
8. Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date of the first course.
  9. **Commencement of the course is defined as the course start date in the first Application form** submitted by the student or agent and not subsequent changes to the starting date.
  10. Refunds from student cancellations will attract an administration charge of \$150.00.
  11. Course and other Fees are not transferable to another student or institution but may be transferred to another course within the College at the discretion of the College.
  12. Any approved refunds are made payable to and sent to the student or his/her agent, in the country of origin as applicable in Australian dollars.
  13. Bank charges are deducted for refunds made by bank draft or electronic transfer.
  14. Provider Default: In the unlikely event that the College is unable to deliver your course in full starting from the agreed date, you will be offered a partial refund of unused tuition fees within 2 weeks after the default date.
  15. Fees for services paid to education agents by students are not covered by this refund policy.
  16. This refund policy applies to all tuition fees paid to the College and includes any tuition fees paid to an education agent to be remitted to the College.
  17. All refund considerations will be strictly limited to the monies paid, which the College has received from the student as tuition fees only i.e. exclusive of all non-refundable fees and agents' commission (whether this commission was deducted before or after student payment to the College).
  18. Students are encouraged to view the college student handbook as part of enrolment. Please refer to [www.lloydscollege.nsw.edu.au](http://www.lloydscollege.nsw.edu.au) website, section "Study."
  19. This policy does not remove the right of the student to take further action under Australia's Consumer Protection Laws [http://www.australia.gov.au/Consumer\\_Protection](http://www.australia.gov.au/Consumer_Protection)

### METHOD OF PAYMENT

- Cheque     Cash     Credit Card     Bank Deposit     International Money Order

### How did you hear about the College? (please tick)

- Friends/relatives     Embassy     Newspaper/magazine  
 Website     Agent (name/stamp)

I have fully read and understood the College's terms and conditions including the refund and cancellation policy and I agree to abide by them.

Student's signature

Date

If fees are being paid by another person(s) or company:

I, \_\_\_\_\_

(Name of person(s) / company paying fees - please print) declare that I have the financial capacity to meet Course fees and agree to pay these fees as they become due and I have read, fully understood and accept the College's terms and conditions and I have signed and attached the compulsory checklist to this enrolment form.