

PROPOSED PUBLIC HOLIDAYS FOR QUEENSLAND 2006

1 January	New Year's Day	7 May	Labour Day
26 January	Australia Day	11 June	Queen's Birthday
6 April	Good Friday	15 August	Brisbane Show Day
7 April	Easter Saturday	25 December	Christmas Day
9 April	Easter Monday	26 December	Boxing Day
25 April	ANZAC Day		

PAYMENT DETAILS *Please fax the remittance advice receipt and ask your bank to notify GEOS QCE of the payment.

Bank Draft / Cash / International Money Order / Bankcard / MasterCard / VISA

Please make bank cheques/drafts payable to:

GEOS QCE Brisbane
P.O. Box 13222, George Street Post Shop
Brisbane, Queensland 4003, Australia

Bank transfer, including the bank charges to:

Bank Name: National Australia Bank
Bank Address: 223 Queen St.
Brisbane, Queensland 4003, Australia

Swift Code: NATAAU33025

Bank Account Details:

FOR STUDENT VISAS

Account Name: Q.C.E. Student Trust
Account Number: 084-009 65 397-6422

FOR OTHER VISAS

Account Name: Q.C.E. Business Management
Account Number: 084-009 65 397-6406

GEOS QCE CANCELLATION AND REFUND POLICY

TUITION

- The Enrolment fee, Accommodation Placement fee and High School Placement 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. Point 1 of the Cancellation and Refund Policy still applies.
- If the College receives written notice of cancellation of enrolment 28 days prior to the course commencement, a full refund of tuition fees will be paid.
- If the College receives written notice of cancellation less than 28 days prior to the course commencement, a refund of tuition fees, less a cancellation fee equal to two weeks' tuition will be paid.
- If the College receives written notice of cancellation on or within four weeks of the course commencement, then the student is entitled to a refund of 30% of the tuition fees, less administration charges for that semester (20 weeks) and a full refund of tuition fees paid in respect of future semesters.
- No refunds in respect to commencement of any course of duration 10 weeks or less.
- A full week's tuition is payable in weeks that include public holidays
- Should the student cancel the enrolment, the College shall make the necessary refund within 4 weeks of receipt of a written application. Provider default is covered by the provisions of the ESOS Act 2000 and ESOS Regulation 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. All refunds will be made in Australian Dollars and within 4 weeks.

AIRPORT GREETING AND ACCOMMODATION

- If your visa application is rejected, your airport greeting and accommodation payment will be refunded in full. Point 1 of this policy still applies.
- If your airline flight details change, please give us as much notice as possible. If you give us less than 24 hours' notice, you may have to pay another airport greeting fee.
- If you cancel your accommodation request once you are in Australia, a minimum of two weeks' rent is to be paid. You must give at least two weeks' notice if you wish to change your accommodation. If you are not happy, we will move you to new accommodation free of charge.
- If GEOS Brisbane cancels your course, your airport transfer and accommodation fees will be refunded in full.

OTHER CONDITIONS

- Student Visa holders under 18 years of age: parents must nominate a guardian living in Brisbane who will be responsible for the welfare of their child whilst studying at the College, or request the College guardianship service.
- Australian law requires Student Visa holders to inform GEOS Brisbane of change of address within seven days and other changes thereafter.
- Student details may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund pursuant to obligations under the ESOS Act 2000 and the National Code. The provider is required under S19 of the ESOS Act to tell the Department of: (i) certain changes to the students' enrolment (ii) any breach by the student of a Student Visa condition relating to attendance or satisfactory academic performance.
- This agreement does not remove the right to take further action under Australia's consumer protection laws. GEOS Brisbane's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.

GEOS Queensland College of English Brisbane
Telephone: (61 7) 3236 2222 • Fax: (61 7) 3236 2000
Postal Address: PO Box 13222 George Street Post Shop, Brisbane, QLD, 4003
english@qce.qld.edu.au • www.qce.qld.edu.au
CRICOS 00085A

BV2:210806

GEOS Brisbane

Queensland College of English



REPRESENTATIVE STAMP

Student ID: _____

ENROLMENT FORM

Family name _____
Given names _____
Date of birth _____ Sex: M F
Nationality _____
Language _____
Address _____

Telephone _____
Facsimile _____
Email _____
Passport Number _____

Which type of Visa will you apply for?

Visitor Student Working Holiday
Other (please specify) _____

What is your English Level?

Beginner Elementary Pre-Intermediate
 Intermediate Upper-Intermediate Advanced

This information may be provided to Commonwealth or State agencies and the Fund Manager of the Assurance Fund.

ACCOMMODATION

Would you like GEOS Brisbane to arrange accommodation for you?

If Yes, please complete below No
Homestay Hostel

Would children under 16 be okay? Yes No

Do you smoke? Yes No

Are dogs and cats okay? Yes No

Do you have any allergies / illnesses? No

If yes _____

Are there any foods you cannot eat? No

If yes _____

What are your favourite hobbies?

What date will you start the homestay? ____/____/____

How many weeks do you wish to book? _____

AIRPORT PICK-UP

Would you like an airport pick-up? Yes No

One way Return

If yes Date Arrival _____

Time _____ Flight Number _____

COURSE REQUEST

Length of course _____ weeks
Course start date _____ Full-time Part-time

Please indicate your preferred English course.

- General English (1-50 weeks)
 IELTS Exam Preparation
 Cambridge Exam Preparation – FCE, CAE or CPE
 English for Academic Purposes
 English for Business Purposes
 English for Tour Guiding
 Young Learner Program
 Other (Please specify) _____

PAYMENT DETAILS

Enrolment fees AU\$ \$150

Tuition fee _____ weeks AU\$ _____

Accommodation placement fee AU\$ _____

Accommodation _____ weeks AU\$ _____

Airport transfer AU\$ _____

Overseas Student Health Cover AU\$ _____

Total payment due = AU\$ _____

I have read and understand the cancellation and refund policy, outlined on the opposite page of this enrolment form. I hereby agree to abide by the terms and conditions of enrolment.

See over →

Signed Date

Parent or Legal Guardian (If the student is under 18 years old)

Signed Date

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