



Please complete and forward your application to:

Sydney CBD & Head Office  
L5, 127 Liverpool St.  
Sydney NSW 2000

By e-mail: enrolment@alcollege.edu.au  
For more details,  
please call: +61 (02) 8278 7233

## Part A - Student Details

USI:

Onshore International Student  Offshore International Student

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mr.  Ms.  Mrs.  Miss      Gender:  Male  Female

Date of Birth: DD/ MM/ YYYY      Country of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Date of expiry: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Permanent Address in your home country(if different from above)

Suburb: \_\_\_\_\_ State: \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Emergency Contact Details

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Do you have an Australian Visa:  Yes, Country of Issue \_\_\_\_\_  No

Visa Type (if Yes):  Student  Visitor  Working Holiday  Others \_\_\_\_\_

Are you currently residing in Australia?  Yes  No

If No, which country are you in now? \_\_\_\_\_

Which city will you lodge your visa application in? \_\_\_\_\_

## Part B - English Level Details

Please select the English language proficiency evidence you have from below. (Please attach certified copy of valid test scores)

IELTS  TOEFL  PTE  Others \_\_\_\_\_  None  
Score: \_\_\_\_\_ Expired Date: \_\_\_\_\_

# If you selected NONE you must participate in the Online Placement Test (OPT) to get an offer from ALC.

## Part C - Course Selection

Please select the campus and course(s) that you wish to enrol and dates you wish to start and complete.

General English

\_\_\_\_\_ weeks      From \_\_\_\_\_ DD/ MM/ YYYY to \_\_\_\_\_ DD/ MM/ YYYY

English for Academic Purposes

\_\_\_\_\_ weeks      From \_\_\_\_\_ DD/ MM/ YYYY to \_\_\_\_\_ DD/ MM/ YYYY

IELTS Preparation

\_\_\_\_\_ weeks      From \_\_\_\_\_ DD/ MM/ YYYY to \_\_\_\_\_ DD/ MM/ YYYY

Total number of weeks to study: \_\_\_\_\_ weeks

Will you be continuing your studies in Australia at a vocational or tertiary level:

Yes  No      Name of Institute: \_\_\_\_\_

Course: \_\_\_\_\_ Start Date: \_\_\_\_\_ DD/ MM/ YYYY

## Part D - Others

Would you like ALC to arrange OSHC (Overseas Students Health Cover) ?

Yes \_\_\_\_\_ Month(s).

No, Provider name: \_\_\_\_\_

Number: \_\_\_\_\_ Expire Date: \_\_\_\_\_

Would you like ALC to arrange accommodation?  Yes  No

If yes, how many \_\_\_\_\_ Week(s). Type of accommodation, please select

Homestay:  Single  Double      Shared:  Single  Double  Triple

Would you like ALC to arrange airport pick up service?  Yes  No

How did you hear about ALC?

By friend  Internet  Agent, please specify: \_\_\_\_\_

Others, Please specify: \_\_\_\_\_

## Part E - Bank Detail

Bank: Commonwealth Bank BSB: 062-000 Account number: 1613 6275

Account name: Australasia Language College

Description: Please refer your full name to clarify the payment

Note:

## Part F - Terms & Conditions

**1. Australasia Language College (ALC) Courses** 1.1 All the full time English study courses offered by ALC are approved for international students in NSW. 1.2 Students must satisfy entry requirements for enrolment. 1.3 A student may be required to repeat the English language course if they did not complete it satisfactorily. The student will be required to pay an additional fee for the repeat course. 1.4 The certificate of completion will not be issued unless the student satisfactorily completes the course. This requires a minimum of 80% attendance, and a minimum score of 60% overall and no less than 50% for each individual skill. 1.5 All the updates of ALC courses and policies are detailed in the international student handbook, which is available on our website and on the student notice board. It is the responsibility of students to make sure they read and understand the handbook, keep up-to-date with changes to the handbook, and request a copy of the handbook if they need one. For more course information, please refer to website. 1.6 ALC does not have articulations or provide study pathways with other registered providers.

**2. Attendance** 2.1 Australian government regulations state that it is a condition of a student visa that a student must attend at least 80% of classes in a course. 2.2 ALC is required to report students to the Department of Immigration for unsatisfactory attendance. This happens when a student's attendance is less than 80% and the student has received a final attendance warning letter. 2.3 ALC is required to report this information to the Department of Home Affairs (DHA), and this may result in the cancellation of the student's visa. For more information, please refer to website.

