

Application Form



376-378 Bourke Street, Melbourne, Victoria 3000 Australia

Tel: +61 3 9602 4800 | Fax: +61 3 9602 4877

Email: enrolments@discoverenglish.com.au | Web: www.discoverenglish.com.au

Discover English Pty Ltd T/A Discover English

CRICOS Provider Code: 03262J

Student Details

Title:

Family name/s:

First name:

Date of birth: / / **Age:** **Sex:** Male Female

Country of birth:

Nationality:

Native Language: **Passport number:**

Address

Telephone: **Fax:**

Email address:

Mobile:

Disability Do you consider yourself to have a disability, impairment or long-term condition that may impact on your studies (You may indicate more than one area.)
 Hearing/Deaf Physical Vision Learning Other

Accommodation

Do you require accommodation: Yes No **Type of accommodation:** Homestay Student Lodge

• Student Lodge: \$250 per week*[†]
*Fees are inclusive of 10% GST (Goods and Services Tax) Date In: / / Date Out: / /

[†]Refunds of any monies received by Discover English Pty Ltd on behalf of the student for services other than tuition fees must be requested from the company delivering the service and will be subject to the respective company's refund policies.

• Homestay \$240 per week
Homestay offers students the opportunity to live with a friendly Australian family. Your Host family will provide the morning and evening meal from Monday to Friday, and three meals on both Saturdays and Sundays.

Would you like to stay with a family with children? Yes No Do you smoke? Yes No Do you like pets? Yes No

What are your hobbies/interests?

Do you have any special requests? (eg. Special food etc)

N/B: Bookings will not be made until payment and flight details are received. If written cancellation is received 14 days prior the homestay commencement date, a full refund of Homestay fees paid (the first 4 weeks') is available (excluding the Accommodation Placement Fee). If written cancellation is received less than 14 days prior to the homestay commencement date, a refund is available less a cancellation fee of 2 weeks' Homestay fees. If written cancellation is received on or after the homestay commencement date, no refund is available. If a visa application is not granted, a full refund of homestay fees will be made, provided that sufficient evidence of visa refusal is given to the college by the refusing Australian Authority.

Airport Transfer

Do you wish to be met at the airport: Yes No **Which Melbourne Airport are you flying into:** Tullamarine (\$130)* Avalon (\$165)*

Arrival Date: / / **Time:** : **Flight number:**

• If these are not available please provide details as soon as possible • If your flight details change, please give us as much notice as possible
• If less than 24 hours notice is given, additional charges may be payable.

*Fees are inclusive of 10% GST (Goods and Services Tax).

How Did You Hear About Discover English?

<input type="checkbox"/> Friends/relatives	<input type="checkbox"/> Advertisement/publications
<input type="checkbox"/> Exhibition/seminars	<input type="checkbox"/> Internet
<input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Agent <input type="text"/>

Agent Details / Stamp

Holidays

Discover English is closed for one week over the Christmas/New Year period. The college is also closed for all National and State Public Holidays including: Australia Day, Labour Day, Good Friday, Easter Monday, ANZAC Day, Queen's Birthday, Melbourne Cup. (A full week's tuition is payable in weeks comprising public holidays, no refunds will be offered due to shortened weeks.)

Course Details

Course name	Time	Code	Start date	End date	Weeks
<input type="checkbox"/> General English	AM <input type="checkbox"/> EV <input type="checkbox"/>	073679D	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Business English	PM <input type="checkbox"/>	073675G	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="checkbox"/> English for Academic Purposes	PM <input type="checkbox"/>	073678E	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="checkbox"/> English Excel	PM <input type="checkbox"/> EV <input type="checkbox"/>	073677F	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="checkbox"/> IELTS Preparation	PM <input type="checkbox"/> EV <input type="checkbox"/>	073680M	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="checkbox"/> First Certificate in English (FCE) Exam Preparation	AM <input type="checkbox"/>	074419E	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>
<input type="checkbox"/> Certificate in Advanced English (CAE) Exam Preparation	AM <input type="checkbox"/>	074419E	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>

Tick length of course: 5 10 15 / 20 25 30

Have you completed a Discover English pre entry test? Yes No

IELTS Score: PTE Academic Score: Other:

(Attach certified copy of certificate)

I prefer evening (5:15 – 9:35) classes Yes **N/B:** General English + Cambridge ESOL courses run Monday to Friday 8:30am – 1pm. Specialist courses (EAP, IELTS, BE, Excel) run Monday to Thursday 3pm – 8:30pm. Evening classes (5:15 – 9:35) are available for selected General English levels for IELTS and English Excel.

Visa Type

Put a tick (✓) in the box for the visa you are currently holding or will travel on: Student Visitor (tourist) Working holiday Other

Start Dates

All courses except English for Academic Purposes and Cambridge ESOL courses commence every Monday excluding public holidays, (see Important Dates). To enter these courses, students must successfully complete a Pre-entry Test.

Start dates for 5 weekly intakes are:

2012:

30 Jan	5 Mar	9 Apr	14 May	18 Jun
23 Jul	27 Aug	1 Oct	5 Nov	3 Dec

2012 Start dates for Cambridge ESOL courses are:

2 Jan (10 weeks)	19 Mar (12 weeks)	11 Jun (10 weeks)	10 Sept (12 weeks)
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Exam Dates:

FCE 10/3/12	12/6/12	23/8/12	4/12/12
CAE 17/3/12	13/6/12	24/8/12	5/12/12

What will you do when you finish your course at Discover English?

<input type="checkbox"/> University course	<input type="checkbox"/> TAFE course	<input type="checkbox"/> Travel
<input type="checkbox"/> Return home	<input type="checkbox"/> Other <input type="text"/>	

Insurance Details

If you are travelling on a student visa the Australian Government requires you to have Overseas Student Health Cover. You are required to have this for at least 1 month longer than your course with Discover English. A minimum of 3 months is required for new memberships.

