

Office use only

Student number:

Personal details

Title: Mr Ms Mrs Miss Other

Family name:

Given names:

Preferred name:

Date of birth: DAY/MONTH/YEAR Gender: Male Female

Nationality: Country of Birth:

Occupation: First Language:

English level

Please complete as far as possible:

My English is:

Elementary Pre-Intermediate Intermediate
 Upper-Intermediate Pre-Advanced Advanced

My English Skills are: navitasenglish.com/cefr-level-guide
 A1 A2 B1 B2 C1 C2

My Online Test result is: navitasenglish.com/english-test
 0-10 11-20 21-35 36-45 46-55 56-70

My English exam result is:
 PET: _____ IELTS: _____ Versant: _____
 FCE: _____ TOEFL: _____ Pearson PTE: _____
 CAE: _____ TOEIC: _____ Eiken: _____

Visa information

What type of visa will you apply for to study?
 Student Visa Tourist/Visitor Visa Working Holiday Visa
 Other (please specify):

Passport Number:

Contact details

Home country address:

City: Country:

Telephone:

Mobile:

Email:

Address in Australia (if known):

City: Country:

Telephone:

Mobile:

Email:

If you do not wish to receive marketing or other offers from the Navitas Group, please tell us by checking this box. Alternatively, you can tell us if we contact you by phone or at any time by +61 2 8246 6800 or email english@navitas.com.

Select your centre and course

Please complete your enrolment request here:

English Courses	Bondi	Manly	Sydney	Brisbane	Perth	Darwin
For Singapore courses please apply online at: apply.curtin.edu.sg						
For Hawthorn-Melbourne courses please download an Application Form from hawthornenglish.com						
General English 1, 2 and 3 [†]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic English 1			<input type="checkbox"/>			
Academic English 2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Academic English 3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intensive Academic English [‡]			<input type="checkbox"/>			
IELTS Preparation			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOEIC Preparation	<input type="checkbox"/>				<input type="checkbox"/>	
Cambridge Preparation	<input type="checkbox"/> FCE <input type="checkbox"/> CAE <input type="checkbox"/> CPE	<input type="checkbox"/> FCE <input type="checkbox"/> CAE		<input type="checkbox"/> FCE <input type="checkbox"/> CAE	<input type="checkbox"/> FCE <input type="checkbox"/> CAE	
Business English	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ATTC (TESOL)			<input type="checkbox"/> Cert. IV <input type="checkbox"/> EFTC/EFTT <input type="checkbox"/> Y. Learners <input type="checkbox"/> 3 Steps	<input type="checkbox"/> Cert. IV <input type="checkbox"/> EFTC	<input type="checkbox"/> TESOL <input type="checkbox"/> EFTC/EFTT <input type="checkbox"/> Y. Learners <input type="checkbox"/> 3 Steps	
Evening Courses						
Evening General English 1, 2 and 3 [†]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evening IELTS Preparation		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

* Depending on your visa type, General English 1, 2 and 3 may also be available as a part-time course of 16 one-hour lessons plus an additional four hours (Monday to Thursday) of self-access study. Part-time courses are not available for Student Visa holders.

† Navitas English will enrol you in the right General English course for your stated/estimated English level.

‡ Working Holiday and Tourist Visa holders only.

Course selection and start date

Order	Centre	Course	Start date (Monday only)	Weeks
1.				
2.				
3.				
TOTAL WEEKS (please add the total number of weeks you would like to study)				

If you require a break between courses while studying please complete the table:

(During Academic English, Cambridge, Business English, IELTS, TOEIC and all ATTC courses, breaks are not allowed)

Order	Centre	Start date (Monday only)	Finish date (Friday only)	Weeks
1.				
2.				

Accommodation and airport pick-up service

Homestay is single room accommodation (double and twin rooms on special request for students travelling together) in an Australian home. Breakfast and dinner are provided daily and lunch provided on the weekends.