### 3. Enrolment and course fees

3.1 Fees must be paid in Australian dollars by bank cheque or bank draft to ALC's bank account. ALC will not be responsible for any monies paid to agents.  
3.2 ALC reserves the right to vary fees.  
3.3 Enrolment and course fees do not cover the cost of accommodation, living expenses, textbooks, stationary or other equipment and administration fee.  
3.4 The enrolment fee is non-refundable in any circumstances.  
3.5 Airport pickup service and Accommodation arrangement fees are non-refundable after the arrangement confirmation email has been sent to the student.  
3.6 Completing the enrolment application form does not guarantee a place in ALC.  
3.7 ALC reserves the right to decline an application. For more information, please refer to website.

**4. Course duration, deferral, transfer, withdraw and extending studies** 4.1 A course commences on the starting date stated on the offer letter or CoE (whichever one was issued last). 4.2 The student will be advised of the course duration prior to enrolment, if the student has participated in ALC's Online Placement Test, or other evidence of English language proficiency has been submitted during the enrolment process. Students who participated in ALC's placement test after arrival, or on their orientation day, may require more time to complete their course. 4.3 Provider Initiated Suspension or Cancellation of Enrolment. Please refer to website. 4.3.1 ALC may suspend or cancel a student's enrolment in case of serious misconduct, unsatisfactory course progress and/or attendance and non-payment of course fees in accordance with ALC's Student Academic Progress and Monitoring Policy, Attendance Policy, Student Fees & Refund Procedure or the Student's Code of Conduct. 4.3.2 Where suspension or cancellation is initiated by ALC, the student will be given 20 working days to access the Student Complaint and Appeal Procedure. 4.4 When a student wishes to change the enrolment from studies at ALC, the student must complete the Enrolment Variation Request Form and get approval from ALC. For more information, please refer to website

**5. Student Privacy** 5.1 ALC collects personal information from students for the purposes of processing applications and providing services to students. This information will be disclosed to staff and the student's agent where applicable. 5.2 ALC has an obligation under Commonwealth and State legislation to provide information to certain government departments. 5.3 Students have a right to access and alter their personal information. 5.4 Students are required to notify and update their contact details with ALC within 5 working days prior to or after the changes are made. 5.5 ALC has the right to all the media images taken by ALC during the student's studies at ALC. It includes photographs, video and DVD images.

### 6. School Age Dependents

6.1 Should the student be accompanied by school age dependents, the student must accept responsibility for any primary or secondary school fees. The dependents are not eligible to attend government schools free of charge.  
6.2 Any school age dependent of an ALC student must be enrolled and attending school during the period that the ALC student is studying at ALC.

### 7. ALC contact hours

7.1 ALC visiting/office hours are 9:00 AM to 5:30 PM by appointment only.  
7.2 Email correspondence is made during weekdays only and not weekends and public holidays.  
7.3 ALC does not take calls or reply to emails outside of office hours, weekends and public holidays.

**8. Duty of Care** 8.1 The scope of ALC duty of care covers meeting pastoral needs, guiding students in academic work, guiding students in play, dealing with bullying, dealing with disciplinary matters and international student matters to protect underage students to live and develop in a safe learning and living environment. 8.2 The final decision for any duty of care matter will be based on the ALC duty of care policy and procedure. 8.3 When ALC makes the final decision to expel a student there will be no refund of any fees paid.

## Part G - Declaration

I declare all information I have given on this form is correct and complete. I have read, understand and accept the Terms and Conditions and the Cancellation and Refund Policy and agree to be bound by them. I also understand money may be withdrawn from my tuition fees to reimburse agent expenses and authorise deduction of the appropriate amount from fees paid. I enclose the required fees and authorise Australasia Language College to retain my tuition fees in accordance with the Refund Policy if I elect to cancel my enrolment at any time.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection laws.

Australasia Language College reserves the right to require further information from the student pertaining to this application.

### STUDENT INFORMATION

Student Name:

Student's Signature:

Date:

DD/ MM/ YYYY

### REFERRAL / EDUCATIONAL AGENCY INFORMATION

Agent Name:

Agent's Signature:

Date:

DD/ MM/ YYYY

**AGENT STAMP**

### OFFICE USE ONLY

ACCEPTED BY ALC