



REPRESENTATIVE STAMP

HOMESTAY & EDUCATION AUSTRALIA
Suite 103, Level 1, 379-383 Pitt Street, Sydney NSW
2000 Australia
Telephone 02 9268 0933
Facsimile 02 9268 0399

2008 ENROLMENT FORM

STUDENT DETAILS

First Names: _____ Preferred Name: _____
Family Name: _____ Other Names: _____
Date of Birth: DD / MM / YYYY Age: _____ Sex: ☐ Male ☐ Female
Country of Birth: _____ Nationality: _____ Language Spoken: _____
Visa Type: ☐ Student ☐ Visitor (Tourist) ☐ Working Holiday ☐ Other _____
Address (Home country): _____

Telephone: _____
Fax: _____ Email address: _____
Passport Number: _____ Mobile: _____
Address in Australia (if known): _____

Note: Personal information may be shared with the Australian Government, designated authorities, the Tuition Assurance Scheme, and the ESOS Assurance Fund Management. (See Terms and Conditions at Page 4)

ACCOMMODATION

Do you require accommodation: ☐ Yes ☐ No (\$180 placement, non-refundable)
Preferred dates: Homestay In DD / MM / 20YY Homestay Out: DD / MM / 20YY
How many weeks do you require for homestay? _____ Weeks _____ Days
Please put a tick (✓) in the box below.
Do you smoke? Yes ☐ No ☐ Are dogs and cats okay? Yes ☐ No ☐
Do you have any allergies or illnesses? ☐ If yes, please give details _____
Are there any foods you cannot eat? ☐ If yes, please give details _____
Do you have any other requests? _____

Homestay A\$200 per week

Description:

- Placement fee A\$ 180 (once only)
- Bookings will not be made until payment/flight details are received
- A minimum 2 weeks' notice is required prior to placement
- A minimum 2 weeks' notice is required for changes to homestay requests

Under federal legislation, students must notify the college of any changes to local addresses immediately.

AIRPORT PICK-UP

Do you wish to be met at the airport?: ☐ Yes ☐ No (one way \$80 from Brisbane Airport)
One way ☐ Return ☐
Arrival Date: DD / MM / 20YY Time: _____ AM/PM Flight No. _____

- If these are not available, please provide details as soon as possible
- If your flight details change, please give us as much notice as possible
- If less than 24 hours' notice is given, additional charges may be payable
- Airport transfer A\$ 80 one way A\$ 160 return

COURSE DETAILS

	Course Name	Code	Start Date	End Date	Weeks
<input type="checkbox"/>	Intensive English (General)	005722C	___/___/20___	___/___/20___	___
<input type="checkbox"/>	IELTS Examination Preparation Course	021761G	___/___/20___	___/___/20___	___
<input type="checkbox"/>	English for Academic Purposes	007611E	___/___/20___	___/___/20___	___
<input type="checkbox"/>	English for Business Purposes	007610F	___/___/20___	___/___/20___	___
<input type="checkbox"/>	English for Tour Guiding	028789E	___/___/20___	___/___/20___	___
<input type="checkbox"/>	Cambridge CAE Preparation	015319J	___/___/20___	___/___/20___	___
<input type="checkbox"/>	Cambridge FCE Preparation	013042E	___/___/20___	___/___/20___	___

Self-Score: ☐ Beginner ☐ Elementary ☐ Pre-Intermediate ☐ Intermediate ☐ Upper Intermediate ☐ Advanced

Start Dates *To enter these courses, students must successfully complete a Pre-Entry English Language test.

Intensive English	Students can start on any Monday
IELTS Exam Preparation*	Students can start on any Monday
English for Academic Purposes*	10 March, 6 October 2008 (10 weeks) Note: Develop study skills for further study including research tasks, assignment preparation and oral presentation. IELTS components included.
English for Business Purposes*	4 Feb, 19 May, 1 September 2008 (10 weeks) Note: Learn the language used in Business. A practical course that includes a team business project.
English for Tour Guiding*	14 April, 28 July, 10 November 2008 (5 weeks) Note: A practical course with a focus on speaking and listening skills, plus experience in tour guide delivery.
Cambridge Exam Preparation First Certificate in English (FCE) /Certificate in Advanced English (CAE)*	December 31 2007 (10 weeks), March 17, September 15 2008 (12 weeks) Exam dates: FCE 8 March, 10 June, 9 December 2008 CAE 8 March, 11 June, 10 December 2008 Note: <ul style="list-style-type: none"> • Course cost includes the book fee • Exam fees includes postage and handling costs • 12 students maximum per class
Young Learners Program	31 December 2008 (4 weeks), 7 July 2008 (6 weeks) Note: A holiday program for younger students.

