



Sydney English Language Centre

## METHOD OF PAYMENT

Payment can be made by:

1. Bank draft
2. Bank cheque. Personal cheques are not accepted.
3. Postal Note
4. Direct Transfer

Account number: 167368

Branch number: 032 051

SWIFT Code: WPACAU2S

Bank Name: Westpac Banking Corporation

Branch: Bondi Junction, Westfield Shopping Centre

NSW 2022 Australia

Please ensure your name is included in the transaction and a copy of the bank receipt is faxed to (61-2) 9389 6977.

5. Credit Card. Please fill out details in box provided.

For credit card payments please add a 2% surcharge.

### Credit Card Payments:

Name	<input type="text"/>		
Card Type	<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	
Card Number	<input type="text"/>		
Expiry Date	<input type="text"/> Month	<input type="text"/> Year	
Amount	<input type="text"/> A\$		+ 2% surcharge
Signature	<input type="text"/>		
Date	<input type="text"/> Day	<input type="text"/> Month	<input type="text"/> Year

## CONDITIONS OF ENROLMENT

Please read the following conditions carefully before filling out your enrolment form.

### PAYMENT OF FEES

The enrolment fee must be paid when you enrol. It is not refundable. All tuition and accommodation fees must be received by SELC at least 4 WEEKS before your course begins, otherwise we cannot guarantee your place.

### ACCOMMODATION

Your accommodation will be confirmed when we receive the arrival date and time of your flight and flight number. We must receive this information at least 2 WEEKS before you arrive in Australia. Send us a fax or e-mail if necessary. We will then send you the name, address and telephone number of your accommodation. Homestay accommodation may not be available the day you arrive in Sydney, particularly if you arrive at short notice or many days before your course begins. In these cases we reserve the right to put you in budget hotel accommodation for a short period. There may be extra charges payable for hotel accommodation. See (11) below for accommodation cancellation policy.

### REFUND AND CANCELLATION POLICY

- All Refund and Cancellation requests must be made in writing.
- 1. Enrolment and Accommodation Placement fees are not refundable.
- 2. If your visa application is rejected, tuition fees are refunded in full. SELC requires official confirmation from your local Australian Embassy or Consulate that you are unable to obtain a visa to travel to Australia before any refund will be made.
- 3. If you cancel your enrolment 28 days or more before the course begins, all tuition fees will be refunded within 4 weeks.
- 4. If you cancel your enrolment less than 28 days before the course begins, 75% of the tuition fees will be refunded within 4 weeks.
- 5. If you cancel your enrolment on or after your start date there will be no refund.
- 6. In the case of your expulsion from the school there will be no refund of tuition fees.
- 7. Refunds will not be made directly to a student in Australia. Tuition fees are not transferable to another person.
- 8. Students who transfer to further study institutions, and who have met the English entry requirements, are eligible for a refund on the unused portion of English studies less an administration fee of up to 30%. The refund will be calculated from the course commencement date of the further study institution. Students will not be released from SELC prior to the course start date of the next institution.
- 9. No refunds will be made for classes missed due to exams, excursions, internships or other obligations that fall outside the normal schedule of classes.
- 10. SELC reserves the right to cancel a course if numbers are insufficient. If SELC cancels a course, SELC will refund all compulsory fees (including the Enrolment fee) you have paid for the course within 2 weeks.
- 11. If you cancel your homestay before the end of a 4-week term you are required to give one week's notice to the family and to SELC (in writing) and one week's cancellation fee will apply. If you leave at the end of the term and give the family and SELC one week's notice, there is no cancellation fee. One week's notice is required for lodge accommodation or a one week's cancellation fee will apply.
- 12. The refund conditions stated above do not remove a student's right to take further action under Australia's consumer protection laws.
- 13. SELC reserves the right to change its fees, conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.
- 14. SELC reserves the right to deny you access to its premises and to withdraw its other services if your conduct disrupts the normal operation of the school. SELC's dispute resolution processes do not circumscribe your right to pursue other legal remedies.

### PUBLIC HOLIDAYS

SELC is closed for all official public holidays and the teacher holiday in August. Compensation will not be made for classes not offered on public and special holidays.

### OVERSEAS STUDENT HEALTH COVER (OSHC)

OSHC is compulsory by law for all student visa holders. SELC collects this fee at the time of enrolment on behalf of the health cover provider. It is your responsibility to read and check the conditions of this health cover. It is strongly advised that all students arrange travel insurance (against loss, damage, theft etc) prior to travelling to Australia.

### ATTENDANCE

Student visa holders are required to maintain a minimum attendance of 80% and SELC is obliged to notify DIMIA if your attendance rate falls below this. In addition, SELC reserves the right to exclude you from further classes without compensation if you fail to attend class regularly and there is no proper excuse for your absence. As well as being contrary to student visa regulations, irregular class attendance disrupts teaching for other students.

### CODE OF CONDUCT

Students must abide by SELC rules at all times, this includes conduct on the school premises, in class and in SELC-arranged accommodation. SELC reserves the right to discipline or expel students whose conduct is unsatisfactory. No refund of tuition fees will be made in the case of expulsion from the school.

### COLLECTION AND USE OF PERSONAL INFORMATION

A copy of relevant pages in your passport may be required by SELC in regard to your enrolment. Photographs, videos and testimonials provided by you and/or taken by SELC may be used for marketing and promotion purposes. The information provided on this enrolment form, your academic results and/or attendance may be made available to parents, further studies institutions, 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. In addition, SELC is required to inform DIMIA about certain changes to a student's enrolment, and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance. Student visa holders are required to provide SELC with their current Australian address at all times.

### INDEMNITY DECLARATION

By signing this declaration form the student, or in the case of a student under the age of 18, the parent(s) or legal guardian(s) agree that SELC, its officers, teachers, employees, representatives and/or agents shall not be held responsible and/or be under liability as far as permitted by the law of the Commonwealth of Australia and/or will not make any claim against them for the student's death, bodily injury, disability, loss, damages and/or property damages which may be sustained by the student and/or which may be caused by the student in connection with or during the period of: a) his/her attendance at any premises owned, operated or controlled by SELC b) his/her attendance at any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College or any activity of which SELC has any knowledge c) any accommodation whether short-term or long-term arranged for him/her by SELC d) in any way whatsoever during his/her association with SELC. On behalf of myself, my executors, administrators and assigns, I [the enrolled student or his/her parent(s) or legal guardians(s)] therefore hereby release SELC and/or its agents from loss, damage, death or injury from any actions, claims, demands which, if I had not entered into this Agreement, I might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and I hereby indemnify SELC and/or its employees, and/or agents against any such liability. Further, the student, or in the case of a student under the age of 18 the parent(s) or legal guardian(s) agrees to pay any direct or indirect costs incurred by the school in relation to these activities where a student attends and participates in excursions or activities (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of SELC or of which SELC has knowledge. Where a student who is under 18 years of age is accepted for enrolment as a student at SELC the parent(s) or legal guardian(s) further consent and agree that SELC at its absolute discretion may when it consider it desirable and/or essential seek and/or provide medical and/or dental and/or optical treatment for the student. In such cases such costs whether direct or indirect will be met by the parent(s) or legal guardian(s). If SELC has been obliged to incur costs on behalf of the student in such circumstances the cost will be repaid to SELC by the parent(s) or legal guardian(s) on demand.