

# APPLICATION FORM

Please complete and forward your application to:

In person or by Mail:

Level4, 579 Harris Street, Ultimo NSW 2007

By E-mail: [admission@wce.edu.au](mailto:admission@wce.edu.au)

For more details, please call: +61 2 8067 0844



WHITSUNDAYS COLLEGE OF ENGLISH

CRICOS 02500G ABN 72 099 790 566

## PART D: ACCOMMODATION AND AIRPORT PICK-UP

### PART A: PERSONAL DETAILS

Title: Mr. / Ms. /Mrs. / Other \_\_\_\_\_

Gender: Male / Female Mobile \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Passport No: \_\_\_\_\_

**Australian Address:** \_\_\_\_\_

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

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

Overseas Address: \_\_\_\_\_

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

**Emergency Contact Name:** \_\_\_\_\_

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

Will you be under 18 years of age at the time of study?  
Yes (Please complete Under 18s-Welfare and Accommodation Form) / No

Do you require accommodation to be organised?  
Homestay / Single Room / Share Room / Student Residence / Not need

Do you require airport transfer on arrival?  
Yes / No

### PART B: VISA DETAILS

**Are you currently in Australia?** Yes / No

Which visa type do you plan to study under at WCE?  
Student Visa / Tourist (Visitor) / Working Holiday /  
Other \_\_\_\_\_

**Are you lodging your visa Application in Australia?**  
Yes / No, please specify \_\_\_\_\_

**Has your visa been cancelled/refused before?**  
Yes / No Number of Dependants: \_\_\_\_\_

### PART E: LEGAL GUARDIAN

Legal Guardian in Australia full name: \_\_\_\_\_

Legal Guardian in Australia mobile: \_\_\_\_\_

Australia address: \_\_\_\_\_

Do you require Whitsundays to provide you with a guardian?  
Yes / No

Will you live with your guardian or parent in Australia?  
Yes / No

### PART C: OSHC

**Do you require Overseas Student Health Cover?**  
Yes / No

### PART F: EDUCATION DETAILS

Have you ever studied English at other college?  
What was your level of English? Elementary / Beginner / Intermediate / Upper – Intermediate / Advanced

Have you taken TOEFL/IELTS/other English Test?  
Yes / No Score: \_\_\_\_\_ Date: \_\_\_\_\_

What is the highest level of education that you have completed?  
University / College / Secondary School / Proposed future studies (please indicate)  
Vocational College / TAFE / University Undergraduate / University Postgraduate

\*OSHC is compulsory for international Students

## PART G: COURSE SELECTION

<b>English Course</b>		<b>CRICOS Code</b>
<input type="checkbox"/> General Intensive English		048122E
<input type="checkbox"/> IELTS Preparation		060147F
<input type="checkbox"/> English for Tertiary		048125B
<input type="checkbox"/> Cambridge Examination Preparation		048124C
<input type="checkbox"/> International Secondary School Bridging Programme		048123D
<b>Timetable</b>	<b>Start Date</b>	<b>Weeks</b>
<input type="checkbox"/> Morning Classes		
<input type="checkbox"/> Afternoon Classes		
<input type="checkbox"/> Evening Classes		

\*Morning Classes: Monday to Friday 08:15am – 12:35pm  
 Afternoon Classes: Monday to Friday 12:45pm – 05:05pm  
 Evening Classes: Monday to Friday 05:05pm – 09:35pm

Do you want the Student Visa break option (General English Only)?

Yes, break weeks \_\_\_\_\_ / No

Will you be continuing your studies in Australia at a vocational or Tertiary level?

Yes, starting date: \_\_\_\_\_ / No / Not Sure

Name of Institution: \_\_\_\_\_

Name of Course / Year of Study (for schools): \_\_\_\_\_

## PART H: PAYMENT DETAILS

**Do you wish to pay 100% of tuition fees before course commencement?** Yes / No

**Do you wish to pay 50% of tuition fees before course commencement?** Yes / No

Note: Please make sure you refer to the specific entry requirements that apply to the course you are enrolling in. For courses that are more than 25 weeks you are not required to pay more than 50% of tuition fees up front, but you may volunteer to do so.

Name of Bank: Commonwealth Bank Australia

Account Name: Whitsundays College of English

Account Number: 1055 3440

Bank SWIFT Code: CTBAAU2S

BSB: 062-759

Reference: Student Name and ID

## PART H: REFUND POLICY

- As per the ESOS Act 2000, WCE will ensure that all students are provided with its cancellation and refund information prior to enrolment so that students can make an informed decision about studying at WCE.
- WCE will ensure that fees and charges, cancellations and refunds are collected and administered in accordance with the provisions of applicable legislative and contractual requirements.

