



# GEOS PERTH - ST MARK'S INTERNATIONAL COLLEGE

CRICOS Registration Number 01620G

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www.stmarksp Perth.com.au

## ENROLMENT FORM

### BOOKING AGENT

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

Agency Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Fax: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

### 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.

<input type="checkbox"/> 3 Mth \$97.20	<input type="checkbox"/> 6 Mth \$194.40	<input type="checkbox"/> 9 Mth \$291.60	<input type="checkbox"/> 12 Mth \$388.80
<input type="checkbox"/> 4 Mth \$129.60	<input type="checkbox"/> 7 Mth \$226.80	<input type="checkbox"/> 10 Mth \$324	<input type="checkbox"/> Other _____
<input type="checkbox"/> 5 Mth \$162	<input type="checkbox"/> 8 Mth \$259.20	<input type="checkbox"/> 11 Mth \$356.40	Please inquire for Family OSHC

### COURSE DETAILS

☐ General English (Full Time)  
☐ General English (Morning - Part Time)  
☐ General English (Full Time - Evening)  
☐ Business English (Full Time)  
☐ IELTS Preparation (Full-Time - Day)  
☐ IELTS Preparation (Full Time - Evening)

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.
- Home stays that are cancelled without providing 2 (two) weeks notice of intention to cancel will incur a cancellation fee not exceeding 2 (two) weeks of homestay fees.
- 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.
- If the College is not advised of flight arrival details at least 2 (two) weeks prior to the arrival of a student this may result in any homestay booked being cancelled.

☐ 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.



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## 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)
<b>TOTAL</b>	<b>\$ _____</b>

## 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. I have NOT enrolled our child at GEOS Perth through any other agent.

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. I have NOT enrolled at GEOS Perth through any other agent.

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](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>