Please select the service(s) you require:

- Homestay single room
 Homestay twin share room
 Homestay double room
 I require a quote for independent accommodation (within 24 hours)

Refer to our centre location pages for accommodation options at navitasenglish.com/locations
Number of weeks:
Check-in date: <input type="text" value="DAY/MONTH/YEAR"/>
Check-out date: <input type="text" value="DAY/MONTH/YEAR"/>

If you require more than one accommodation service please complete:

Accommodation Service 2:
Centre:
Check-in date: <input type="text" value="DAY/MONTH/YEAR"/>
Check-out date: <input type="text" value="DAY/MONTH/YEAR"/>

Accommodation Service 3:
Centre:
Check-in date: <input type="text" value="DAY/MONTH/YEAR"/>
Check-out date: <input type="text" value="DAY/MONTH/YEAR"/>

If you have requested Homestay, please complete:

Do you smoke: <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you okay living in a Homestay with children? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any allergies (to pets, food, medicine) or medical conditions (asthma, diabetes etc)?
Do you have any special dietary requirements (eg vegetarian diet etc)?
Do you have any special requests?
Please write two sentences about the student/yourself for the Homestay family (eg interests and hobbies):

Do you require an Airport pick-up on arrival? <input type="checkbox"/> Yes <input type="checkbox"/> No
Flight Number:
Date: <input type="text" value="DAY/MONTH/YEAR"/> Time:

myJob Membership

12 month myJob membership – \$250 Yes No

Credit Card payments

I/We authorise Navitas English to make the following transaction:

Name of student:
Student number:
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Bankcard <input type="checkbox"/> Amex* Amex PIN No <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Cardholder Name:
Credit Card Number:
Expiry date: <input type="text" value="MONTH/YEAR"/>
Amount to be charged: \$
Please advise Navitas English if you have a daily limit on your card:
Signature of Cardholder:
Date: <input type="text" value="DAY/MONTH/YEAR"/>

* Additional surcharges apply

Conditions of enrolment

The following sets out the terms and conditions of Your enrolment in a course with Navitas English (Navitas English Pty Ltd ABN 51 003 916 701 or Navitas English Services Pty Ltd ABN 13 002 069 730, as the case may be) (Navitas English). In these terms and conditions:

Course means a course offered by Navitas English in which You are or will be enrolled. Navitas English courses in NSW, QLD and WA will be delivered by Navitas English (Navitas English Services Pty Ltd ACN 002 069 730) CRICOS provider codes: 00289M (NSW), 00711B (QLD), 02252G (WA), with the exception of Navitas English courses in NT and the Certificate IV in TESOL course which will be delivered by Navitas English (Navitas English Pty Ltd ACN 003 916 701) CRICOS provider code: 00031D (NSW);

ESOS Act means the Education Services for Overseas Students Act 2000;

Initial Course means Your Course or, if you have a Multiple Course Enrolment, Your Course with the earliest commencement date;

Multiple Course Enrolment means enrolment in more than one Course offered by Navitas English, whether the Courses are offered concurrently, consecutively or otherwise;

National Code means the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students established under the ESOS Act;

Navitas means Navitas Limited ABN 69 109 613 309;

Navitas English Entity means Navitas English Pty Ltd ABN 51 003 916 701 or Navitas English Services Pty Ltd ABN 13 002 069 730;

Principle Course means the main course of study to be undertaken where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses; and

You means the student named in the enrolment form and, if the student is under 18 years of age, his or her parent or legal guardian named in the enrolment form and Your has a corresponding meaning.

1. Cancellation and refunds

Navitas English complies with the Refunds and Transfers Policy and Code of Conduct of English Australia, the ESOS Act, the National Code and any applicable State and Territory requirements. The Navitas English enrolment fee is payable once only and is only refundable in limited circumstances involving provider default. To the extent of any inconsistency between these Conditions of Enrolment which is to Your detriment and any national, State or Territory requirements with which Navitas English must comply, the national or State or Territory requirement prevails.

