



**SYDNEY COLLEGE  
OF ENGLISH (SCE)**

# SCE Enrolment Form

www.sce.edu.au CRICOS Provider Code: 00050A ABN 15 003 307 408

Sydney College of English Pty. Ltd. 35-39 Mountain Street, Broadway, Sydney 2007, Australia  
Tel: 61-2-92815211 Fax: 61-2-92815208 E-mail: english@sce.edu.au



UNIVERSITY of CAMBRIDGE  
ESOL Examinations  
Authorised Centre

Sydney College of English reserves the right to change any information at any time without notice

## PERSONAL INFORMATION

Family Name:

Given Name:

Postal Address in home country:

Telephone / Fax:

Country Code Area Code Tel

Emergency Contact Number/s:

Country Code Area Code Tel

Address in Sydney (if known):

Tel in Sydney (if known):

Nationality:

Visa:  Visitor  Student  Working holiday  Other (TICK )

Passport Number:

Date of Birth:

Day / Month / Year

Sex:  Male  Female (TICK )

E-Mail:

Please Mark (x) your English level

Beginner  Intermediate  Advanced

## ACCOMMODATION

HOME STAY please arrange  Single room  Shared room  
(N.B. Shared room only available if travelling with a friend)

1. Do you smoke?  NO  YES

2. Is it OK if other people in the house smoke?  NO  YES

3. Is it OK if there are pets in the house?  NO  YES

If No, please provide details.

4. Are there foods that you can not eat?  NO  YES

If Yes, please provide details

5. Do you have any particular medical condition?  NO  YES

If Yes, please provide details.

6. Any Special Requests?  NO  YES

If Yes, please provide details.

Hostel please arrange Specify eg)Unilodge

Start date:  End date:

Day / Month / Year Day / Month / Year

Length of Stay:  Days  Weeks

Airport Meeting Service  One way  Return

## YOUR COURSE

Start Date :

Day / Month / Year

How many weeks?

Weeks

Which course(s) are you interested in? (TICK )

1	<b>General English (GE)</b>	<input type="radio"/> Full Time Super Intensive (Su) <input type="radio"/> Part Time AM Only <input type="radio"/> Full Time Intensive (IN) <input type="radio"/> Private lessons
2	<b>English for Academic Purposes (EAP)</b> <i>Subject to entry test</i>	<input type="radio"/> EAP 1 <input type="radio"/> EAP 2 <input type="radio"/> EAP3
3	<b>Examination Preparation</b> <i>Subject to entry test</i>	<input type="radio"/> Cambridge FCE <input type="radio"/> Cambridge CAE <input type="radio"/> Cambridge CPE <input type="radio"/> IELTS Preparation <input type="radio"/> TOEIC Preparation: GE (AM) + TOEIC (PM)
4	<b>English for Specific Purposes</b> <i>Subject to entry test</i>	<input type="radio"/> English for Health Professionals (EHP) : GE (AM) + EHP (PM) <input type="radio"/> Business English <input type="radio"/> English for Health Professionals (EHP) PM Only <input type="radio"/> Preparation for the Occupational English Test(OET)
5	<b>Junior Courses</b>	<input type="radio"/> Preparation for High School Study <input type="radio"/> Junior Program (Spring or Summer) <input type="radio"/> Study Tours on request
6	<b>Evening Course</b>	<input type="radio"/> General English <input type="radio"/> IELTS

Do you plan to attend a particular high school or tertiary institution?  
If so, which one?

## STUDENTS UNDER 18 YEARS

Do you require a guardian with SCE ? Yes  No

If No Please provide details of your guardian

Contact name :

Date of Birth:

Contact details:

## ENROLMENT DECLARATION and SIGNATURE

**I understand and accept SCE's enrolment, cancellation and refund policies stated overleaf.**

Signed by Student:

Signed by Parent/Guardian if the student is under 18 years of age

Date:

Day / Month / Year



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## FEES

(AU\$) Enrolment fee	_____
Tuition fee ( _____ weeks)	_____
Accommodation placement	_____
Homestay/hostel ( _____ weeks)	_____
Airport Meeting Service	_____
OSHC (Medical Health Cover)	_____
HSP homestay and guardianship	_____
HSP books and activities ( _____ weeks)	_____
Other	_____
<b>AU\$ TOTAL</b>	_____

## Where did you hear about SCE?

Where did you hear about Sydney College of English?

Did you use an agent?

Yes  No

If Yes, please fill out the details below.

