



ENROLMENT APPLICATION/Written AGREEMENT

ADELAIDE (CRICOS No 02779K) **MELBOURNE** (CRICOS No 01718J) **PERTH** (CRICOS No 01459A)

ENROLMENT DETAILS/PERSONAL DETAILS

Family Name _____ Given Name _____

Date of Birth ____/____/____ Sex Male Female

Country of Birth _____ Nationality _____

Current Location In Australia Outside Australia Embassy Office _____ Passport No _____

Visa Type Student Working Holiday Tourist Overseas Health Cover (OSHC) Single Family Already Covered

Address (Home Country) _____ Telephone/Fax _____

Address (Australia) _____

Email _____ Mobile _____

Educational Qualifications Highest Award Achieved _____

English Test IELTS Score _____ Previous Studies in Australia Other _____

Emergency Contact Name _____ Relationship _____

Telephone _____ Mobile _____

COURSES

English Language Studies (Adelaide, Melbourne & Perth)

- General Purposes English
 Academic English
 Business English

Exam Preparation Classes [] FCE [] CAE [] IELTS [] TESOL
 (91421NSW) Certificate I in Spoken & Written English 063907B (VIC) 060845B (SA)
 (91422NSW) Certificate II in Spoken & Written English 063908A (VIC) 060846A (SA)
 (91423NSW) Certificate III in Spoken & Written English 063909M (VIC) 060847M (SA)
 (91419NSW) Certificate IV in Spoken & Written English (FS) 063910G (VIC) 060848K (SA)
 General English (Beginner-Advanced 4-48 Weeks) 057548D (WA)

IELTS Exam Preparation - Part Time Evening

Automotive Mechanical Technology (Melbourne)

- (AUR30405) Certificate III in Automotive
 Mechanical Technology 062114K and
 (BSB51004) Diploma of Business
 (Frontline Management) 056646K

Frontline Management (Melbourne)

- (BSB30504) Certificate III in Business (Frontline Management) 056644A
 (BSB51004) Diploma of Business (Frontline Management) 056646K

Hospitality Management (Perth)

- (THH31502) Certificate III in Commercial Cookery 060862A (WA)
 and (THH51202) Diploma of Hospitality (Management) 050705G (WA)

Marketing (Melbourne & Perth)

- (BSB40701) Certificate IV in Business (Marketing) 053267A (VIC), 028660M (WA)
 (BSB50701) Diploma of Business (Marketing) 053268M (VIC), 028627A (WA)

Community Welfare Work Studies (Adelaide, Melbourne & Perth)

- (CHC50702) Diploma of Community Welfare Work
 051091C (VIC), 058735D (SA), 063995G (WA)
 (CHC50702) Diploma of Community Welfare Work
 051091C (VIC), 058735D (SA), 063995G (WA)
 & (CHC50502) Diploma of Youth Work (2.5 years) 058299G (VIC)

Computer Studies (Adelaide, Melbourne & Perth)

- (ICP30205) Certificate III in Printing & Graphic Arts
 (Graphic Pre-Press) 058298J (VIC) 058733F (SA), 063994J (WA) and
 (CUF50701) Diploma of Multimedia 043985J (VIC) 058734E (SA), 063993K (WA)
 (CUF60501) Advanced Diploma of Multimedia 043986G (VIC)

Hairdressing Studies (Melbourne)

- (WRH30106) Certificate III in Hairdressing 060008F
 (WRH40106) Certificate IV in Hairdressing 060652M
 (WRH50106) Diploma of Hairdressing (Salon Management) 060009E

ENGLISH START DATE: ____/____/____ WEEKS: _____

CERTIFICATE / DIPLOMA START DATE: ____/____/____

START DATES - 2009 (subject to availability)

English and IELTS Preparation: January 5, February 9, March 16, April 20, May 25, June 29, August 3, September 7, October 12, November 16

FCE and CAE Preparation: January 5, March 23, September 14 **Study TESOL:** January 5, March 9, May 18, July 27, October 5

Automotive Mechanical Technology: February 2, April 20, July 6, September 21, December 7

Community Welfare Work: February 2, April 20, July 6, September 21 **Youth Work:** August 17

Graphic Pre-Press & Multimedia: February 2, April 20, July 6, September 21, December 7 **Advanced Diploma:** August 17

Frontline Management: April 20, September 21

Marketing: Melbourne: February 2, July 6, Perth: February 2, April 20, July 6, September 21

