



43 ANGAS STREET, ADELAIDE, SOUTH AUSTRALIA 5000

Ph: 61 8 8217 3251

E-mail: registrar@saalc.sa.edu.au

Fax: 61 8 8232 7432

Website: www.saalc.sa.edu.au

PROVIDER: S.A. Adelaide Language Centre Limited (01307F)

APPLICATION FOR ENROLMENT

Personal Information

Family Name Given Names Preferred Name

Address in Home Country

Country Telephone (.....) Fax (.....)

Age Date of Birth / / Male / Female

day month year

Country of Birth Country of Citizenship

Passport Number Type of Visa

Address in Australia (if known)

Telephone (.....) Fax (.....) Mobile

English Course Required

- General English - Full Time
- General English - Part Time
- Preparation for Secondary School
- English for Academic Purposes
- Preparation for IELTS

Length of Course Required: weeks

Commencement Date:

Finishing Date:

Further Study in Australia

Have you organised a course for further study after your English course? Yes No

If "Yes" where and at what level?

Other Services Required

Airport Transfer
Arrival date and flight number must be notified two weeks prior to arrival.

Homestay Accommodation

Guardian (if under 18 years of age)
Guardianship will apply from one week before course commencement until one week after course completion unless otherwise negotiated.

Agent Details

Company Name:

Address / Stamp:

Representative:

Terms and Conditions of Enrolment

1. SA Adelaide Language Centre (SAALC) reserves the right to vary at any time and without notice the course starting dates, fees, timetable, conditions and class locations.
2. **PAYMENT OF FEES**
Enrolment, Course and Overseas Student Health Cover fees must be paid before a Government Confirmation of Enrolment form is issued. If you require the Language Centre to arrange accommodation, a minimum of two weeks' payment and a Security Deposit must also be made on enrolment.
Fees can be paid by cash, cheque, Visa or Mastercard in Australian dollars to SA Adelaide Language Centre or direct to our bank account — Commonwealth Bank, Gouger Street, Adelaide, SA 5000, Australia — Account 06500510024572, SWIFT Code CTBAAU2S. Please make payment in the name of the student.
Students' funds are protected through SAALC's membership of the English Australia (EA) Tuition Assurance Scheme.
3. **STUDENT CONDITIONS**
 - (a) Australian visa regulations state that students must maintain a satisfactory attendance of at least 80% in ELICOS courses to continue studying in Australia. Students who fail to do so will be reported to the Australian Government.
 - (b) Full-time students are required to attend classes from 9.00 am to 3.30 pm, Monday to Friday. There are no holidays during the course other than for weekends, Public Holidays and when SAALC is closed over the Christmas / New Year period.
 - (c) The student will be tested on commencement and placed in a class at the appropriate English language level.
 - (d) The student undertakes to abide by the rules and regulations of SAALC and to work regularly and systematically through the course in accordance with instructions and to complete all classwork, assignments, activities and assessments in order to maintain satisfactory academic progress.
 - (e) Students are required to notify their provider immediately of any changes in their Australian residential address details.
 - (f) Accompanying student-aged dependents are required to pay full fees at a private or Government school in Australia.
4. **REFUND POLICY**
 - (a) In the unlikely event of cancellation of the course for which the student is enrolled, refunds are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.
 - (b) Students will receive a full refund of the tuition and service fees if certified evidence from Australian Immigration Authorities is provided that the student's visa application has been rejected.
 - (c) Students will receive a refund of the tuition fee paid less a cancellation fee if, before the commencement of the course, a student provides written notification of cancellation for any reason other than the rejection of visa application. The cancellation fee charged will be 20% of tuition fees, to a maximum amount equivalent to 12 weeks' tuition fees.
 - (d) Students will receive a refund of the tuition fee paid less fees appropriate to the weeks attended or part thereof less 40% of the tuition fee paid if, after the student has commenced the course, the student applies in writing to withdraw from the course.
 - (e) Applications for refunds should be made in writing to the Director of Studies and include details of the bank account to which the refund should be paid. Unless otherwise stated, service fees are non-refundable. Refunds are made by Electronic Funds Transfer in Australian dollars with any bank charges being deducted from refunds. Refunds are only paid on fees received by SAALC. Fees paid to registered agents of SAALC will not be refunded by SAALC. If the student enrolled through an education agent, the fees will be refunded to that agent. Course fees are not transferable to another person or institution. The refund will be paid within four weeks after notification by the student in writing of withdrawal from the course provided that the necessary bank details have been advised. No refund is due if a student is required to leave SAALC due to a break of visa conditions, unsatisfactory attendance, or breach of the rules of SAALC.
 - (f) This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection laws. SAALC's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
5. Personal information may be made available to Commonwealth and State agencies, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition. SAALC may also share information about a student's course and progress with the student's guardians, recruiting agent and future providers.
6. Students' enrolment at SAALC may be terminated for non-compliance with the DIAC Student Visa conditions with particular reference to the satisfaction of attendance and academic requirements.
7. Students holding a Student visa subject to condition 8101 who wish to apply for permission to work must complete and submit the appropriate form (DIAC Form 157P). Students granted a student visa with work rights are limited to 20 hours work per week while their course is in session; they may work full-time during formal holiday periods. Student visa holders found to be working in excess of their limited work rights are subject to mandatory visa cancellation.
8. Students who wish to change courses or commence a new course must have approval from DIAC prior to making these changes. Students cannot change providers during a course without a written letter of release from the current provider.

Contract of Enrolment

I, (insert name), herewith enrol at SA Adelaide Language Centre and agree that, if this application is accepted, I will be bound by the "Terms and Conditions of Enrolment" included as part of this Application Form which I have read and understood. I will send to SA Adelaide Language Centre the total fees payable as set out in the published current fee schedule and such other fees or charges as may become payable during the period of enrolment.

Signature of Student / Guardian

Date