

## Terms and Conditions

**PAYMENT OF TUITION FEES:** Tuition fees must be paid in full before course commencement. Part payment is not accepted. **TAFE NSW will not be responsible for any money paid directly to an agent.** Tuition fees cover the charges for tuition and administration.

**OTHER COSTS:** You should allow approximately AUD12,000 per year for living expenses and accommodation and AUD150 for stationery and excursions. There is no text book fee.

**APPLICATION FEE (non refundable):** Student visa applicants must pay a non-refundable application fee of AUD150 by credit card, bank draft or bank cheque made payable to "TAFE NSW". The fee for other applicants is \$75.

**OVERSEAS STUDENT HEALTH COVER (OSHC):** All International Students are required to pay Overseas Student Health Cover for themselves and all members of their family unit included in their application. This fee is not a TAFE NSW fee. It is your responsibility to read and check the conditions of this cover.

**ATTENDANCE:** Regular attendance is a requirement for all students. You must attend a minimum of 80% of classes to qualify for a certificate. For student visa holders, the Australian Department of Immigration Multicultural and Indigenous Affairs (DIMIA) must be notified if a student cannot achieve 80% attendance by the end of any individual course. DIMIA must also be notified if progress is unsatisfactory.

**LEAVE:** All leave must be approved and requests must be made on a Leave Application form. If you are sick, you must bring a doctor's certificate from a registered medical practitioner as soon as you return. Holiday leave will be approved only after 15 weeks of study.

**DISCLAIMER:** TAFE NSW reserves the right to review prices and class times without notice. Students who defer enrolment will be charged the fees applying to their course at the time they begin study. TAFE NSW reserves the right to cancel an advertised course if enrolments are insufficient.

**TRANSFER OF FEES:** If you complete your English course at TAFE NSW earlier than expected and there is a further general English course available at this centre, any remaining fees will be applied to that course; or if you enrol immediately in a NSW government high school or TAFE NSW vocational course, the remainder of your paid fees will be transferred to that course. If you are accepted into a TAFE NSW course or NSW government

high school before you complete your English course, we will transfer to that course the remainder of your paid fees as at the end of the English course session/term at the time of transfer. No fees will be transferred to other institutions or persons.

**REFUND PROCEDURES:** All applications for refunds must be made in writing and must contain the Confirmation of Enrolment (COE) Form, receipt for course fees and certified copies of any supporting documentation. If you provide TAFE NSW with false or misleading information or documents, or breach your visa conditions, no refund will be made.

If you complete the general English or the High School Preparation program earlier than expected and do not enrol in a TAFE NSW or government high school course, remaining fees will be refunded. There is no refund for public holidays. Processing fee, accommodation placement, guardianship and airport reception fees are not refundable.

A processing fee of AUD100 applies to all refunds. There is no processing fee where a student visa is refused or a course is cancelled by TAFE NSW.

Refunds of course fees will be calculated from the date written application is received, on the following basis only:

- Student visa refused: 100%
- Course cancelled by TAFE: 100%
- If student notifies withdrawal in writing:
  - More than 4 weeks (28 days) before commencement date of course of study: 90%
  - Within 4 weeks before commencement date of course of study: 80%
  - On or after commencement date of course of study: No refund

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## DECLARATION

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

I agree that information about my attendance and progress can be given to:

- My parents/guardian ..... YES/NO
- The education agent whose name appears on this form ..... YES/NO

I declare that:

- The information on this form and the supporting documentation are complete and correct.
- I have read, 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 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.

**NOTE:** The information provided on this application form is being obtained for the purpose of educational administration and marketing. It will be used by the NSW Department of Education and Training for purposes related to course provision and marketing within this English language centre. Information may also be made available to Commonwealth and State agencies in accordance with obligations under the Educational Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. The ESOS Act 2000 requires advice to be provided to relevant agencies about details of and certain changes to a student's enrolment, and any breach of visa conditions relating to unsatisfactory attendance or academic performance. All information will be stored securely. You may correct any personal information at any time by contacting the TAFE International Education Centre – Liverpool.

Course Dates			
2006		2007	
START	FINISH	START	FINISH
3 January	3 February	2 January	2 February
6 February	10 March	5 February	9 March
13 March	14 April	12 March	13 April
17 April	19 May	16 April	18 May
22 May	23 June	21 May	22 June
Mid-Year Break			
3 July	4 August	2 July	3 August
7 August	8 September	6 August	7 September
11 September	13 October	10 September	12 October
16 October	17 November	15 October	16 November
20 November	22 December	19 November	21 December

Public Holidays	
2006	2007
2 January	1 January
26 January	26 January
14 April	6 April
17 April	9 April
25 April	25 April
12 June	11 June
2 October	1 October