Tuition

- If You provide Navitas English with at least four weeks' written notice prior to the commencement of Your Initial Course, Navitas English will provide You with a full refund of tuition fees for that Course and any subsequent Courses.
- If You provide Navitas English with less than four weeks' written notice prior to the commencement of Your Initial Course, Navitas English will provide You with a full refund of tuition fees for that Course and any subsequent Courses, less a 30 percent cancellation fee.
- In circumstances other than where Navitas English ceases to provide the Course, no refund is payable for any of Your Courses after Your Initial Course has commenced.
- Except as required under the ESOS Act or the National Code, where You transfer from a more expensive Course to a less expensive Course, no refund of the difference is payable.
- If Your visa application is denied, as prescribed in section 47E of the ESOS Act, a full refund of all pre-paid Course fees, less A\$500 or five percent of the total amount of pre-paid fees received for the Course (whichever is the lesser), will be made provided that Navitas English receives a copy of the Australian Embassy rejection letter.
- Navitas English reserves the right to suspend or cancel Your enrolment because of: (a) Your failure to pay an amount You were liable to pay to Navitas English (directly or indirectly) in order to undertake a Course; (b) You have breached a condition of Your student visa; (c) if You are under 18 years of age, You refuse to maintain Your approved care arrangements without sufficient reason acceptable to Navitas English; or (d) behaviour unacceptable to Navitas English, including but not limited to behaviour as described in the Navitas English Code of Conduct as published and displayed in centres and at navitasenglish.com/conduct. If Your enrolment is suspended or

cancelled by Navitas English in accordance with these Conditions of Enrolment, no refund of tuition fees is payable.

- If You transfer to a course at another educational institution with whom Navitas English maintains a Direct Entry Agreement (excluding English language studies) and You have met the institution's published IELTS or TOEFL score, or you have achieved a satisfactory level of English through Navitas English's agreed pathways, You may be eligible for a transfer of the unused portion of pre-paid tuition fees, less an administration fee of 30 percent. You must provide Navitas English with evidence acceptable to Navitas English of valid enrolment from the new institution and Your current attendance rate at Navitas English must be over 80 percent. Fees will only be transferred in full weeks. If you are granted a transfer, the remaining portion of Your tuition fees will be calculated from the commencement date of the new studies. You will not be released from enrolment at Navitas English prior to the commencement date of the new studies.
 - In addition, if You are under 18 years of age You must have written evidence acceptable to Navitas English that Your parent or legal guardian supports the transfer and written confirmation that the new institution will accept responsibility for approving your accommodation, support and general welfare arrangements if You are not being cared for in Australia by a parent or suitable nominated relative or legal guardian.
 - In addition, if You are sponsored by Your government, and Your government considers the transfer to be in Your best interests and You provide Your government's written support for the transfer acceptable to Navitas English, then the remaining portion of Your tuition fees from the commencement date of the new studies may be transferred to the new course.

- If You are successful in gaining entry to another Navitas college (other than a Navitas English Entity) or Navitas university program, You may be eligible for a transfer of all remaining pre-paid tuition fees to the new Navitas location (other than a Navitas English Entity).
- Course fees are not transferable to another person nor to another English language centre, except for Hawthorn-Melbourne or a Navitas English Entity.
- You will not be allowed to transfer to another provider in the first six months of Your Principal Course of study (except for situations outlined above). If Your Course at Navitas English is a prerequisite course in a package of courses, You will not be allowed to transfer to another provider except in limited circumstances as outlined in the Navitas English Transfers Between Registered Providers Policy and Procedure.
- In circumstances where Course fees are paid or made payable to the incorrect Navitas English Entity, You authorise Navitas English to pay the fees to the correct Navitas English Entity.
- In circumstances other than where Navitas English ceases to provide a Course, refunds will be paid within four weeks of Navitas English receiving written request.
- Navitas English reserves the right to cancel a Course due to insufficient numbers. In this event, unless Navitas English arranges for You to be offered a place in an alternative course at Navitas English's expense and You accept that offer in writing, Navitas English will refund all Course money You have paid to date for the cancelled Course within two weeks of the date on which Navitas English ceases to provide the Course.
- In the unlikely event of Provider default resulting in Navitas English being unable to deliver all Courses in full in which You have enrolled, unless Navitas English arranges for You to be offered a place in an alternative course at Navitas English's expense and You accept that offer in writing, You will be entitled to a full refund of all Course money You have paid to date. The refund will be paid within two weeks of the date on which Navitas English ceases to provide the Course.
- Entry to all Courses is subject to Your placement test, as well as IELTS or TOEFL results.

