

IELTS PART TIME APPLICATION FORM 2012

S

SYDNEY

STUDENT DETAILS

Family Name: _____ Given Name(s): _____
 Visa type: Student visa Travel Visa Working Holiday visa Other visa (please provide details) _____
 Date of Birth: ____/____/____ (DD/MM/YY) Nationality: _____ Gender: Male Female
 Address: _____
 Telephone: _____ Mobile: _____
 Email: _____
 How were you introduced to Australian Pacific College (APC)? _____

2011 START DATES

Start Dates **2012**: 3 January, 30 January, 27 February, 26 March, 23 April, 21 May, 18 June, 16 July, 13 August,
 10 September, 8 October, 5 November, 3 December, 31 December

Preferred start date _____

SELECT NUMBER OF NIGHTS

	Per week	4 weeks
<input type="checkbox"/> 2 nights per week	\$64	\$256
<input type="checkbox"/> 3 nights per week	\$96	\$384
<input type="checkbox"/> 4 nights per week	\$120	\$480
<input type="checkbox"/> 5 nights per week	\$150	\$600

SELECT YOUR TIME TABLE 6:30PM – 8:30PM

Mondays ----- Listening
 Tuesdays ----- Writing 1
 Wednesdays ----- Reading
 Thursdays ----- Writing 2
 Fridays ----- Speaking

SELECT DURATION

4 weeks 5 weeks 6 weeks 7 weeks 8 weeks more than 8 weeks _____ weeks

BOOKING TERMS & CONDITIONS

- Entry Requirements: satisfactory completion of an Intermediate English course in Australia or IELTS result of 4.5. For free assessment of English level, visit www.apc.edu.au/pat
- Applications must be made for a minimum of four (4) weeks for 2, 3, 4 or 5 nights per week. Please select skill areas from the timetable above.
- No application fee or material fees apply. Course offered in the City Campus only.
- A practice exam will occur during week 4 of each study block.
- Fees are subject to change without notice.
- Enrolment is subject to the Conditions of Enrolment on page 2 and the college's policies which may be viewed at www.apc.edu.au

I declare that I have read and understood, and that I agree to the above conditions.

Signature: _____ Date: ____/____/____ (DD/MM/YY)

"Dedicated to Quality, Equity and Advancement"
www.apc.edu.au

Email: info@apc.edu.au

IELTS ParttimeApplicationForm2012v1.0

Kent Street Campus (CBD)
 189 Kent Street
 Sydney NSW 2000
 Phone: (61 2) 9251 7000
 Fax: (61 2) 9251 7575

York Street Campus (CBD)
 Level 5, 37 York Street
 Sydney NSW 2000
 Phone: (61 2) 9279 2122
 Fax: (61 2) 9299 1135

Clarence Street Campus (CBD)
 Level 3, 123 Clarence Street
 Sydney NSW 2000
 Phone: (61 2) 9262 3222
 Fax: (61 2) 9262 3388

Bondi Junction Campus
 1/100 Ebley Street
 Bondi Junction NSW 2022
 Phone: (61 2) 9389 9755
 Fax: (61 2) 9389 9766

Manly Beach Campus
 48-52 Sydney Road
 Manly Beach NSW 2095
 Phone: (61 2) 9976 2122
 Fax: (61 2) 9976 218

Brisbane Campus (CBD)
 Level 4, 115 Queen Street
 Brisbane QLD 4000
 Phone: (61 7) 3003 0088
 Fax: (61 7) 3003 1138

CONDITIONS OF ENROLMENT

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 (v5.1)

Purpose of this policy

This policy sets out the circumstance that a student is entitled to a refund and the procedure a student must follow to withdraw from a course to get a refund. This policy is made under 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).

1) How to withdraw from a course and get a refund

STEP 1 - Complete a Student Course Variation (SCV) form.

The SCV form is available from the Student Service Office. If you are under the age of 18 years your legal guardian will need to complete and sign the form.

STEP 2 - Attach all relevant documents to the SCV form

You should attach documents supporting the reason for your withdrawal and confirming your identity.

STEP 3 - Hand in the completed SCV form to Student Services or email to:

refunds@apc.edu.au

Please make sure that your student number and current contact details (email address, mobile phone number) are on the form. Please **sign** and **date** the SCV form before handing it in. Your form will NOT be processed if it is not signed and dated.

The College will process your completed SCV form and assess whether you are entitled to a refund based on our policy. The College may ask for further information or documentary evidence. Please note that incomplete SCV forms may delay the processing of the SCV form and payment of refunds.