Hairdressing: January 5, February 2, March 2, March 30, May 4, June 1, July 6, August 3, August 31, October 5, November 2, November 30

Hospitality: February 2, April 20, July 6, September 21, December 7

SERVICES REQUESTED

- i) Homestay [] Weeks ii) Airport Meeting iii) Accommodation Adelaide

Melbourne (Head Office) CRICOS No. 01718J
 422 Little Collins St, Melbourne, VIC 3000
 Tel: +61 3 9663 4933 / Fax: +61 3 9663 4922

Adelaide CRICOS No. 02779K
 119-127 Rundle Mall, Adelaide, SA 5000
 Tel: +61 8 8232 3581 / Fax: +61 8 8232 0571

Perth CRICOS No. 01459A
 297 Hay St, East Perth, WA 6004
 Tel: +61 8 9221 9990 / Fax: +61 8 9221 9993

www.cambridgecollege.com.au



ITEMISED LIST OF FEES

Enrolment Fee: All courses	A\$ 150	
Course Fees:		
English Language courses	A\$ 320	per week
Business English, English Exam Preparation and Study TESOL	A\$ 340	per week
Certificate III in Business (Frontline Management)	A\$ 2000	per course (9 weeks)
Certificate III in Automotive Mechanical Technology	A\$13500	per course (36 weeks)
Diploma of Business (Frontline Management)	A\$ 8000	per course (36 weeks)
Certificate IV in Business (Marketing)	A\$ 4000	per course (18 weeks)
Diploma of Business (Marketing)	A\$ 8000	per course (36 weeks)
Diploma of Community Welfare Work	A\$ 20000	per course (72 weeks)
Diploma of Youth Work	A\$ 4500	per course (18 weeks)
Certificate III in Hospitality (Commercial Cookery)	A\$ 13500	per course (45 weeks)
Diploma of Hospitality Management	A\$ 8000	per course (27 weeks)
Certificate III in Hairdressing	A\$ 12000	per course (45 weeks)
Certificate IV in Hairdressing	A\$ 4000	per course (13 weeks)
Diploma of Hairdressing (Salon Management)	A\$ 12000	per course (27 weeks)
Certificate III in Printing and Graphic Arts (Graphic Pre-Press)	A\$ 10000	per course (36 weeks)
Diploma of Multimedia	A\$ 10000	per course (36 weeks)
Advanced Diploma of Multimedia	A\$ 4500	per course (18 weeks)
Materials fee: Certificate IV/Diploma of Business (Marketing)	A\$ 150	per course
Certificate III/Diploma of Business (Frontline Management)	A\$ 150	per course
Certificate III in Automotive Mechanical Technology	A\$ 350	per course
Certificate III in Hospitality (Commercial Cookery)	A\$ 1000	per course
Certificate III & IV in Hairdressing/Diploma of Hairdressing (Salon Management)	A\$ 800	per course
Non-compulsory fees:		
RPL (Recognition of Prior Learning): All courses	(indicative fee) A\$ 250	negotiated per application
Re-sit/re-submit fees: All courses	A\$ 50	per unit
Repeat of units:	to be advised at time of application	
Administrative fees – general	A\$ 25	
Change of campus fee	A\$ 500	
Change of course fee	A\$ 250	
Accommodation fees:		
Booking fee	A\$ 180	
Homestay fee (Melbourne)	A\$ 240	per week
Homestay fee (Perth)	A\$ 220	per week
Accommodation fee (Adelaide)	A\$ 125	per week
Airport meeting:		
Arrive/depart 7am – 12am	A\$ 100	one way
Arrive/depart 12am – 7am	A\$ 120	one way
Overseas Student Health Cover (Worldcare)	A\$ 354	per year (single)
	A\$ 708	per year (family)
Late payment fee: All courses	A\$ 50	per week
Bank Transfer Fee: All courses	A\$ 20	

TOTAL FEES A\$.....

Important: The College cannot process your enrolment or accept course fees until it receives your signed acceptance of this enrolment application/written agreement. In addition, please refer to the College's website www.cambridgecollege.com.au & www.immi.gov.au prior to submitting your application for important pre-enrolment, enrolment and course information at Cambridge International College and visa requirements.