### When Refund is Available

WCE will provide a full refund of any tuition fees paid upon receipt of evidence if:

- The student visa is refused
- WCE cancels the enrolled course
- Political or civil unrest or natural disasters prevent the student from leaving their home country
- The student is unable to commence their course because of a serious and/or prolonged illness,
- Disability or death of a parent, sibling, spouse or child occurs;
- The offer of a place is withdrawn;
- The principal course application has been denied.

Requests for withdrawal for reasons other than those mentioned above, will be eligible for a refund in accordance with the table below:

Withdraw request lodge date	Refundable Portion
4 weeks (28 days) or more before the commencement of studies	80% of the initial tuition fee paid
Before the commencement of studies, but less than 4 weeks (28 days) before the commencement of studies.	70% of the initial tuition fee paid
On or after the commencement of studies	No refund available

When the refund is granted, the below fees are non-refundable.

- Enrolment fee is non-refundable under any circumstances.
- Accommodation and Airport transfer arrangement fees are non-refundable if the arrangement has already been made.

### When Refund is Unavailable

WCE will not refund fees in the following circumstances:

- When a student has breached WCE's policies;
- When a student is found to have supplied fraudulent, forged or deliberately misleading documentation to WCE;
- When a student's enrolment is cancelled by WCE, caused by a breach of student visa conditions or any illegal or unlawful conduct by the student;

- Where the student has had their enrolment terminated due to either academic or behavioural misconduct; or
- A student visa is refused by the Department of Home Affairs due to the submission of fraudulent documents by or on behalf of the student.

### Overseas Student Health Cover (OSHC) Refund

OSHC refund is provided upon evidence of visa refusal only. Receipt of refund is subject to the OSHC provider’s refund policies and procedures.

### When Refund is Approved

- All approved refunds will be paid within 28 days from the date of receipt of the written request.
- All refunds are paid in Australian dollars into the bank account nominated in the written request.
- WCE will not authorise tuition fee transfers to any other college or to other students.
- **Under 18 Students:** The refund will be paid to the parent/legal guardian of the student unless WCE receives written approval from the parent/legal guardian consenting for the refund to be paid directly to the student.

### Tuition Protection

- If WCE is unable to deliver the course in full, students will be offered the option to receive a refund of any remaining fees. This amount will be paid within 14 days after the course finished in accordance with the Education Services for Overseas Students Act 2000 (ESOS Act).
- Alternatively, students may be offered enrolment at a different provider at no extra cost within 14 days. It will then be up to the student or the parent/legal guardian of under 18 students, to decide which option to choose.
- If WCE is unable to offer a refund or a place at another institution, the Tuition Protection Service (TPS) will assist the student in finding an alternative course or obtaining a refund if a course is not found.

### Fees Paid to Education Agents

WCE is not responsible for any tuition and non-tuition fees collected by education agents on behalf of WCE, in case the paid fees are not transferred to WCE.

### Refund Procedure

- Ask for the Request for Refund Form by sending an email to WCE.
- The refund applications must be accompanied by supporting documents setting out the reasons for the request.
- All approved refunds will be paid within 20 working days from the date of receipt of the written request.
- All refunds are paid in Australian dollars to the original payment source i.e., directly to the student or the student’s nominated agent. Bank charges will be deducted from the refund.

- WCE will not authorise tuition fee transfers to any other institution or student.

### Who Can Request for Refund

- Only WCE students can apply for a refund.
- **Under 18 Students** cannot apply for a refund directly to WCE. The parent/ legal guardian of students under 18 must apply for a refund on their behalf.

### Refund Appeals

- If a student’s refund application request is denied, the student may appeal the outcome by following the *Complaints and Appeals Policy and Procedure*.
- If the student is not satisfied with the decision, then the student can appeal externally through the Overseas Student Ombudsman: [www.ombudsman.gov.au](http://www.ombudsman.gov.au).
- This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

## PART I: DECLARATION

### STUDENT DECLARATION

**Applicant Name:**

*Guardian Name for Application Under 18*

**Applicant’s Signature:**

*Guardian Signature for Application Under 18*

**Date:**            /            /

I fully, understand and agree with the Refund Policy.

### STUDENT INFORMATION

\*This agreement must be signed by the student or their parent/legal guardian if the student is under 18 before/or at the same time course money is accepted.

### REFERRAL/ EDUCATIONAL AGENCY INFORMATION

**Agency Name:**

**Agent’s Signature:**

**Date:**            /            /

### OFFICE USE ONLY