



Office use only
Student No.

SIEC Student Application Form 2011

Personal Details	Intended Course(s) and Duration(s)
Family Name: Given Name: Title (Please Tick) <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs Date of Birth (dd/mm/yyyy): / / Nationality: Country of Birth: Passport No: Telephone: Mobile: E-mail: •Visa Type (Please Tick) <input type="checkbox"/> Student <input type="checkbox"/> Working Holiday <input type="checkbox"/> Tourist <input type="checkbox"/> Other (please specify) _____ Address in Home Country:	Weekly course hours: 20hours + 4hours(Electives) (A) General English (B) IELTS Preparation(PM only) (C) General English + Internship (Working Holiday Visa Only) (D) English + Flight Attendant / Aircraft Engineering (Pathways to Aviation Australia) Total Duration () weeks Intended Course 1 () <input type="checkbox"/> AM <input type="checkbox"/> PM • Duration () weeks • Start Date (dd/mm/yyyy) _____ / _____ / _____ • Finish Date (dd/mm/yyyy) _____ / _____ / _____ Intended Course 2 () <input type="checkbox"/> AM <input type="checkbox"/> PM • Duration () weeks • Start Date (dd/mm/yyyy) _____ / _____ / _____ • Finish Date (dd/mm/yyyy) _____ / _____ / _____
Australian Contact Details	Overseas Student Health Cover (OSHC)
Address: Telephone: Mobile:	The Australian Government requires all students entering Australia on a Student Visa to take Overseas Student Health Cover. Do you require SIEC to arrange OSHC for you? <input type="checkbox"/> YES <input type="checkbox"/> NO If "Yes", For how many months? () months
Mandatory Documents	Airport Pick-Up
*Please attach the following documents to this application 1. Copy of Student's Passport 2. Copy of English Test Result (TOEFL/IELTS/TOEIC) – if required	Do you want SIEC to arrange your air-port pick up service to your accommodation on arrival? <input type="checkbox"/> YES <input type="checkbox"/> NO
How did you know about SIEC?	Accommodation
<input type="checkbox"/> Friends <input type="checkbox"/> Through Agents <input type="checkbox"/> Website <input type="checkbox"/> Newspapers / Magazines <input type="checkbox"/> Others (Please Specify) _____	Do you want SIEC to arrange your accommodation? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Homestay <input type="checkbox"/> Share Accommodation • How many weeks? () weeks • Start Date(dd/mm/yyyy) _____ / _____ / _____

Conditions of Enrolment

Payment of Fees: Full fees including tuition fees, enrolment fee, overseas student health cover and other optional fees must be received by the college prior to commencement of study.

Cancellation and Refund Policy

1. The Enrolment processing Fees, Accommodation placement Fees and Airport Pick-up Fees are non-refundable whether you complete your course or not.
2. Course Fees are refundable in full if a visa application is refused by DIAC. SIEC reserves the right to retain the \$200 as an administration fee. Your application for a refund must be made in writing to SIEC together with a copy of visa rejection notification from the Australian Embassy / High Commission / DIAC. All fees will be refunded in the case of SIEC canceling or ceasing to provide a course.
3. When a student cancels the course
 - a) If an enrolment is cancelled more than 28 days prior to commencement of the course, there will be a cancellation fee equivalent to 25% of tuition fees.
 - b) If an enrolment is cancelled less than 28 days prior to commencement of the course, there will be a cancellation fee equivalent to 50% of tuition fees.
 - c) If the student does not commence on the agreed date without any prior notification, or withdraw from the course once has commenced, there will be no refund.
4. Course fees will not be refunded on or after commencement of the course.
5. Where 2 or more courses are packaged, the conditions apply to all elements. If enrolment fee is waived due to special conditions/offers, all refunds attract an administration charge of \$150. Please note that for packaged courses, the course start date is taken to be the start date of the first course.
6. Where a visa has not been granted in time to start a course on the agreed date, the student must contact SIEC in writing and SIEC will offer another starting date without extra charge otherwise clause 2, 3, 4 above will apply.
7. All refunds will be made in Australian Dollars (AUD) or equivalent foreign exchange value at the time of the refund. Payment of refunds will not be made directly to students in Australia but sent to the student's overseas address or through the appointed agent.
8. Any payable refund will be settled within 4 weeks after written claim is received. In the case of provider default, it will be made within 2weeks.
9. All clients' requests for refunds must be submitted in writing.
10. All refunds will only be made payable to the person(s) who made the initial payment.
11. Course Fees are not transferable to another student or institution.
12. Bank charges are deducted for refunds made by bank draft or electronic transfer.
13. Personal insurance and student expenses are not included in the fees quoted and are responsibility of the student.
14. SIEC reserves the right to cancel or reschedule a course. In the case of cancellation by SIEC, all monies paid to SIEC by the student will be refunded. In the case of a course being rescheduled, if the new date is unacceptable to the student, all monies paid to SIEC will be refunded.

* It is student's obligation to notify SIEC of change of address.

SIEC and this policy do not remove the right to take further action under Australia's Consumer Protection Laws or pursue other legal remedies compatible with Commonwealth or State laws.

Method Of Payment	
Payment for all fees must be in Australian Dollars (AUD) by personal cheque, bank cheque, credit card or debit card, cash, money order or direct deposit into SIEC's account. A credit card transaction fee (2%) applies to all payments made by credit card.	
Bank Details	
Bank Name: Westpac Banking Cooperation	
Account Name: Sydney International English College / Branch Number: 032090 / Account Number: 507580	
Bank Swift Code: WPACAU2S	Bank Address : 425 Victoria Ave, Chatswood NSW 2067 Australia
Total Due (AUD)	Declaration
Enrolment Fee \$.....	By signing this form, I acknowledge that I have read and understood SIEC's cancellation & refund policies, pre-enrolment information and student visa requirements on SIEC's website and I will agree with them. • Student's Signature _____ • Date (dd/mm/yyyy) ____/____/____ • Agent' Stamp or Signature
Tuition Fee \$.....	
Material Fee \$.....	
Accommodation Placement Fee \$.....	
Accommodation Fee \$.....	
Airport Transfer Fee \$.....	
OSHC Fee \$.....	
TOTAL \$.....	