***OSHC required:** Single Family

PATHWAY FURTHER STUDY

Are you planning to undertake further study? Yes No

If yes, please submit documents if available.

If you are going onto further study:

Course applied for:

Name of institution:

Course commencement date: / /

Refund Policy

APPLICATION AND ACCOMMODATION PLACEMENT FEES

Application/Placement Fees, Accommodation Placement Fees are non-refundable.

HOMESTAY FEES

If written cancellation is received 14 days prior to your arrival at the homestay, a full refund of unused fees is available.

AIRPORT TRANSFER FEES

If written cancellation is received 7 days prior to airport transfer, a full refund of unused fees is available.

REFUND POLICY CONDITIONS AND PROCESSES

Discover English Pty Ltd reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, should it be necessary. In such circumstances, if the course is postponed by more than four weeks, and if a student is unable to enrol in a similar course at Discover English Pty Ltd, all fees will be refunded. A refund of the fees will only be granted in accordance with the refund policy set out below.

Full Fee Refund

Discover English Pty Ltd will make a full refund of course fees paid in the following circumstances:

- Application for a student visa is unsuccessful. In this case, Discover English Pty Ltd reserves the right to retain a application charge of A\$200. A request for refund in writing and proof of visa refusal from the Australian Government must be sent to Discover English Pty Ltd upon visa refusal. In this case, a full refund of course tuition fees will be made within 14 days.
- If for any reason Discover English Pty Ltd is unable to start delivery of the course on the agreed starting date or ceases to deliver the course before it is completed, in this case, a full refund of refundable course tuition fees paid. Payment of the refund will be made within 14 days of the specified starting date or from the time the course ceases to be delivered in accordance with the refund requirements of the ESOS Act 2000.

Partial Fee Refund

Discover English Pty Ltd will make a partial refund of tuition fees in the following circumstances:

- If written notice of withdrawal is received from a student at least 28 days prior to the initial course commencement, 50% of the tuition fees are refundable, less a application charge of A\$200. All refunds if approved, will be made within 28 days of date of withdrawal.

No Fee Refund

- If written notice of withdrawal is received from a student less than 28 days prior to the initial course commencement or at any time after course commencement, no refund will be applicable.

- Refunds of any monies received by Discover English Pty Ltd on behalf of the student for services other than tuition fees must be requested from the company delivering the service and will be subject to the respective company's refund policies.
- In the event that an extension to a student visa is not granted and the course has commenced, a refund will not be issued. The student is advised not to enrol if they believe their visa will not be extended.
- In the event that the student seeks and is granted approval by Discover English Pty Ltd to transfer to another provider prior to completion of six months study of the principal course, no refund of any course money paid in advance will be granted.
- In the event that the student's enrolment is cancelled because of an infringement of Discover English Pty Ltd Deferment, Suspension or Cancellation of Study During Enrolment Policy or breach of student visa conditions, no refund of any course money paid in advance will be granted.
- All Discover English Pty Ltd application and accommodation placement fees are non-refundable.

Requests for Refund of Tuition Fees

Application for a refund of tuition fees in accordance with this Refund Policy must be made in writing, using the request for refund proforma, stating reasons and relevant details. This must be submitted to the Administration Manager at Discover English Pty Ltd, 376-378 Bourke Street, Melbourne 3000 Victoria Australia or by email, with attached supporting documents to enrolments@discoverenglish.com.au

Approvals

All refunds must be approved by the Admissions & Office Manager. In the absence of the Admissions & Office Manager, the Campus Manager will approve refunds. Exemptions to any of the above mentioned cases may only occur where the student has extenuating or compassionate grounds as determined by the Principal Executive Officer (PEO).

Payment of Refund

All refunds for which a student is eligible will be forwarded to the person who paid the fees in his or her home country, unless the student is transferring to another institution in Australia (subject to visa conditions), in which case, any refund may be remitted to that institution. Discover English Pty Ltd will provide the student with a statement detailing the calculation of the refund.

GENERAL

A full week's tuition is payable in weeks comprising public holidays. Any specials applied to the original enrolment will take place at the end of the course.

Terms and Conditions

I have read and understand the terms of Discover English Refund Policy.

I understand that some courses require a pre requisite level of English language proficiency for entry.

I understand I must be at least 18 years of age.

I understand that I will be tested on or before the commencement of my course, and placed in an appropriate English language course.

I understand that I must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.

I understand that I must attend at least 80% of my course, and that if I fail to do so, I may be reported to the Department of Immigration and Citizenship (DIAC).

I understand that I must inform Discover English immediately if I change my address in Australia.

I understand that I must speak only English at all times in the College.

I understand that I cannot change my school during the first six months of my course without a written letter of release from Discover English.

I have read the regulations of the college and agree to abide by them.

I am aware that school age dependents accompanying me will be required to pay full fees at a private or government school in Australia.

I understand that my personal information may be shared with the Australian Government, designated authorities, the Tuition Assurance Scheme, and the ESOS Assurance Fund Manager. This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach by the student of a student visa condition.

I acknowledge that Discover English 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.

Applicant Checklist

Discover English warmly welcomes overseas students. In order for us to process your application without delay can you please make sure that you have you completed all sections of this Application Form and have attached:

- | | |
|--|--|
| <input type="checkbox"/> Certified IELTS score / Proof of English Language Proficiency (if applicable) | <input type="checkbox"/> Copy of your Visa (if applicable) |
| <input type="checkbox"/> Certified copy of your passport | <input type="checkbox"/> Relevant employment details (if applicable) |

Applicant's Declaration

Signature:

Date: / /