Deferrals/Postponements

- If You have paid tuition fees for a Course, Navitas English may allow You to defer or postpone Your commencement of that Course in the following circumstances:
 - If You give Navitas English at least four weeks' written notice before the commencement of the Course (You will have to pay any increase in tuition fees from the time of deferment to Your commencement of the Course);
 - If You cannot start your Course on the agreed start date because there is a delay in receiving Your student visa before Your Course commences; or
 - If You have compassionate or compelling circumstances, such as: death in your immediate family (father, mother, child, sibling, spouse only); natural disaster in your home country; You or Your dependant family member is seriously ill; You become pregnant; or You become a victim of a serious crime or trauma.
- Approval for deferral or postponement of a Course is at the sole discretion of Navitas English. You must provide Navitas English with documented evidence in support of your application for deferral or postponement as required by Navitas English. If approved, Navitas English will advise DIBP accordingly and may hold remaining course fees as credit for up to twenty four months from the date permission is granted. Unless expressly stated otherwise in these terms and conditions, You will not be entitled to any further deferral, postponement, refund or transfer of fees.

Accommodation

- No refund will be made on the accommodation placement fee.
- If You provide Navitas English with four weeks' or more written notice, Navitas English will provide You with a full refund of accommodation fees.
- If You provide Navitas English with less than four weeks' written notice or if a placement has been made, a cancellation charge equal to two weeks' accommodation fees will apply.
- If Your visa application is denied, a full refund of accommodation fees (if a placement has not been made) will be made provided that Navitas English receives a copy of the Australian Embassy rejection letter.
- If You wish to leave Your Homestay at any time, You are required to give two weeks' notice to Navitas English.
- An A\$100 per week Homestay fee will apply should You take a break from Your Homestay during the course of Your Homestay.
- Special cancellation fees may apply for other accommodation arrangements.
- Carer fees are non-refundable.
- An A\$100 amendment fee applies to all changes made to accommodation bookings after the commencement of the Course.

Airport transfer

No refund of airport transfer fees will be made if You do not notify Navitas English of Your flight details or any change of details at least two working days before arrival.

Representative

If You enrol through a representative, the refund may be paid to that representative. Monies will be refunded in the currency in which they were paid.

2. Change of Address

You must advise Navitas English of Your current contact details, including residential address, phone number and email address, on arrival and if You change Your contact details You must notify Navitas English immediately. Your failure to notify Navitas English that You have changed Your address may result in automatic cancellation of Your visa without prior notice.

3. Young Student Care Arrangements

If You are under 18 years of age, the parent or legal guardian named in the enrolment form must nominate a carer (parent, legal guardian, brother or sister) living in the city in which You will be studying and who will be responsible for Your welfare whilst studying at Navitas English (with such care arrangements to be acceptable to Navitas English), or request that Navitas English make arrangements for Your care and welfare in writing.

4. Indemnity and Release

In consideration of Navitas English accepting Your application for enrolment as a student and providing tuition to You, You will not hold Navitas English, its related bodies corporate, their employees or agents liable for nor make any claim against any of them, and indemnify each of them against, any loss, damage, death, injury or liability which You may suffer or cause, in connection with Your association with Navitas English, including:

- Your attendance at any premises owned, operated or controlled by Navitas English;
- Your attendance at any activity, whether sporting, cultural, recreational or otherwise, organised by or on behalf of or with the assistance of Navitas English or any activity of which Navitas English has any knowledge; and
- any accommodation, whether short-term or long-term, arranged for You by Navitas English.

If You are under 18 years of age, the parent or legal guardian named in the enrolment form requests that Navitas English enrol You as a student of Navitas English. In consideration of Navitas English agreeing to enrol You, the parent or legal guardian:

- guarantees Your obligations under these terms and conditions of enrolment;
- will not hold Navitas English, its related bodies corporate, their employees or agents liable for nor make any claim against any of them in connection with Your association with Navitas English, including the matters set out in paragraphs (a) – (c) above; and
- indemnifies each of them against any loss, damage, death, injury or liability which You may suffer or cause in connection with Your association with Navitas English, including the matters set out in paragraphs (a) – (c) above.

These terms and conditions, and the availability of complaints and appeals processes, do not remove Your right to take action under Australia's consumer protection laws.

These terms and conditions are governed in all respects by and interpreted in accordance with the laws of the state in which the centre You attend is located in the Commonwealth of Australia.