2) Refunds will only be made in the following circumstances:

A) Where you withdraw BEFORE the Course Start Date:

1) The College will refund to you the Course Money for each Course you are enrolled in less the following fees:

- a) Application Fee;
- b) Administration Fee;
- c) Services Fees; and
- d) Cancellation Fee.

Please note that the Cancellation Fee will be deducted from each Course where you have enrolled in a Package of Courses.

B) Where your student visa is refused:

1) The College will refund to you the Course Money less the following:

- a) administration expenses of 5% of the total Course Money (up to a maximum amount of \$250);
- b) any expenses for travel, accommodation and other domestic services that cannot be refunded or provided to someone else;
- c) the amount of compulsory union fees (if any);
- d) the cost of books, equipment and other materials needed for the course; and
- e) the cost of the part of the Course you studied before your student visa was refused (if applicable).

2) If your visa has been refused, you must provide a letter from the Department of Immigration and Citizenship as evidence of the refusal with your SCV form.

C) Where the College cancels your Course:

1) The College will refund the Course Money if the College:

- a) does not start a Course by the Course Start Date; or
- b) stops providing the Course at any time after it starts but before it is completed.

2) However no refund will be made where:

- a) you withdraw from a Course before it is cancelled; or
- b) you agree to enrol in an alternative course.

3) Refunds will not be made in the following circumstances

A) No refund will be made in the following circumstances:

- 1) Where you withdraw from the Course after the Course Start Date;
- 2) 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;
- 3) Where the College cancels, suspends or terminates your enrolment as a result of your fault; or
- 4) In any other circumstance where you are not eligible for a refund under this policy.

4) Payment of refunds

A) If you are over 18 years old, the refund will be paid directly to you.

If you are under 18 years old, the refund may be paid to you but only with the authority or consent of your parent or legal guardian.

B) The College may at its discretion:

- a) pay the refund in accordance with your written direction

- b) pay refunds to by bank draft (in case of refund within Australia) or by international bank draft; or
- c) pay refunds to a bank account by direct credit (in case of refund within Australia) or by telegraphic transfer (in case of refunds outside of Australia) provided that you show us evidence that the bank account exists.

5) Payment of Course Money by instalments

Where you pay for a Course by instalment and you withdraw from the Course, you must pay to the College:

- a) Non-refundable Fees (if unpaid); 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.

6) Refunds in Australian Currency

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

IMPORTANT : The College reserves the right to change this policy without notice. For the latest policy please check www.apc.edu.au.

We are required to advise you of the following: "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."

Definitions

In this Refund Policy and as the context requires:

- a) **"Administration Fee"** includes bank and any other charges/costs related to the refund and transfer of any refund.
- b) **"you"** or **"your"** means the Student or the Student's legal guardian (where the student is under 18 years of age).
- c) **"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, as set out in the College letter of offer.
- d) **"College"** means Australian Pacific College/Southern Cross High School (APC/SCHS)
- e) **"Course"** means course(s) in which you are enrolled.
- f) **"Course Money"** is made up of the following components:
 - a. Application Fee;
 - b. Administration Fee;
 - c. Services Fees; and
 - d. Tuition fee.
- g) **"Course Start Date"** is the start date that is on the College letter of offer or such later date as agreed by you and the College.
- h) **"Non-refundable Fees"** means the following fees:
 - a. Application Fee;
 - b. Services Fees; and
 - c. Administration Fee (if any).
- i) **"Package of Courses"** means two (2) or more Courses which you purchased as a package.
- j) **"Services Fees"** means any fee for services that you order and that we have paid for which we cannot get a refund for and include, without limitation, guardian arrangement fee, accommodation inspection fee, airport pick-up fee, accommodation booking fee, further studies placement fee, fee to provide reports for other providers.
- k) **"Student Course Variation form"** or **"SCV form"** means a written notice in a form prescribed by the College.
- l) **"Your Fault"** includes circumstances where:
 - a. you failed to pay an amount you are liable to pay to the College, directly or indirectly, in order to undertake your Course;
 - b. you breached a condition of your student visa;
 - c. you have behaved in a manner which is inconsistent with the General Conditions of Enrolment or which amounts to misbehaviour.

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

PAYMENT OF FEES

- 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 WPACAU25
	BSB Account# Int. Swift Code
- All major Credit Cards (Master/Visa/Amex/Diners/JCB) and Electronic Funds Transfer (EFT) cash cards are accepted, however, conditions apply so – 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.