COURSE FEE

- Enrolment Fee All courses \$200
- General English/IELTS course \$310 per week for courses between 01 and 10 weeks
- Full-time (25hours/week) \$305 per week for courses between 11 and 20 weeks
- \$300 per week for courses between 21 and 30 weeks
- \$295 per week for courses 31 weeks and over
- Part-time (15hours/week) \$270 per week (General English course only)
- English for Academic Purposes \$3,100 for 10 weeks
- English for Business Purposes \$3,100 for 10 weeks
- English for Tour Guiding \$1,550 for 5 weeks
- Young Learners Program \$310 per week
- Au Pair \$250 (once only)
- Cambridge Preparation (Including the book fee)
 - ✧ FCE/CAE \$3,550 for 10 weeks \$4,260 for 12 weeks
 - ✧ Exam Fees \$360 (Including postage and handling costs-external costs to Cambridge)

A full week's tuition is payable in weeks comprising public holidays. No refunds will be offered due to shortened weeks.

TOTAL FEES – Please complete	
Enrolment Fee	\$ 200
Tuition Fee (1) (.....weeks x \$.....per week)	\$
Tuition Fee (2) (.....weeks x \$.....per week)	\$
OSHC (months.....)	\$
Airport Transfer	\$
Accommodation Placement Fee	\$
Accommodation (.....weeks of homestay)	\$
Other:	\$
TOTAL	\$

Please note GEOS QCE Brisbane has the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice. GEOS QCE Brisbane has a staggered starts timetable.

PAYMENT DETAILS * Please fax the remittance advice receipt and ask your bank to notify GEOS QCE Brisbane of the payment

Bank Draft/ Cash/ International Money Order/ Bankcard/ MasterCard/ VISA

Please make bank cheques/drafts payable to:
 GEOS Queensland College of English Brisbane
 P.O. Box 13222, George Street Post Shop
 Brisbane, Queensland 4003, Australia

Bank Transfer, including the bank charges to:

Bank Name: National Australia Bank
 Bank Address: 223 Queen Street, Brisbane
 Queensland 4003, Australia
 Swift Code: NATAAU3302S

Bank Account Details:**FOR STUDENT VISAS**

Account Name: QCE Student Trust
 Account Number: 084-009 65 397-6422

FOR OTHER VISAS

Account Name: QCE Business Management
 Account Number: 084-009 65 397-6406

I have read and understand the cancellation and refund policy, and signed the declaration on the last page of this enrolment form. I hereby agree to abide by the terms and conditions of enrolment.

Signature

Date

Parent or Legal Guardian (If the student is under 18 years old)

Signature

Date

INSURANCE DETAILS

If you are traveling on a **Student Visa** the Australian Government requires you to have Overseas Student Health Cover. You are required to have this for at least 1 month longer than your course with GEOS QCE Brisbane

☐ 1 mth \$31 ☐ 2 mths \$62 ☐ 3 mths \$93 ☐ 4 mths \$124 ☐ 5 mths \$155 ☐ 6 mths \$185
☐ 7 mths \$216 ☐ 8 mths \$247 ☐ 9 mths \$278 ☐ 10 mths \$309 ☐ 11 mths \$340 ☐ 12 mths \$370

We strongly advise all students to take out personal accident and travel insurance in their own countries.
 Please note that OSHC must cover the entire Student VISA length (course and holidays)

PUBLIC HOLIDAYS2007 Public Holidays in Brisbane are

15 Aug Brisbane Show Day 25 Dec Christmas Day 26 Dec Boxing Day

2008 Public Holidays in Brisbane are

1 Jan New Year's Day 28 Jan Australia Day 21 Mar Good Friday 24 Mar Easter Monday
 25 Apr ANZAC Day 5 May Labour Day 9 Jun Queen's Birthday 13 Aug Brisbane Show Day
 25 Dec Christmas Day 26 Dec Boxing Day

HOW DID YOU HEAR ABOUT GEOS

☐ Friends/Relatives ☐ Advertisement/Publications ☐ Agent _____
☐ Exhibition/Seminars ☐ Internet ☐ Other _____

FURTHER INFORMATION LINKS

Please see the following links for further information

GEOS QCE Brisbane

GEOS QCE Brisbane Pre-departure Booklet

ESOS Act

Department of Education, Science and Training

English Australia

National ELT Accreditation Scheme (NEAS)

Overseas Student Health Cover

www.qce.qld.edu.au

www.qce.qld.edu.au

www.aei.dest.gov.au/AEI/ESOS/default.htm

www.dest.gov.au

www.englishaustralia.com.au

www.neasaustralia.com

www.oshcworldcare.com.au

AGENT INFORMATION

Have you used an agent to assist with your enrolment? ☐ Yes ☐ No

Agency Name: _____

Agency Address: Address (home country): _____

Telephone: _____

Counsellor: _____ Email Address: _____

Queensland College of English Brisbane
 Telephone: (61 7) 3236 2222 * Fax: (61 7) 3236 2000
 Addresses: 115 Queen Street Brisbane and 231 George Street Brisbane
english@qce.qld.edu.au * www.qce.qld.edu.au
 CRICOS 00085A

REFUND POLICY (PLEASE READ CAREFULLY)**ENROLMENT AND ACCOMMODATION PLACEMENT FEES**

The Enrolment/Registration Fees, Accommodation Placement and Au Pair Placement Fees are non-refundable.

HOMESTAY FEES

If written cancellation is received 14 days prior to your arrival at the homestay a full refund of unused fees is available.

