



# TAFE NSW North Coast Institute

## ENROLMENT FORM – 2010

*Please read both sides of the Enrolment Form and then complete all sections.*

Family Name \_\_\_\_\_ First Name \_\_\_\_\_

Age \_\_\_ Date of Birth \_\_\_\_\_  Male  Female Nationality \_\_\_\_\_

Contact Address \_\_\_\_\_

\_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

**Type of Visa:**  Tourist  Working Holiday  Other \_\_\_\_\_

What is the highest level of education you have completed? \_\_\_\_\_

What is your level of English?

Beginner  Elementary  Pre-Intermediate  Intermediate  Advanced

IELTS Level if known: \_\_\_\_\_ TOEFL Score if known: \_\_\_\_\_

Do you have a relative or friend in Australia?  Yes  No

If so, Name \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Agent \_\_\_\_\_

I wish to enrol for \_\_\_\_\_ weeks. Starting date \_\_\_\_\_

**Course:**  General English  Academic English

### Course Fees

- Enrolment Fee (includes GST\*) \$A 150
- Tuition Fee (Refer prices on following page)  
Number of weeks \_\_\_\_\_ \$A \_\_\_\_\_
- Basic Overseas Student Health Cover (Student visa only)  
(6 months \$A174; 9 months \$A261 12 months \$A348) \$A \_\_\_\_\_

**Total Payment Due** \$A \_\_\_\_\_

\*GST Australian Goods and Services Tax



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## CONDITIONS OF ENROLMENT

**IMPORTANT: Please read these Conditions of Enrolment before you sign this form.**

**REFUND POLICY:** For the purposes of this policy a 'course' is defined as the number of terms for which tuition has been prepaid. 90% of the course fees will be refunded provided that the Centre is informed in writing no later than 4 weeks (28 days) BEFORE the commencement date of the course. If such notice is given less than 4 weeks before the course commencement then the Centre will refund 80% of the course fees. If the student has commenced the course then no refund of the course fees will be made. In the case of a visa rejection, 100% of the course fees will be refunded. In all cases, the enrolment fee of \$A150 will not be refunded. Should the Centre be unable to deliver the course, the student has enrolled in, all fees will be refunded. Refund payments due will be made within four weeks in the case of student default or within two weeks in the case of provider default. All requests for refunds need to be submitted, in writing to the Director of this Centre (our address shown on top of page 1.) Students have the right to dispute decisions made about refunds, through the Centre's Director or Department of Fair Trading. Students can elect to have an external nominee act on their behalf and can appeal policy decisions through the Australian Consumer Protection Laws.

**FEE TRANSFERS:** There will be no fee transfers to other Language Centres unless special consideration is given by the Director.

**EXPULSION:** NCI English Language Centre reserves the right to expel students for serious breaches of discipline. Fees will not be refunded in such cases.

**COURSE PAYMENT:** Payment should be made in Australian currency by cheque, money order or bank draft for the full course fee at least 4 weeks before commencement of the course. Cheques should be made payable to North Coast Institute English Language Centre.

**REFUND ARRANGEMENTS:** No refund will be paid to a third party unless you indicate below the name and address of the person to whom any refunds should be paid. Otherwise any refund will be sent to the student's home address as indicated on the front of this form.

Name:  
Address:

The \$A150 Enrolment Fee is payable once only and is non-refundable. NCI English Language Centre reserves the right to change its fee at any time. Students who transfer to a later course must pay the current fee applying when they start that course.

<b>TUITION FEES</b>
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A\$ 300 per week
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### DECLARATION

This section must be completed by the student. Where a student is under 18, it must also be completed by a parent.

I declare that:

The information on this form and the supporting documentation are complete and correct.

I have read and understood and accept the above terms and conditions.

I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to this application may result in the cancellation of enrolment and loss of money paid.

Where student is under 18: I (the parent) accept that the welfare and supervision of my child outside school hours is the responsibility of myself and the guardian I nominate.

Student's signature: \_\_\_\_\_ Date: / /      Parent's signature: \_\_\_\_\_ Date: / /

This agreement does not remove any right to take action under Australia's consumer protection laws. The registered provider's dispute resolution procedures do not circumscribe the student's right to pursue other legal remedies