Agent:

Name of the counsellor :

Address:

Email:

Phone:

Fax:

## ENROLMENT PROCEDURES, TERMS & CONDITIONS

### HOW TO ENROL

- Fill in this enrolment form and send it by fax or e-mail to Sydney College of English (hereinafter referred to as SCE).
- SCE will send you a letter of acceptance, enrollment agreement (student visa) and invoice upon acceptance of your enrollment by SCE.
- When SCE receives back the signed enrollment agreement (student visa), fees can be paid either via credit card, Mastercard or Visa only (SCE will send you the credit card payment authority), or via electronic transfer to the bank listed below. It is also possible to send an International Bank Cheque in Australian Dollars made payable to Sydney College of English.  
**Account name:** Sydney College of English  
**BSB No:** 082-356 **Account No:** 039372709  
**Swift Code:** NATAAU33025  
**Bank Name:** National Australia Bank **Branch name:** Marrickville  
**Bank Address:** 85-95 Marrickville Rd, Marrickville NSW 2204 Australia  
Please make sure that the student name and ID No. are included as the reference on the transfer, so SCE can trace the money received.
- When your payment is confirmed and if you are applying for a student visa SCE will then issue an Electronic Confirmation of Enrolment Letter (eCoE) for the purpose of applying for the student visa.
- Contact the nearest Australian Embassy or Consulate to find out the correct procedure for applying for your type of visa.
- Send your full flight details or travel arrangements to SCE. Homestay or Hostel details will be forwarded to you once payment and bookings have been confirmed within 4 weeks of the commencement date. Airport meeting service details will be confirmed on receipt of flight details. **Either service will not be provided without full payment or arrival details.**
- If your first choice of accommodation is not available, SCE will arrange an alternative accommodation until the first choice is available.
- If the course enrolled in is 24 weeks or less, SCE offers one study period. If the course is more than 24 weeks, the student enrolls in study periods in multiples of 12 weeks which is a minimum study period (maximum study period is 24 weeks). The student can take a 4 week scheduled study break after a 12 week study period subject to the student's study plan and the government regulations.

### CANCELLATION AND REFUND POLICY

- Notices of cancellation are not effective until written notification is received by Sydney College of English (hereinafter referred to as SCE). All refunds are in Australian dollars.
- If you must withdraw from a course because the Australian Government will not issue you with a visa, tuition fees will be refunded in full on presentation of the letter from the relevant Australian authority stating that the visa application has not been successful.
- If you withdraw from the course for any other reason and notify SCE in writing 28 days or more before the course begins, 90% of tuition fees will be refunded.
- If you withdraw from the course less than 28 days before the course begins, an amount no greater than 8 weeks tuition fees will be retained by SCE.
- If you withdraw after you have started your course, no tuition fees will be refunded.
- A cancellation fee equivalent to two weeks homestay fee will apply if less than 4 weeks notice is given for cancelling homestay either before the course starts or after the course has started.

- In all cases above, the enrolment fee, the accommodation placement fee and other service fees are not refundable.
- In such cases above, the refund will be made within 4 weeks of SCE's receipt of written notification as per the ESOS Act 2000. Bank charges are deducted from the refund.
- SCE adheres to the policy of refunding fees to the person who originally paid the fees. If you appoint your agent for this enrolment process and your agent pays the fees to SCE on your behalf, the refund will be made to your agent. However, SCE will consider onshore refund payments to the student if your agent agrees. In either case this is determined at the discretion of the Principal Executive Officer of SCE.
- Tuition fees are not transferable.
- Under the ESOS Act 2000 Amended, from 1st July 2012 if the course is more than 24 weeks 50% of the course tuition fees will be payable before the course start date and the remaining 50% will be payable 2 weeks before the start of the second study period. If the student wishes to pay the total course tuition fees in order to save international bank fees, SCE can receive the payment and will keep 50% of the course tuition fees in credit for the student until 2 weeks before the start of the second study period.
- If SCE cancels any course before its commencement, tuition fees will be refunded in full within 2 weeks of notification of cancellation as per the ESOS Act 2000.
- If SCE terminates any course after the course commencement date, SCE will arrange for the transfer of the student to another institution offering a similar course at no extra expense to the student or refund the student the unused portion of the tuition fees. If SCE can not arrange the transfer within 2 weeks of the course termination, the refund will be made within 2 weeks of notification of termination as per ESOS Act 2000.
- If SCE cancels a student's course enrolment and eCoE due to the student's default such as failure to start the course on the agreed course start date, failure to pay the tuition fee on the due date, failure to maintain 80% attendance, failure to make academic progress, failure to comply with visa conditions or misbehaviour, no tuition fees will be refunded.

### GRIEVANCE STATEMENT

- SCE has in place appropriate arrangements for independent grievance dispute resolution. However, these dispute resolution processes do not circumscribe your right to pursue other legal remedies and you have the right to be represented by a nominee of your own choice

### SCE PRIVACY STATEMENT

- For all student visa holders, information provided by the students to SCE may be made available to Commonwealth and State agencies and the director of the Tuition Protection Service (TPS), pursuant to the ESOS Act 2000 amended and the National Code. SCE is required under this act to report to the relevant government department certain changes to the student visa conditions relating to attendance or satisfactory academic performance.

### THE SAFETY OF UNDER 18 STUDENTS

- SCE meets all requirements required by the Australian government to ensure the safety of under 18 students in terms of screening staff, teachers and guardians for working with children. In addition, the complaints and appeals process includes procedures to deal with alleged abuse and/or bullying and these procedures are communicated to staff, students under 18, parent(s), suitable nominated relative(s) and/or homestay parent(s).