If your Visa application is rejected, your Homestay payment will be refunded in full. (Note: The Enrolment/Registration Fees, Accommodation Placement and Au Pair Placement Fees are non-refundable). If you cancel your accommodation request once you are in Australia, a minimum of two weeks rent is to be paid. You must give at least two weeks notice if you wish to change your accommodation.

AIRPORT PICKUP FEES

If written cancellation is received 7 days prior to airport pickup a full refund of unused fees is available. If your Visa application is rejected, your Airport greeting payment will be refunded in full. (Note: The Enrolment/Registration Fees, Accommodation Placement Fees are non-refundable)

If your airline flight details change, please give us as much notice as possible. If you give us less than 24 hours notice, you may have to pay another airport greeting fee.

TUITION FEES

If the required visa is not granted – a full refund of tuition fees will be made, provided that sufficient evidence of visa refusal is given to the college by the refusing Australian Authority. (Note: The Enrolment/Registration Fees, Accommodation Placement Fees are non-refundable). If the college receives written notice of cancellation of enrolment 28 days prior to the course commencement, a full refund of tuition fees will be paid. If the college receives written notice of cancellation less than 28 days prior to the course commencement, a refund of tuition fees, less a cancellation fee equal to two weeks tuition will be paid. If the college receives written notice of cancellation on or within four weeks of the course commencement, then the student is entitled to a refund of 30% of the tuition fees, less administration charges for that semester (20 weeks) and a full refund of tuition fees paid in respect of future semesters.

In the unlikely event that GEOS QCE Brisbane 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 a suitable alternative course by GEOS QCE Brisbane 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 GEOS QCE Brisbane is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) English Australia will place you in a suitable alternative course at no extra cost to you.

Finally, if English Australia 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.

Any refunds will be paid within 4 weeks of receipt of written application. All refunds will be made in the currency in which they were originally paid (except where this is impracticable) and directly to the person who entered into the contract, unless written authorisation is received from that person, requesting payment of a refund to another party.

In the case of a refund being made to a student, in accordance with the conditions above, any portion of tuition fees collected by an education agent will be refunded by the agent, as per the terms and conditions of GEOS QCE Brisbane's Agency Agreement. Any such refund is calculated as a proportion of the tuition fees, based on the commission originally received by the education agent and the amount being returned to the student, in accordance with the above conditions.

Applications for refunds may be sent in writing to: The Registrar, GEOS Brisbane, PO Box 13222, George St Post Shop, Brisbane QLD 4003, Australia, or via email to enrol@qce.qld.edu.au within two weeks of either party cancelling the student's course.

GENERAL

A full week's tuition is payable in weeks comprising public holidays. Any specials applied to the original enrolment will take place at the end of the course. If, due to exceptional circumstances, such as serious illness or bereavement, a monetary credit for study weeks is granted, it will include only paid weeks remaining and will be valid for a period of 12 months from the date of issue.

INFORMATION DISCLAIMER

GEOS QCE Brisbane's dispute resolution processes do not circumscribe your right to pursue other legal remedies. You are also given the right to be represented by a nominee if you so choose. This agreement, and the availability of complaints and appeals processes, does not remove the right to take further action under Australian Consumer Protection laws.

Australian Law requires student visa holders to inform GEOS QCE Brisbane of any change of address within 7 days and other changes thereafter.

Student details may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000 and the National Code. The provider is required under S19 of the ESOS Act 2000 to tell the department of:

- (i) certain changes to the student's enrolment
- (ii) any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

TERMS AND CONDITIONS (please read carefully)

I have read and understand the terms of GEOS QCE Brisbane's Refund Policy.

I understand that some courses require a prerequisite level of English language proficiency for entry.

I understand that I will be tested on or before the commencement of my course, and placed in an appropriate English language level.

I understand that I must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.

I understand that I must attend at least 80% of my General English course, and that if I fail to do so, I will be reported to the Australian Government.

I understand that I must attend at least 90% of my English for Further Studies, Business English or Cambridge courses, and that if I fail to do so, I will be moved to a General English class.

I understand that I must inform GEOS QCE Brisbane immediately if I change my address in Australia.

I understand that I cannot change my school during the course without a written letter of release from GEOS QCE Brisbane.

I have read the regulations of the college and agree to abide by them.

I am aware that school age dependents accompanying me will be required to pay full at a private or government school in Australia.

I understand that my personal information may be shared with the Australian Government, designated authorities, the Tuition Assurance Scheme, and the ESOS Assurance Fund Manager. This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach by the student of a student visa condition.

I agree that GEOS QCE Brisbane can share information about my course and my progress with my parents and recruiting agent.

I acknowledge that GEOS QCE Brisbane has the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.

APPLICANT'S STATEMENT

I have read and understand the above POLICIES, TERMS AND CONDITIONS. I agree to abide by the POLICIES, TERMS AND CONDITIONS for the enrolment

Signature

Date

DECLARATION by parents of students under 18 years

I agree to abide by the above POLICIES, TERMS AND CONDITIONS on behalf of my child.

Signature

Date