

## APPLICATION FORM – Cambridge Preparation 2010

### PERSONAL DETAILS

FAMILY NAME: \_\_\_\_\_ GIVEN NAMES: \_\_\_\_\_ Gender:  Male  Female

DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_ NATIONALITY: \_\_\_\_\_ PASSPORT No: \_\_\_\_\_

ADDRESS in home country: \_\_\_\_\_ Telephone \_\_\_\_\_

ADDRESS in Australia: \_\_\_\_\_ Telephone \_\_\_\_\_

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

Occupation: \_\_\_\_\_ Type of visa:  Student  Travel  Working Holiday  Other \_\_\_\_\_

Are you applying for a student visa?  No  Yes → Please attach a copy of all current and future electronic Confirmation of Enrolments (eCOE)

Have you successfully completed the Cambridge Pre-Arrival Test (PAT)?  Yes  No → Please go to [www.apc.edu.au](http://www.apc.edu.au) and complete the PAT

How were you introduced to Australian Pacific College (APC)? \_\_\_\_\_

### EDUCATION DETAILS

Highest level of education completed

University  College  Secondary school

Your present level of English

Beginner  Elementary  Intermediate  Advanced

Do you intend to take any of these examinations in Sydney?

IELTS  TOEFL  Cambridge First Certificate

Please provide details if you have taken any English proficiency examinations.

Exam type \_\_\_\_\_ Result \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### PROPOSED FUTURE STUDIES (please indicate)

Secondary  Vocational College  TAFE

University Undergraduate  University Postgraduate

Name of institution \_\_\_\_\_

Course commencement date \_\_\_\_\_

Have you already received a provisional letter of offer?  YES  NO

If NO, do you require APC assistance with placement?  YES  NO

### SELECT YOUR COURSE, SESSION

Please select your session  Morning  Evening

Please select your course  First Certificate in English (FCE)

Certificate of Advanced English (CAE)

### SELECT YOUR COURSE DATE

Please select your course date:	Exam FCE	Exam CAE
<input type="checkbox"/> 04/01/10 – 12/03/10 (10 weeks)*	13/03/10	06/03/10
<input type="checkbox"/> 22/03/10 – 11/06/10 (12 weeks)	15/06/10	16/06/10
<input type="checkbox"/> 13/09/10 – 03/12/10 (12 weeks)	07/12/10	08/12/10

\*No opportunity for double entry in FCE/CAE exams

### ACCOMMODATION AND AIRPORT PICK-UP

Do you require airport pick-up?  YES  NO

Do you require APC to arrange accommodation for you?  YES  NO  
(If YES, please complete Homestay Application Form)

### PAYMENT DETAILS

Application Fee (non-refundable)	A\$ _____
Tuition Fee _____ weeks	A\$ _____
Accommodation Booking Fee (non-refundable)	A\$ _____
Accommodation Fee _____ weeks	A\$ _____
Airport pick-up Fee: arrival date ____/____/____	A\$ _____
Overseas Student Health Cover (OSHC)	A\$ _____
Guardianship Placement Fee	A\$ _____
Guardianship Fee _____ weeks	A\$ _____
Further Study Placement Fee (non-refundable)	A\$ _____
Text Book/Material Fee	A\$ _____
Other: _____	A\$ _____
<b>TOTAL</b>	<b>A\$ _____</b>

**Method of Payment**

Bank draft/cash  Credit Card\*  EFT (Card)\*  Telegraphic Transfer

\*1% - 4% surcharge applies to Credit Card and EFTPOS payments

### ACKNOWLEDGEMENT

I confirm that I have read, understood and agree to the Conditions of Enrolment. I acknowledge and agree that; this is an application only to study at Australian Pacific College (i.e. there is no guarantee of a place); and, if an offer is made to me my acceptance is subject to the terms and conditions set out in the letter of offer.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

For students under the age of 18, a parent or legal guardian must sign this form.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please send the Application Form to Australian Pacific College by mail or by Fax: (61 2) 9251 7575 OR apply online at: [www.apc.edu.au](http://www.apc.edu.au)**

