

English Centre SITEC

2013 Course Application Form

Sydney Institute TAFE English Centre (SITEC)
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Office Use Only /
Reference no:

How to Apply

Read both sides of this form and complete all sections in English. If any section is not completed correctly, your application may be delayed.

Please print your name exactly as in your passport.

If you are applying for English Preparation for High School, you must also include a copy of your acceptance letter for high school or your application for a TAFE NSW course.

Please complete this form in block capitals.

Personal Details

Family Name

Given Names

Male Female Date of Birth (day/month/year)

Country of Citizenship

Passport Number

Home Country Address

Phone (Country Code) + Area Number + Number Fax

Email

Australian Address (if known)

Phone

Do you have a medical condition or disability that requires additional support?
Yes No

If yes, please provide details

Visa Details

Do you have a current Australian visa? Yes No

Type of visa

Will you apply for a student visa? Yes No

Where will you lodge your student visa application?
City Country

Do you have a recent IELTS, TOEFL or other international English language test score? Yes No

Test date Score
(D/M/Y)

Emergency Contact (not your agent)

Name

Relationship

Address

Phone (Country Code) + Area Number + Number Fax

Email

Accommodation, Guardianship and Airport Pick-ups

TAFE NSW can arrange these services if you require them. SITEC will send your request to an approved homestay agency, who will then communicate directly with you or your education agent. SITEC does not add any charges to the homestay agency charges. A minimum of four weeks' written notice is required. Please indicate whether you wish us to arrange the following:

Guardianship Yes No Airport pick-up Yes No

Accommodation Yes No

Health Cover

Do you need Overseas Student Health Cover (OSHC)? Yes No

If yes, what type of cover? Single Couple Family

How did you hear about SITEC English courses?

Internet search (Google, Yahoo, Facebook, Other: please specify)

Friends or family

Education agent

Other: please specify

English Course Enrolment

Please indicate the English program you are applying for:

Adult English programs* English Preparation for High School program

Your English will be assessed when you arrive and you will be placed in a class at the most suitable level and then continue your study through the program in which you are enrolled. See brochure for program and course details.

How many weeks of English do you wish to study?

5 wks 10 wks 15 wks 20 wks 25 wks
30 wks 35 wks 40 wks 45 wks 50 wks
Other (for non-student visa holders only) wks

Start Date day/month/year Finish Date day/month/year
(See reverse side of this application form for start and finish dates)

TAFE Entry English Test (for students in Australia only)

*All courses for adults, including English Language Program, Adv-EFS and EAP.

Schedule of Fees in Australian Dollars (\$)

Please check if you may be entitled to any current specials. Please be aware that fees can be changed at any time without notice.

TAFE Entry English test	\$150
Application fee	\$150
TUITION FEES FOR STUDENT VISA HOLDERS:	
<i>Enrolment in 5-week sessions</i>	
English Package (when applying for English plus TAFE course)	\$300 per week
Adv-EFS / EAP / English Language Programs	
enrolments of 5-20 weeks	\$340 per week
enrolments of 25 weeks or more*	\$320 per week
English Preparation for High School (EPHS)	\$350 per week
TUITION FEES FOR NON-STUDENT VISA HOLDERS:	
<i>Any number of weeks for non-award courses</i>	
All programs (except EPHS)	\$300 per week
English Preparation for High School (EPHS)	\$350 per week
OTHER SERVICES FEES**:	
Homestay arrangement fee	\$250
Homestay (over 18 years of age)	\$240 - \$270 per week
Homestay including guardianship (under 18 years of age)	\$255 - 290 per week
Airport pick-up	\$140

* Reduced price does not apply where payment is made for a number of shorter periods

** Fee includes 10% GST

Terms and Conditions

Payment of Tuition Fees: Due to recent changes in the Australian legislation, we are not allowed to receive more than 50% of tuition fees in advance for any course enrolments longer than 24 weeks. Therefore if your course duration is 25 weeks or longer, you will need to pay in instalments. Your payment instalment amounts and due dates for payment will be listed in the invoice which we will send you with the Offer Letter after we receive your Application form. **TAFE NSW will not be responsible for any money paid directly to an agent.**

Other Costs: You should allow approximately AUD15,000 - AUD18,000 per year for living expenses and accommodation and AUD150 for stationery and excursions. There is no textbook fee.

Application Fee (non-refundable): Students must pay a non-refundable processing fee of AUD150.

Overseas Student Health Cover (OSHC): All international students are required to have Overseas Student Health Cover for themselves and all members of their family unit included in their visa application for the entire duration of the expected stay. This fee is not a TAFE NSW fee. It is your responsibility to read and check the conditions of this cover. SITEC can arrange OSHC for you. If you have arranged your own OSHC, please provide SITEC with your policy number.

Attendance: Regular attendance is a requirement for all students. You must attend a minimum of 80 per cent of classes in each session to progress to the next level. For student visa holders, the Australian Department of Immigration and Citizenship (DIAC) must be notified if a student cannot achieve 80 per cent attendance by the end of any individual course. DIAC must also be notified if academic progress is unsatisfactory.

Class Participation: You will be required to take part in all classroom activities in order to successfully progress to the next level.