PROVIDER DEFAULT

As per the National Code 2007 Standard 3.2 (c) please note the following which explains what will happen if the College is not able to deliver in full a course that you are enrolled in:

In the unlikely event that Cambridge International College is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by Cambridge International College at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If Cambridge International College is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPET will place you in an alternative course at no extra cost to you. Finally, if ACPET can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

WRITTEN AGREEMENT CONDITIONS

The Applicant:

- 1 Confirms that the information provided by the Applicant in this application is complete and correct.
- 2 Agrees to be bound by the College rules and regulations and any amendments made to the rules and regulations.
- 3 Agrees to observe DIAC student visa requirements.
- 4 Agrees to inform CIC if your Australian contact details change at any time during their course, i.e. mailing address and email address, phone and mobile number.
- 5 Agrees to undertake a testing requirement prior to any course entry, if deemed necessary by CIC.
- 6 Understands that CIC reserves the right to accept or reject any application for enrolment at its discretion.
- 7 Understands that CIC may suspend or cancel your enrolment for misbehaviour. Refer to www.cambridgecollege.com.au



WRITTEN AGREEMENT CONDITIONS

- 8 Understands that CIC reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the Applicant.
- 9 Agrees to pay all fees required on or by the due date as notified in writing by CIC or as per the invoice. A penalty of \$50 per week applies for late payment.
- 10 The course fees indicated on the Letter of Offer will not change for the duration of your enrolment in this course (except where you may need to repeat units to successfully complete the course or where you elect to undertake units in addition to the course offered).
- 11 Understands that CIC will access these fees in accordance with the procedures established by the State Government and the Australian Department of Education, Science and Training.
- 12 Understands that changes or variations to this enrolment/agreement attract a fee stated on page 24.
- 13 The College reserves the right to withhold granting the Award attained by the student, if student fees remain outstanding.
- 14 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.
- 15 The student may apply to transfer course or campus. However, once the commencement date of the student's enrolled course has passed, the student must complete one term's study in that course/at that campus before applying to transfer to another course or changing campus. Fees apply on transfer of course or campus; see the itemised list of fees (does not apply to English courses).

PRIVACY: Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities, and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

REFUND POLICY

Refunds are made in accordance with the policy below; full refunds of amounts owed to the student will be made within 28 days.

All applications for refund must be made in writing by way of the Application for Refund form available from the College intranet site. Students who are offshore should contact their agent or the head office in Melbourne. Submit the application to the Administration Department by Registered mail, courier or personal delivery as soon as possible. Non-compulsory fees are not refundable.

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|-----|---|---|
| 1 | Enrolment Fee | Non-refundable |
| 1.1 | Accommodation booking fee | Non-refundable |
| 2 | Course Fees: | |
| 2.1 | Visa refused prior to course commencement | Full refund |
| 2.2 | Withdrawal at least 10 weeks prior to agreed start date | Full refund |
| 2.3 | Withdrawal at least 4 weeks prior to agreed start date | 75% refund |
| 2.4 | Withdrawal less than 4 weeks prior to agreed start date | 60% refund |
| 2.5 | Withdrawal after the agreed start date | No refund |
| 2.6 | Visa cancelled due to actions of the student | No refund |
| 2.7 | Visa extension is refused | Return of unused tuition fees |
| 2.8 | Withdrawal from study - current students
(not English Language Studies' students) | Refund of unused tuition fees (of the following semester)
(Withdrawal from Studies form must be received 2 weeks prior to term commencement by Administration) |
| 3 | Compulsory Health Insurance (Student Visas only) | Refer to OSHC provider |
| 4 | Homestay /Accommodation fees | Full refund of unused fees if two weeks notice are given |
| 5 | Airport Pick-up | Full refund if service cancelled prior to flight arrival |
| 6 | The Refund Policy applies equally to all students including students who have Permanent Residency or Australian Citizenship. | |
| 7 | 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. | |
| 8 | Refer to the Complaints & Appeals Procedure on the College website to appeal the Refund Policy. | |
| 9 | The College will refund any monies due to the student, to the student's education agent (where applicable). | |

I understand my rights and responsibilities as a student enrolled at Cambridge International College as outlined in the written agreement between Cambridge International College and myself and the College's Refund Policy as written above.

Where did you hear about Cambridge International College? _____

Signature of prospective student _____ Date ____ / ____ / ____

Representative / Agent Stamp

FOR OFFICE USE ONLY:

Accepted by Cambridge International College (Vic) Pty Ltd Signed _____ Date ____ / ____ / ____