## CONDITIONS OF ENROLMENT

### FEES AS AT 1 JANUARY 2010 (all in SA and includes GST)

1. APPLICATION FEES: All courses \$200, except HSP \$280
2. TUITION FEES:

General English (GE)		English for Academic Purposes English for Tourism & Hospitality IELTS Preparation		High School Preparation (HSP) & FCE, CAE	
Weeks	A\$	Weeks	A\$	Length	A\$
1	\$340	1	\$360	1 week	\$380
12	\$4,080	12	\$4,320	3 months	\$4,940
24	\$8,160	24	\$8,640	6 months	\$9,880
36	\$12,240	36	\$12,960	9 months	\$14,820
48	\$16,320	48	\$17,280	12 months	\$19,760

3. TEXTBOOK & STUDY KIT FEE (1<sup>st</sup> textbook, journal, folder, &/or readings)  
**High School Preparation** \$175  
**General English, EAP & English for Tourism & Hospitality** \$70 (may vary depending on level)
4. OVERSEAS STUDENTS HEALTH COVER (OSHC): \$32.40/month\* (\*single cover)
5. FURTHER STUDIES PLACEMENT FEE \$220/app
6. ISC/OTHER PROVIDER REPORTING FEE \$220
7. AIRPORT PICKUP FEE \$125/person
8. ACCOMMODATION BOOKING FEE \$175
9. HOMESTAY  
(age 18 years+) SINGLE 4 Weeks \$960  
SHARED 4 Weeks \$880  
(age <18 years) SINGLE \$260/week  
\$110  
\$38.50/week
10. GUARDIAN ARRANGEMENT FEE \$55
11. GUARDIANSHIP SERVICE BY APC \$220
12. GUARDIAN POLICE CHECK FEE (non APC Guardian) \$500/app
13. ACCOMMODATION INSPECTION FEE (non APC Host)
14. AU PAIR PLACEMENT FEE

### ACCOMMODATION AND AIRPORT PICK-UP

If you require accommodation and/or airport pick-up you must:  
Pay the appropriate fees and advise APC of your arrival details (flight number, date and time of arrival) at least 2 weeks before you arrive in Australia. Otherwise, no refund or recourse will be available. APC will then send you full details of your accommodation and confirmation of airport pick-up.

### FURTHER STUDIES PLACEMENT

APC is able to assist with your placement at a secondary school, vocational college, TAFE or university. Please send us a certified copy, translated into English, of your most recent academic record with a short note telling us what you would like to study. We can advise on entry requirements and will help you select a suitable course and institution. We will then help you with your application to your chosen course. Once you have been accepted into the institution of your choice, we will send you their letter of Provisional Acceptance. Alternatively, you can select your course after you arrive in Sydney. You should bring with you certified copies of your academic records, translated into English.

### INDEMNITY AND RELEASE

The student and, in the case where the student is under the age of 18 years, the parent/guardian agree not to hold the College (including its employees and/or agent) responsible or liable for any loss, damage, death or injury which the student may suffer or which may be caused by the student as a result of or in connection with my/the student's enrolment at the College, including:

1. the student's attendance at any premises owned, operated or controlled by the College;
2. the student's attendance at or participation in any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College; and/or
3. any accommodation whether short term or long term arranged for the student by the College, and/or in any way whatsoever my association with the College.

The student and, in the case where the student is below the age of 18 years, the parent/guardian hereby indemnify the College in full against all claims, demands and proceedings as a result of any loss, damages, death or injury which may be suffered by or caused by the student.

### REFUND POLICY (v4.0)

#### Purpose of this policy

The purpose of this Refund Policy is to set out the procedures which a student must follow to withdraw from a course and to get a refund. Please note that refunds will only be paid in the circumstances set out in this Refund Policy.

This Refund Policy is made in accordance with the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 ("ESOS Act and Regulations") and the National Code of Practice for Registered Authorities and Providers of Education and Training to Overseas Students 2007 (refer to <http://www.dest.gov.au/esos/> for more information).

#### Definitions

1. In this Refund Policy and as the context permits,
  - a. "Administration Fee" includes, but is not limited to, bank and any other charges/costs related to the refund and transfer of any refund.
  - b. "Application Fee" means the fee payable to APC/SCHS to process your application to enrol in a course with APC/SCHS.
  - c. "you" or "your" means the Student and as the context permits includes the Student's legal guardian.
  - d. "Cancellation Fee" means an amount equal to 20% of the total Tuition Fee for the Course or in a Package of Courses for each Course.
  - e. "College" means Australian Pacific College/Southern Cross High School (APC/SCHS)
  - f. "Course" means a course of education in which you are enrolled in.
  - g. "Course Money" is made up of the following components:
    - i. Application Fee;
    - ii. Administration Fee;
    - iii. Services Fees; and
    - iv. Tuition Fee.
  - h. "Course Start Date" means the date the Course is scheduled to start at the time you submit your application to enrol in the Course. For clarity, where the Course is to be taught over more than one term, the Course Start Date is the first day of the first term that the Course is scheduled to start at the time you submitted your application to APC/SCHS.
  - i. "Non-refundable Fees" means the fees listed in clause 0.
  - j. "Package of Courses" means 2 or more Courses which you have enrolled in as a package and where you will study the Courses either consecutively or simultaneously.
  - k. "Services Fees" include, but are not limited to, guardian arrangement fee, suitability of accommodation inspection fee, airport pick-up fee, accommodation booking fee, further studies placement fee, ISC/other provider reporting fee and any other fee for services ordered by you which are not refundable.
  - l. "Student Course Variation form" means a written notice in a form prescribed by APC/SCHS completed by you, or, if you are under the age of 18 years, your legal guardian, withdrawing from or cancelling your enrolment in the Course.
  - m. "Student Default" includes circumstances where:
    - i. you failed to pay an amount you are liable to pay to APC/SCHS, directly or indirectly, in order to undertake your Course;
    - ii. you breached a condition of your student visa;
    - iii. you have behaved in a manner which is inconsistent with the General Conditions of Enrolment or which amounts to misbehaviour;
  - n. "Tuition Fee" means the price of tuition for a Course
  - o. "Withdraw from the Course" includes circumstances where you cancel your enrolment in a Course.
2. To withdraw from a Course you must provide APC/SCHS with a completed Student Course Variation form.
3. For the purposes of making refunds, the date that APC/SCHS receives your Student Course Variation form

is the date that you are taken to have withdrawn from a Course.

#### Refund where you withdraw before the Course Start Date

4. Except for Courses that are part of a Package of Courses, if you withdraw from a Course before the Course Start Date (other than for reason of student visa refusal) APC/SCHS will refund to you the Course Money less:
  - i. any unpaid Application Fee;
  - ii. any unpaid Administration Fee;
  - iii. the Services Fees; and
  - iv. the Cancellation Fee.
5. In the case of a Package of Courses, if you withdraw before the Course Start Date of the first Course in a Package of Courses (other than for reason of student visa refusal), APC/SCHS will refund to you the Course Money for each Course in the Package of Courses less:
  - a. any unpaid Application Fee;
  - b. any unpaid Administration Fee;
  - c. the Services Fees; and
  - d. the Cancellation Fee.

#### Refund in the case of student visa refusal

6. If you require a student visa to attend the Course or a Package of Courses and your application for a student visa is refused by the Department of Immigration and Citizenship, APC/SCHS will refund to you the Course Money less the following (as provided in the ESOS Act and Regulations):
  - a. administration expenses totalling no more than the lesser of:
    - i. \$250; and
    - ii. 5% of the total amount of Course Money that the provider received in respect of the student for the course before the default day;
  - b. the part of expenses for travel, accommodation and other domestic services that cannot be offset by providing the services to someone else;
  - c. the amount of compulsory union fees;
  - d. the cost of books, equipment and other materials needed for the course; and
  - e. the proportion of the course money that the provider received in respect of the student before the default day that is equal to the proportion of the course that was provided to the student before the default day.
7. If your visa has been refused, you must provide evidence of the refusal before APC/SCHS makes any refund of the Course Money.

#### Refund where APC/SCHS cancels the Course

8. If before you withdraw from a Course APC/SCHS:
  - a. does not start the Course by the Course Start Date or such later date as agreed between you and APC/SCHS; or
  - b. stops providing the Course at any time after it starts but before it is completed, APC/SCHS will refund to you the Course Money APC/SCHS has received from you, however, no refund of Course Money will be made to you if:
    - c. APC/SCHS arranges for an alternative course to be provided to you (at our expense), whether by APC/SCHS or another provider; and
    - d. you accept the alternative course.