5. Privacy

The information You provide on this enrolment form and otherwise in connection with Your enrolment (including personal information, Course enrolment details and changes, Course progress details, and the circumstances of any suspected breach by You of a student visa condition) will be used to process Your enrolment at Navitas English, provide You with educational services and, in the case of Homestay students, to enable Navitas English and a Homestay provider to provide You with Homestay facilities. Your enrolment may be delayed if the information provided is incomplete. This information will be dealt with in accordance with the Privacy Act 1988 and Navitas English's privacy policy and is available for Your review by contacting the Navitas English Privacy Officer. It may be made available by Navitas English to the Australian government (for example to Australian immigration and education authorities) in connection with Your visa, as required by the National Code or the ESOS Act, if required, to the Tuition Protection Service or, in the case of students who have booked Homestay, to Your Homestay provider, or in the case of students who have nominated to study further in Australia, to Your further studies institution. Navitas English may send You information about its programs or other related courses. You may request not to receive further information at any time.

6. Other terms

- It is a condition of Your enrolment at Navitas English that You comply with all Navitas English regulations and policies as notified to You by Navitas English.
- Navitas English may by notice to You in writing which notice may be given on the Navitas English website, vary these terms and conditions or any Navitas English regulations or policies. A variation takes effect on the day specified in a notice.
- If You are applying for an ATTC Course, You may need to take a separate entry test.
- Navitas English reserves the right to change start dates (with Your agreement), Course curricula, Course timetables and any programs at any time.
- All prices are stated in Australian Dollars (A\$) and subject to change without notice.
- Navitas English is closed on official public holidays and Christmas Holidays are 22/12/14 – 28/12/14.
- 10 percent Goods and Services Tax (GST) applies to Apartment Accommodation, Airport Transfer, and Placements Fees.
- Photographs, videos and testimonials provided by You or taken by Navitas English may be used for marketing and promotion purposes.

Contact

All requests for refunds, deferrals, postponements or transfers must be made in writing addressed to:

Admissions Manager

Navitas English
Level 11, 17 York Street
Sydney NSW 2000 Australia

Supporting documents as specified by Navitas English must be included with the request. If You are under 18, the written request must be made by the parent or legal guardian who signed Your original enrolment form. Navitas English will:

- Notify You in writing of the outcome of the request within 10 working days and where necessary, give reasons for the outcome.
- Notify the Department of Immigration and Border Protection (DIBP) of any change to Your study plan for which a student visa has been granted.

A refund, transfer, deferral, postponement, suspension or cancellation of Your Course may affect Your student visa. DIBP will assess Your situation individually in accordance with the DIBP student visa policies. You are advised to seek advice from DIBP before making any changes to Your Course.

For more information visit the DIBP website at immi.gov.au or phone 131881.

Signing

I have accessed information regarding the costs associated with living in Australia for me and any dependants accompanying me, published by the Australian Government at studyinaustralia.gov.au/global/live-in-australia/living-costs.

I have accessed information regarding the costs related to studying at Navitas English at navitasenglish.com.

I have sufficient funds to finance my studies including tuition fees, ancillary costs and living expenses for me and any dependants accompanying me to Australia.

I have read and understood these terms and conditions of enrolment. I agree to these terms and conditions and authorise Navitas English to apply the monies payable in accordance with the enrolment form and these terms and conditions:

Your name:
Your signature:
Date: DAY / MONTH / YEAR

AND for students under 18 years of age:

I am the parent or legal guardian of the student named in the enrolment form.

I have accessed information regarding the costs associated with living in Australia for the student named in the enrolment form, published by the Australian Government at studyinaustralia.gov.au/global/live-in-australia/living-costs.

I have accessed information regarding the costs related to studying at Navitas English at navitasenglish.com.

The student named in the enrolment form has sufficient funds to finance their studies including tuition fees, ancillary costs and living expenses.

I have read and understood these terms and conditions of enrolment. I agree to these terms and conditions and authorise Navitas English to apply the monies payable in accordance with the enrolment form and these terms and conditions:

Name of parent/legal guardian:
Signature of parent/legal guardian:
Date: DAY / MONTH / YEAR

Agent details or agent stamp: