



GEOS PERTH - ST MARK'S INTERNATIONAL COLLEGE

CRICOS Registration Number 01620G

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reception@geosperth.com.au

www.stmarkspertth.com.au

ENROLMENT FORM

BOOKING AGENT

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

Agency Name: _____ Email Address: _____

HomeStay & Education Australia
Suite 103, Level 1, 379-383 Pitt Street, Sydney NSW 2000 Australia

Contact Name: _____ Telephone 02 9268 0933 Fax: _____ Phone: _____

Address: _____
Facsimile 02 9268 0399

STUDENT DETAILS

PLEASE COMPLETE IN BLOCK LETTERS

Family name: _____ Given name: _____
(Exactly as shown on Passport) (Exactly as shown on Passport)

Date of birth: ___/___/___ Sex: Male Female
day month year

Nationality: _____ Country of Birth: _____ Passport Number: _____

Address in home country: _____ Country: _____

Day phone: _____ Evening phone: _____ Mobile phone: _____

Fax: _____ E-mail: _____

What level of English do you think you have? Beginner Elementary Intermediate Advanced

VISA AND INSURANCE DETAILS

Type of Visa: Student Tourist Working Holiday Other _____

If you are travelling on **Student Visa** the Australian Government requires you to have Overseas Student Health Cover. You are required to have this cover for at least 4 weeks longer than your course with GEOS Perth.

- 3 Mth \$93 6 Mth \$185 9 Mth \$278 12 Mth \$370
- 4 Mth \$124 7 Mth \$216 10 Mth \$309 Other _____
- 5 Mth \$155 8 Mth \$247 11 Mth \$340 Please inquire for Family OSHC

COURSE DETAILS

- General English (Full Time)
- General English (Morning - Part Time)
- General English (Afternoon -only)
- IELTS Preparation (Full Time)
- Business English (Full-Time)

Cambridge Exam Preparation

- PET
- FCE
- CAE
- CPE

- English for High School Preparation
- Young Learner's Programme

COURSE COMMENCEMENT DATE: ___/___/___ COURSE DURATION: _____ weeks (excluding holidays)

CRICOS Code of Course _____ (please refer to the Course Information and Price List)

AIRPORT TRANSFER

No Yes - One way Yes - Both ways (Compulsory for students under 14 years old)

Date of arrival at Perth Airport: ___/___/___ Time: _____ (24 hour clock)
day month year

Flight Number: _____ Airline: _____

If you do not know, please inform us as soon as your flight has been confirmed.



GEOS PERTH – ST MARK’S INTERNATIONAL COLLEGE ENROLMENT FORM

ACCOMMODATION

Do you want to use the St. Mark’s Homestay Accommodation service?

YES - Homestay Accommodation Booking required from ___/___/___ to ___/___/___
day month year day month year

Smoker

Non Smoker

Do you have any allergies or special needs? _____

- You are required to give 2 (two) weeks notice to your Host Family if you choose to leave or if you choose to cancel your homestay within 14 days prior to arrival.
- If written cancellation of homestay is received 14 days prior to your arrival at the homestay a full refund of unused fees will be made.
- If you take a holiday from your Host Family you are required to pay half the weekly fee for each week’s holiday.
- Students are encouraged to book host family for the duration of their course.

NO

Under federal legislation you **MUST ADVISE THE COLLEGE OF ANY CHANGE OF ACCOMMODATION ADDRESS** within 7 days of moving.

If you are already in Perth and are enrolling through an Agent in Perth you must supply your current address and telephone number:

Address _____

Telephone _____

GUARDIAN IN AUSTRALIA (for students under 18 years old)

The College requires students under the age of 18 to live with their guardian in Perth.

If the college is not providing homestay, please provide the following guardianship information -

Family name: _____ Given name: _____

Address: _____

Day phone: _____ Evening phone: _____ Mobile phone: _____

Fax: _____ E-mail: _____

Date of birth: ___/___/___ Sex: Male Female Relationship to student: _____
day month year

ACADEMIC COUNSELLING SERVICE (for students under 18 years old)

Do you plan to go to a high school in Perth when you have finished your course at St Mark’s?

Yes

No

Do you want to use the St Mark’s high school advisory service?

