



ENGLISH COURSES – APPLICATION FORM

STUDENT DETAILS

Title Surname

Given Names

Australian Address

Home Country Address

Country:

Telephone Numbers

Local:

Mobile:

DOB / / Male Female

Email address

New student Extending student Returning student

Do you need Auston to organize your Overseas Health Cover? No Yes

How many months? Single or Family

NB: Auston Melbourne must receive Visa information before OSHC can be processed.

Passport Number

Visa Expiry Date / /

Visa Type Permanent Resident
 Student Visa
 Working Holiday Visa
 Tourist Visa
 Other

EMERGENCY CONTACT DETAILS

Name:

Tel & Address:

Do you have a pre-existing condition that could require special consideration?

No Yes (provide details)

Full-time Courses*

Specify number of weeks

- General English _____
- IELTS Foundation 5 wk course _____
- 'Academic' IELTS Prep } 5 wk course _____
- 'General' IELTS Prep. }
- EAP 1 10 wk course _____
- EAP 2 5 wk course _____

Part-time Courses*

Specify number of weeks

- General English (morning) _____
- Conversational English (afternoon) _____
- 'Academic' IELTS Prep.# } 5 wk course _____
- 'General' IELTS Prep.# }

(*minimum student numbers apply to all courses)

START DATE

Previous English studies?

1)

2)

ACCOMMODATION

Specify number of weeks

- Homestay Accommodation required _____
- Airport Transport required Pickup Return

ADMIN FEE - \$50 (# included in course fee)

OTHER FEES - Text Books approx \$60 (for General English)

How did you hear about Auston?

- Agent Friend
- Exhibition Website
- Print advertising Auston Window
- Other

DECLARATION

I declare the above information to be true and correct. I understand the terms of this contract and agree to be bound by the terms and conditions overleaf which I have read and understood

Signature _____

Date _____



TERMS AND CONDITIONS

1. On acceptance of the Application for Admission to Auston Melbourne, subject to payment of required fees, a binding contract is created between the applicant and Auston Melbourne.

ENROLMENT & ATTENDANCE

2. The Applicant confirms that all the information provided in this application is complete and correct.
3. Applications for admission shall not be deemed as accepted until all required fees have been received by Auston Melbourne.
4. Auston Melbourne reserves the right to discontinue or alter any course date, tuition or service fee, location, timetable or staffing without prior notice.
5. The Applicant agrees to be bound by the rules and regulations of Auston Melbourne in force during any and all enrolments and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show due concern for other students. Changes to student enrolment and/or any breaches by the student of enrolment conditions will be reported to the Department as required under the ESOS Act 2000 and the National Code and Auston Melbourne reserves the right to request updates from the Department on any action taken.
6. Auston Melbourne may vary such conditions of enrolment as may be necessary to comply with any law or regulation of the Commonwealth of Australia or the States.
7. All information given to Auston Melbourne by the Applicant may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager as required.
8. Transfer of courses within Auston Melbourne is not usually granted unless in exceptional cases. All transfers must be approved by the Director of Studies.
9. Transfer to other educational institutions will be treated as a withdrawal from Auston Melbourne and the relevant government authorities will be so advised.

FEES & PAYMENTS

10. All course fees and charges are payable in Australian dollars in accordance with the current Fee Schedule.
11. All fees and charges must be paid in full in advance by the date shown on the Student Quotation.
12. Where an application is withdrawn or cancelled, written notification must be provided. Any request for refund must be forwarded in writing to the Senior Administrator detailing reason for withdrawal and preferred method of payment before any refund can be made. This request must be received within ten (10) working days of notification of withdrawal from the course. Where a refund is due, tuition fees will be refunded less
 - any tuition fees earned through tuition
 - any commission paid to an agent or representative (if applicable)
 - a Withdrawal Administration Fee of \$200.00

Refunds will be issued within two (2) weeks of receipt of the written request. Refunds will be issued in accordance with the policy shown below:

- | | |
|--|------------------------------|
| a. Enrolment Administration fee | Not refundable |
| b. Tuition fees – full time courses | |
| i. Visa refused prior to commencement (official confirmation required) | Full refund |
| ii. Course cancellation by Auston Melbourne & no alternative offered | Full refund |
| iii. Notice received 10 weeks+ prior to course commencement | Full refund |
| iv. Notice received 4 - 10 weeks prior to course commencement | 70% refund |
| v. Notice received less than 4 weeks prior to course commencement | 40% refund |
| vi. Withdrawal less than 4 weeks after course commencement | 30% refund |
| vii. Withdrawal 4 weeks or more after course commencement | No refund |
| viii. Student expelled for breach of college rules or visa conditions | No refund |
| c. Tuition fees – part time courses | |
| i. Visa refused prior to commencement (official confirmation required) | Full refund |
| ii. Course cancellation by Auston Melbourne & no alternative offered | Full refund |
| iii. Notice received 10 weeks+ prior to course commencement | Full refund |
| iv. Notice received 4 - 10 weeks prior to course commencement | 70% refund |
| v. Notice received less than 4 weeks prior to course commencement | 40% refund |
| vi. Withdrawal after course commencement | No refund |
| d. Overseas Student Health Cover | Per OSHC provider conditions |
13. If an enrolled student obtains permission to transfer to another course within Auston Melbourne all unearned fees paid will be credited to the new course. Transfers will attract a new Administration Fee at the rate current at date of transfer.
 14. Situations of provider default are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

GENERAL

15. The laws of the Commonwealth of Australia and the States govern the contract between the Applicant and Auston Melbourne.
16. This agreement does not remove the right to take further action under Australia's consumer protection laws. Auston Melbourne's dispute resolution procedures do not circumscribe the student's right to pursue other legal remedies.

I _____ have read and fully understood and accept the above terms and conditions in full.
(print name)

SIGNATURE OF APPLICANT

DATE