Leave: All leave must be approved and requests must be made on a Leave Application form. If you are sick, you must bring a doctor's certificate from a registered medical practitioner as soon as you return. Holiday leave can be approved only after 15 weeks of study. Please do not make any travel arrangements before your leave is approved. Time lost on leave cannot be refunded. **Fees for time lost on leave cannot be refunded or transferred.**

Address Details: Students must provide their Australian address and then notify us of any change of address and contact details within seven days.

Disclaimer: TAFE NSW reserves the right to review prices and class times without notice. Students who defer enrolment will be charged the fees applying to their course at the time they begin study. TAFE NSW reserves the right to cancel an advertised course if enrolments are insufficient.

Transfer of Fees: If you complete your English program at TAFE NSW earlier than expected and there is a further general English course available at this centre, any remaining fees will be applied to that course; or if you commence immediately a NSW government high school or TAFE NSW vocational course, the remainder of your paid fees will be transferred to that course. If you are accepted into a TAFE NSW course or NSW government high school before

you complete your English course, we will transfer to that course the remainder of your paid fees as at the end of the English course session/term in which you are enrolled at the time of transfer. No fees will be transferred to other institutions or persons.

Refund Procedures: All applications for refunds and transfers must be made online at <http://www.sydneystafe.edu.au/sitec765/rtfform.php> and must contain the Confirmation of Enrolment (CoE), receipt for course fees and certified copies of any supporting documentation. If you provide TAFE NSW with false or misleading information or documents, or breach your visa conditions, no refund will be made.

There is no refund for public holidays or leave taken. Application fee, Homestay and guardianship arrangement fees and airport pick-up fees are not refundable.

A processing fee of AUD100 applies to all refunds and transfers. Course fees (except for the English Preparation for High School program) are calculated for 5 week sessions. No partial refund will be made for any session. If you commence after the beginning of the session, full fees still apply. No extensions of end date will be granted.

Refunds of course fees will be calculated as applicable on the date the written application is received, on the following basis only:

- Student visa refused: 100% of tuition fees (no processing fee applies)
 - Course cancelled by TAFE: 100% of tuition fees
 - Student completed all courses available at SITEC as appropriate for their level: 100% of tuition fees
 - If student notifies withdrawal in writing:
 - more than 4 weeks (28 days) before commencement date of course of study, 90% of tuition fees
 - within 4 weeks before commencement date of course of study, 80% tuition fees
 - on or after commencement date of course of study: No refund
- In compassionate and compelling circumstances, refunds will be considered.

It takes two to four weeks for a refund application to be processed.

Refund Arrangements: No refund will be paid to a third party unless you indicate below the name and address of the person to whom any refunds should be paid. Otherwise any refund will be sent to the student's home address as indicated on the front of this form.

Details of the person to whom you want us to send your refund.

Name

Address

Declaration

This section must be completed by the applying student. If the student is under 18, it must also be completed by one parent.

I declare that (please tick):

I have read, understood and accept the above terms and conditions
The information on this form and the supporting documentation are complete and correct.

I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to this application may result in the cancellation of enrolment and loss of money paid.

If student is under 18: I accept that the welfare and supervision of my child outside school hours is the responsibility of myself and the guardian I nominate.

I agree that information about my attendance and progress can be given to:

/ My parents/guardian Yes No

/ The education agent whose name appears on this form Yes No

If submitting electronically: print your name in the signature box; selecting the "yes" button below is equivalent to signing this application.
If you are under 18, the form must be printed and signed by a parent.

I have read and understood the information, terms and conditions on this form and I accept them Yes No

Student's signature Date
Sign or print name day/month/year

Parent's signature Date
Print and sign for under 18 day/month/year

This agreement does not remove any right to take action under Australia's consumer protection laws. The registered provider's dispute resolution procedures do not circumscribe the student's right to pursue other legal remedies.

Note: The information provided on this application form is being obtained for the purpose of educational administration and marketing. It will be used by the NSW Department of Education and Training for purposes related to course provision and marketing within this English Language Centre. Information may also be made available to Commonwealth and State agencies in accordance with obligations under the Educational Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. The ESOS Act 2000 requires advice to be provided to relevant agencies about details of and certain changes to a student's enrolment, and any breach of visa conditions relating to unsatisfactory attendance or academic performance. All information will be stored securely. You may correct any personal information at any time by contacting TAFE NSW - Sydney Institute English Language Centre (SITEC).

Course Dates

2013

Session	Start Date	Finish Date
1	2 January	1 February
2	4 February	8 March
3	11 March	12 April
4	15 April	17 May
5	20 May	21 June
6	24 June	26 July
7	29 July	30 August
8	2 September	4 October
9	8 October	8 November
10	11 November	13 December

2014

Session	Start Date	Finish Date
1	6 January	7 February
2	10 February	14 March
3	17 March	18 April
4	21 April	23 May
5	26 May	27 June
6	30 June	1 August
7	4 August	5 September
8	8 September	10 October
9	13 October	14 November
10	17 November	19 December

Education Agent (if applicable, please type agent contact details here)

If you don't have an agent, please type "none"