Yes

No

REFUND POLICY

- The Registration fee and Accommodation booking fee and High School Advisory Service fee are *non-refundable*.
- 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.
- If written cancellation of the enrolment is received 28 days prior to commencement, a full refund of tuition fees will be made.
- If written cancellation of the enrolment is received less than 28 days prior to commencement, a refund of tuition fees, less a cancellation fee equal to two weeks tuition, will be paid.
- If written cancellation is received on or within 4 weeks of commencement of a course then the student is entitled to a refund of 30% of the tuition fees less administrative charges for that semester (20 weeks) and full refund of fees paid in respect of future semesters.
- No refunds will be made in respect to commencement of any course of duration 10 weeks and under or where a student cannot continue their course due to a breach of visa regulations. Students who are asked to leave the college due to a breach of college rules, or through the conviction of an offence in an Australian Court of Law, will be refunded 30% of the remaining tuition fees.
- Where the College cannot offer the course for which the student has enrolled, or should their VISA application be rejected, the College shall make the necessary refund within 2 weeks.
- Should the student cancel their enrolment, the College shall affect the necessary refund within 4 weeks. Provider default is covered by the provisions of the ESOS Act 2000 as amended and ESOS Regulations 2001.
- Refunds will be made to the student unless directed otherwise and in the case of under 18 students refunds will only be made to the student if directed to do so in writing by the legal guardian.



GEOS PERTH – ST MARK’S INTERNATIONAL COLLEGE ENROLMENT FORM

Total Fees Payable (Please Complete):

Enrolment Fee	\$ _____	
Tuition (1)	\$ _____	(_____ weeks x \$ _____ per week)
Tuition (2)	\$ _____	(_____ weeks x \$ _____ per week)
Materials Fee	\$ _____	
Amenities Fee	\$ _____	(For students under 18 years old)
Exam Fee	\$ _____	(Where applicable)
Overseas Health Cover	\$ _____	(For Students holding a student visa only)
Airport Pick-up	\$ _____	(Where applicable)
Homestay Placement	\$ _____	(Where applicable)
Homestay Fee	\$ _____	(Where applicable) (_____ weeks and _____ days of homestay)
Academic Counselling	\$ _____	(Where applicable)
TOTAL	\$ _____	

Conditions of Enrolment:

- Some courses require a prerequisite level of English language proficiency for entry.
- Students will be tested on or before the commencement of my course, and placed in an appropriate English language level.
- Students must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.
- Students must attend at least 80% of their course, and if they fail to do so, they may be reported to the Australian Government.
- Students must inform GEOS Perth immediately if they change their address in Australia.
- Students cannot change schools during the course without a written letter of release from GEOS Perth.
- School aged dependents accompanying students will be required to pay full fees at a private or government school in Australia as per their fee schedule.
- GEOS Perth can share information about the course and the student’s progress with their parents, legal guardians and recruiting agents.
- GEOS Perth 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.
- A full week’s tuition is payable in weeks comprising public holidays and no refunds, or extension of days, will be offered due to shortened weeks.

DECLARATION (by parents of students under 18 years)

I confirm that the information provided on this form is complete and correct. I have read understood the College fees, refund policy, the GEOS Perth pre-information booklet and conditions of enrolment. I agree to abide by the College regulations and to pay the fees as set out above. I authorise my child to participate in all organised College events and indemnify the College against any loss or damage (personal or other). I have read the Regulations for students and agree to be bound by them. I am aware that this Agreement does not remove the right to take action under Australia’s Consumer Protection Legislation. Under the ESOS Act and National Code the College may make personal information available to Commonwealth and State Agencies and the ESOS Assurance Fund Manager.

Parent’s signature: _____ Full name: _____ Date: ____/____/____
(father or mother) Day Month Year

AGREEMENT AND CONTRACT (for students aged 18 and over)

I confirm that the information provided on this form is complete and correct. I have read understood the College fees, refund policy, the GEOS Perth pre-information booklet and conditions of enrolment. I undertake to attend the scheduled lessons and participate in College activities. I agree to abide by the College regulations and to pay the fees as set out above. I am aware that this Agreement does not remove the right to take action under Australia’s Consumer Protection Legislation. Under the ESOS Act and National Code the College may make personal information available to Commonwealth and State Agencies and the ESOS Assurance Fund Manager.

Signature: _____ Full name: _____ Date: ____/____/____
Day Month Year

FURTHER INFORMATION LINKS

Please see the following links for further information

GEOS Perth	http://www.stmarkspertth.com.au
Pre Information Booklet	http://www.stmarkspertth.com.au/one/document/pre_info.pdf
ESOS Act	http://aei.dest.gov.au/AEI/ESOS/default.htm
Department of Education, Science and Training	http://www.dest.gov.au/esos/
English Australia	http://www.englishaustralia.com.au
National ELT Accreditation Scheme (NEAS)	http://www.neasaustralia.com