#### When you will not receive a refund

9. No refund will be made to you (other than for reason of student visa refusal) in the following circumstances:
  - a. Where you withdraw from the Course after the Course Start Date;
  - b. Where you withdraw from any Course that is part of a Package of Courses after the Course Start Date of the first Course in the Package of Courses;
  - c. Where APC/SCHS cancel, suspend or terminate your enrolment as a result of Student Default; or
  - d. In any other circumstances not referred to in clauses 4, 5, 6 and 8.

#### Payment of refunds

10. Refunds made under clauses 4, 5, 6 and 8 will be paid directly to you (or if you are under the age of 18 years, your legal guardian). APC/SCHS may also pay your refund in accordance with your written direction but are not obligated to do so. All refunds will be paid in accordance with the provisions of the ESOS Act and Regulations.
11. APC/SCHS may pay refunds by bank draft or by direct credit (in case of refund within Australia) or by telegraphic transfer (in case of refunds outside of Australia) at our option. APC/SCHS may require you to provide evidence of the existence of your bank account.

#### Non-refundable Fees and charges

12. If provided in this Refund Policy APC/SCHS may deduct the following Non-refundable Fees from the Course Money:
  - a. Application Fee;
  - b. Services Fees; and
  - c. Administration Fee.

#### Payment of Course Money by instalments

13. Where you pay Course Money by instalments and you withdraw from the Course, you are required to pay us:
  - a. all unpaid Non-refundable Fees; and
  - b. where you withdraw from Your Course before the Course Start Date, the Cancellation Fee; or
  - c. where you withdraw from Your Course on or after the Course Start Date, all unpaid Tuition Fees for Your Course.

#### Refunds in Australian Currency

14. All refunds will be made in Australian currency only. APC/SCHS is not responsible for currency exchange rate fluctuations and/or delays or loss of refund in transit (mail, courier, telegraphic transfer or otherwise).

#### IMPORTANT

No refunds are possible unless APC/SCHS procedures are followed. APC/SCHS reserves the right to change its procedures without notice, according to its own requirements, or Australian Government regulations. This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

### COURSE SESSIONS

Day, afternoon or evening sessions may be offered by APC for the course in which you have enrolled. APC, at its complete discretion, may assign a session for you on your first day. Only under exceptional circumstances may you apply to transfer to another session. Please ensure to indicate your session preferences (if any) very clearly at the time of enrolment. Please note that if the college closes during the period between Christmas and New Year this is included as part of normal tuition.

### PRIVACY

Information is collected on this form and during your enrolment in order to meet our obligations under the Education Services for Overseas Students (ESOS) Act and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the "Code"); to ensure student compliance with the conditions of their visas and their obligations under Australian Immigration laws generally. The authority to collect this information is contained in the ESOS Act 2000, the ESOS Regulations 2001 and the Code. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law. Personal information you supply will be disclosed to and used by APC staff and APC's agents and contractors as may be necessary to efficiently conduct the business of APC. Such uses include matters related to student administration (including recovery of debts), provision of services and the dissemination of information to staff, agents and contractors, prospective and current students and remaining in contact with graduates. For more information on privacy, please refer to the APC Privacy Policy available at [www.apc.edu.au](http://www.apc.edu.au)

### PAYMENT OF FEES

- Upon receipt of all enrolment, tuition and other fees, APC will send a successful applicant a Letter of Offer & Confirmation of Enrolment (COE). These will need to be presented to the Australian Consulate General, High Commission or Embassy to obtain a Student Visa.
- Payment of fees must be in Australian dollars and all bank fees paid by the applicant.
- Payments may be made by bank draft, or telegraphic transfer to:  
**Account name:** Australian Pacific College  
**Name of Bank:** Westpac Banking Corporation  
**Address:** 275 George Street, Sydney NSW 2000  
**Account Number:** 032013-131540 **Int. Swift Code:** WPACAU2S
- All major Credit Cards (Master/Visa/Amex/Diners/JCB) and Electronic Funds Transfer (EFT) cash cards are accepted - please enquire.
- Personal cheques are NOT accepted by APC.
- All fees (monies) due to APC will be deemed to have been paid only when all the funds have been cleared and transferred to APC from the financial institution and/or APC representative (agent) and a receipt issued by APC.