



English Unlimited

FAMILY NAME: _____ GIVEN NAMES: _____ Gender: Male Female
DATE OF BIRTH: ___/___/___ COUNTRY OF BIRTH: _____ NATIONALITY: _____ PASSPORT No: _____
ADDRESS in home country: _____ Telephone: _____
ADDRESS in Australia: _____ Telephone: _____
Email Address: _____ Mobile: _____
Occupation: _____ Type of visa: Student Travel Working Holiday Other _____
Are you applying for a student visa? No Yes → Please attach a copy of all current and future electronic Confirmation of Enrolments (eCoE)

Highest level of education completed

University College Secondary school

Your present level of English

Beginner Elementary

1. Application Fee:	\$150
2. Tuition Fee:	\$320 / week
3. Material Fee	\$80
4. # (minimum 3 months):	\$41.50/month
5. Accommodation Booking Fee	\$175
6. Homestay (age 18 years+)	Single (4 Weeks) \$960 *Shared (4 Weeks) \$880 * Only available for people applying together
7. Airport Pickup Fee	\$150/person

We reserve the right to change the Fees at any time without notice. However, if you have already paid the Total Course Fee, the new Fees will only apply to extensions to the course or any new course you enrol in.

If you require accommodation and/or airport pick-up you must:
Pay the appropriate fees and advise EU of your arrival details (flight number, date and time of arrival) at least 2 weeks before you arrive in Australia. Otherwise, no refund or recourse will be available. EU will then send you full details of your accommodation and confirmation of airport pick-up.

EU is able to assist with your placement at a secondary school, vocational college, TAFE or university. Please send us a certified copy, translated into English, of your most recent academic record with a short note telling us what you would like to study. We can advise on entry requirements and will help you select a suitable course and institution. We will then help you with your application to your chosen course. Once you have been accepted into the institution of your choice, we will send you your letter of Provisional Acceptance. Alternatively, you can select your course after you arrive in Brisbane. You should bring with you certified copies of your academic records, translated into English.

Candidates must meet the following minimum English proficiency prerequisites to be able to apply for **General English**: There are no minimum English proficiency levels.
English for Academic Purposes course: Intermediate level of English proficiency.
CAE Preparation Course: Upper Intermediate level of English proficiency.
FCE Preparation Course, IELTS Preparation Course, Business English Course and TOEFL Preparation courses: Intermediate level of English proficiency.
Junior English Program: Beginner level of English proficiency.

The General Conditions of the Englishunlimited Qld Pty Ltd are available on our website at www.englishunlimited.com.au and are amended from time to time and at any time without notice.

DISCIPLINE AND BEHAVIOUR

You must follow the College Code of Conduct, you may be suspended or expelled from the College immediately if you are found guilty of breaching the Code. You will be expelled from the College immediately if you are found guilty of breaching the Code in a violent or sexually harassing manner you will be suspended or expelled from the College. The relevant authorities or councils could charge you for breaking this law.

COURSE PROGRESS

All students must maintain satisfactory course progress. Student Visa holders who do not make satisfactory course progress will be reported to the Department of Education, Employment and Workplace Relations (DEEWR)/ the Department of Immigration and Citizenship (DIAC).

COURSE HOURS

Each course consists of 20 hours of compulsory lessons and 4 hours of optional lessons. Compulsory lessons are held Monday to Thursday between 8:30am and 2:30pm, with a short break from 10:30 to 10:45am and lunch break from 12:45pm to 1:30pm. Optional lessons are held on Friday from 8:45am to 1:15pm. Depending on demand EU may extend or open additional Optional lessons. Please note that the college closes on public holidays there is no refund of course fees in respect of those days.

COURSE ATTENDANCE

Student visa holders are required to attend a minimum of 20 scheduled course contact hours per week. All students must maintain satisfactory attendance. Satisfactory course attendance is attendance of 80% of scheduled course contact hours. Student Visa holders who do not maintain satisfactory course attendance will be reported to the Department of Education, Employment and Workplace Relations (DEEWR)/ the Department of Immigration and Citizenship (DIAC).

STUDENT VISA HOLDERS UNDER THE AGE OF 18 YEARS

The College does not accept student visa holders who are under the age of 18 years.

CHANGE OF ADDRESS

You must tell the College if you change accommodation during your course so that any mail from the College can be sent to your correct address. You must also tell DIAC of any change of address.

CANCELLATION AND REFUND POLICY (v1.6)

- The Application Fee, Enrolment Acceptance Fee and Other Fees are non-refundable.
- Other than in cases of provider default or student visa application refusal, refunds will only be made in the following circumstances:
 - Where you cancel BEFORE the Course Start Date
If written notice is received not less than 14 days prior to the Course Start Date the College will refund within 28 days, the Course Fees less the Cancellation Fee. No refund of fees will be given where notice is received less than 14 days prior to the Course Start Date including where the Course Start Date has passed.
 - Where you withdraw from course AFTER the Course Start Date
No refund of fees will be given once the Course Start Date has passed. Once you start a Course, you may withdraw at any time, however if you withdraw from a course after week 7 of the relevant term, you must pay the Withdrawal Fee.
- In cases of provider default, that is, where the College cancels or stops providing your Course for any reason, the College will, in accordance with the Act, refund within 14 days the unspent Pre-paid Fees, unless:
 - you withdraw from a Course before it is cancelled; or
 - you accept an offer in an alternative course arranged by the College.
- In cases where your student visa application is rejected the College will, in accordance with the Act, refund within 28 days the unspent Pre-paid Fees less 5% of the unspent Pre-paid Fees (up to a maximum amount of \$500).
- Where you have deferred commencement in a Course and you then cancel the Course, the original Course Start Date before your request for deferment, will be used as the Course Start Date to determine whether a refund is to be made.
- No refund will be made where the College cancels, suspends or terminates your enrolment as a result of Your Fault.
- If you are over 18 years old, the refund will be paid directly to you or in accordance with your written directions.
- If you are under 18 years old, the refund may be paid to you but only with the authority or consent of your parent or legal guardian.

- The College may:
 - request further information or evidence to confirm that you are the person entitled to receive the refund or give a direction to pay the refund;
 - pay the refund by bank draft or company cheque (in case of refund within Australia) or by international bank draft; or
 - pay the refund to a bank account by direct credit (in case of refund within Australia) or by telegraphic transfer (in case of refunds outside of Australia) but only if you provide evidence that the bank account exists.

10. The refund will be made in the equivalent United States of America currency calculated using the exchange rate fluctuations, delays or loss of refund in transit (mail, courier, telegraphic transfer or otherwise) as a result of incorrect information provided by you.

11. You agree that the College may change this policy at any time and the policy to be used to determine whether you receive a refund will be the policy applicable at the time you give notice of cancellation or withdrawal enrolment in a Course. For the latest policy please check www.apc.edu.au.

IMPORTANT:

This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

How to withdraw from a course and get a refund

- Complete a Student Course Variation (SCV) form. The SCV form is available from the Student Service Office. If you are under the age of 18 years your legal guardian will need to complete and sign the form.
- Attach all relevant documents to the SCV form. You should attach documents supporting the reason for your withdrawal and confirming your identity as well as a Refund Request Form.
- Hand in the completed forms to Student Services or email to: refunds@englishunlimited.qld.edu.au. Please make sure that your student number and current contact details (email address, mobile phone number) are on the form. Please sign and date the SCV form before handing it in. Your form will NOT be processed if it is not signed and dated.

The College will process your completed SCV form and assess whether you are entitled to a refund based on our policy. The College may ask for further information or documentary evidence. Please note that incomplete SCV forms may delay the processing of the SCV form and payment of refunds.

Definitions

In this Refund Policy and as the context requires:

- Application Fee "your application to study at the College."
- Cancellation Fee "the fee payable by you in respect of all other Courses, the Enrolment Acceptance Fee."
- Course "the course or, where you have enrolled in multiple courses, each course asset out in the Letter of Offer."
- Course Fees "the fee payable by you in respect of all other Courses, the Enrolment Acceptance Fee, Start Date and the Enrolment Acceptance Fee."
- Course Start Date "the date on which you commence your Course, as set out in the Letter of Offer."
- Enrolment Acceptance Fee "EAF" "the fee payable by you in respect of all other Courses, the Enrolment Acceptance Fee, Start Date and the Enrolment Acceptance Fee. When you start your Course, the EAF will be applied towards the Tuition Fees otherwise it will be applied towards the Cancellation Fee."
- Letter of Offer "the document issued by the College to you in respect of the Course."
- Pre-paid Fees "has the same meaning as defined in the ESOS Act and Regulations."
- Other Fees "the fee payable by you in respect of all other Courses, the Enrolment Acceptance Fee and Pre-paid Fees."
- Enrolment Acceptance Fee and Pre-paid Fees.
- Student Course Variation form "SCV form" means a written notice in a form prescribed by the College.
- Tuition Fee "the fee payable by you in respect of all other Courses, the Enrolment Acceptance Fee, Start Date and the Enrolment Acceptance Fee."
- you "your" "years of age."
- Your Fault "the fee of \$500."
 - you do not start the Course on the Course Start Date;
 - you withdraw from a Course either before or after the Course Start Date
 - you failed to pay fees;
 - you breached a condition of your student visa, including where applicable, failure to maintain satisfactory course progress and/or satisfactory attendance or failure to maintain approved welfare and accommodation arrangements; and
 - any behaviour that results in the cancellation of your enrolment.

INDEMNITY AND RELEASE

The student agrees not to hold the College (including its employees and/or agent) responsible or liable for any loss, damage, death or injury which the student may suffer or which may be caused by the student as a result of the student's participation in the College's activities. The student hereby indemnifies the College in full against all claims, demands and proceedings as a result of any loss, damages, death or injury which may be suffered by or caused by the student.

PRIVACY

The College collects this information during your course:
Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 422
Immigration laws generally.
The authority to collect this information is in the ESOS Act 2000, the ESOS Regulations 2001 and the Code. Information collected about you on this form and during your enrolment may be provided, in certain circumstances, to:
Assurance Fund Manager
Information collected during your enrolment may be provided without your consent where required by law. Personal information you supply and information on your course progress and attendance may be provided to and used by:
College agents; the College contractors
Where it is needed to conduct the business of the College. Such uses include matters related to:
College agents and contractors, prospective and current students

For more information on privacy, please refer to the EU Privacy Policy available at www.englishunlimited.com.au

COLLEGE POLICIES

As a condition of enrolment, you agree to follow all College policies, which are subject to change from time to time. Current policies are available at www.englishunlimited.qld.edu.au and include:

"Student Complaints and Appeals Policy and Procedure"

- Instructions for the payment of fees will be provided to successful applicants in the Letter of Offer.