



ABN: 91 130 637 320

RTO Code: 31897

CRICOS Code: 03149K

American College Pty Ltd T/A

American College

International Student Enrolment & Acceptance Form

(Please read and complete all of the information in clear, block writing)

Applicants Personal Details		
Family name:		Given Names:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth: (dd/mm/yy): ___/___/___
Do you have any type of disability? <input type="checkbox"/> Yes <input type="checkbox"/> No.		If yes, please specify:
Postal Address:		
City:	Country:	Postcode:
Home phone: ()		Mobile No:
Email Address:		
Name of Education Agent: (if applicable)		Work Status:
Are you of Aboriginal or Torres Straight Island decent?		
Language		
Your first language:	English test score:	
Country of Birth:	Nationality:	
Passport No:	Visa & Expiration:	
Overseas Student Health Cover (OSHC)		
Do you have OSHC? <input type="checkbox"/> Yes <input type="checkbox"/> No (Please attach a copy of your membership details)		
If Yes, who is your provider? _____, Membership No: _____ Expiry: ___/___/___		
If No, do you want American College to arrange OHSC on your behalf? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please note: It is a requirement of your student visa approval that you show evidence of current OSHC for the duration of student visa. It is student's responsibility to get health coverage.		
Emergency Contact Information		
<u>LOCAL</u>		
Name: _____		Contact No: _____
Address: _____		Relationship: _____
<u>INTERNATIONAL</u>		
Name: _____		Contact No: _____
Address: _____		Relationship: _____
<u>MEDICAL CONTACT DETAILS</u>		
Doctor: _____		Contact No: _____
Address: _____		

PREVIOUS EDUCATIONAL HISTORY

Have you completed Year 12 Studies? _____ Year attained: _____

Have you completed further education? Yes No If Yes, Please provide details and copies of completed certificates.

Qualification: _____ Year: _____ Location: _____

Qualification: _____ Year: _____ Location: _____

Qualification: _____ Year: _____ Location: _____

Qualification: _____ Year: _____ Location: _____

(Please tick the box of the course(s) you wish to enrol in, the preferred start date and the preferred campus)

Course Name	Course Duration	Course Fees Application Fee of \$195.00 and Course Material Fee of \$245.00 where applicable	Course Intake & Completion Dates	Campus Location
<input type="checkbox"/> BSB40207 Certificate IV in Business (CRICOS Code: 069573D)	22 Weeks	\$3990.00		Woolloongabba /Rocklea
<input type="checkbox"/> BSB50207 Diploma of Business (CRICOS Code: 069574C)	22 Weeks	\$3990.00		Woolloongabba /Rocklea
<input type="checkbox"/> BSB50407 Diploma of Business Administration (CRICOS Code: 073726B)	27 Weeks	\$3990.00		Woolloongabba /Rocklea
<input type="checkbox"/> BSB51107 Diploma of Management (CRICOS Code: 071432K)	30 Weeks	\$3990.00		Woolloongabba /Rocklea
<input type="checkbox"/> BSB60407 Advanced Diploma of Management (CRICOS Code: 070908J)	31 Weeks	\$4490.00		Woolloongabba /Rocklea
<input type="checkbox"/> BSB60207 Advanced Diploma of Business (CRICOS Code: 073750B)	32 Weeks	\$4490.00		Woolloongabba /Rocklea
<input type="checkbox"/> 91423NSW Certificate III in Spoken and Written English (CRICOS Code: 069577M)	22 Weeks	\$3600.00		Woolloongabba /Rocklea
<input type="checkbox"/> 91419NSW Certificate IV in Spoken and Written English (Further Studies) (CRICOS Code: 069578K)	22 Weeks	\$4600.00		Woolloongabba /Rocklea
<input type="checkbox"/> CPC31308 Certificate III in Wall & Floor Tiling (CRICOS Code: 073645C)	54 Weeks	\$11700.00		Rocklea

STANDARD 3 REFUND POLICY - Overseas Students

American College Pty Ltd. Trading as American College has a fair and equitable refund policy and procedure that is compliant with AQTF standards and ESOS Act requirements. This policy is provided to students prior to signing the International Enrolment & Acceptance Form OR prior to any payment of the course (whichever happens first).

American College acknowledges that Government Legislation requires tuition fees and application fees to be refunded in full if:

- The course does not start on the agreed starting date which is notified in the Offer Letter
- The course stops being provided after it starts and before it is completed
- The course is not provided fully to the student because the college has a sanction imposed by a government regulator
- If the course defaults, refunds will be granted in accordance with the provisions of the ESOS Act 2000 and the ESOS Regulations 2001

Refunds under the above conditions will be paid in full to the student within 14 days.

American College may arrange for another course, or part of a course, to be provided to students at no (extra) cost to the student as an alternative to refunding course money. Where the student agrees to this arrangement, the College will not be liable to refund the money owed for the original enrolment.

In signing the International Enrolment & Acceptance Form to enroll in a course(s) at the College the Applicant acknowledges:

1. That the information provided by the Applicant in their application is complete and correct.
2. Agree to be bound by the College rules and regulations and any amendments made to the rules and regulations.
3. Agree to undertake a testing requirement prior to any course entry, if deemed necessary by the College.
4. Agree to update the College on any change of contact details within 7 days.
5. Agree to obey DIAC student visa requirements.
6. Agree to pay all fees required on or by the due date as notified in writing by College or as per the invoice. The College reserves the right to charge a late fee of \$100 per week for two weeks, if the student defaults on the agreed payment plan.
7. The College will access these fees in accordance with the procedures established by the State Government and DEEWR.
8. The College reserves the right to accept or reject any application for enrolment at its discretion.
9. The College reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the Applicant.
10. Refunds are made in accordance with the policy below and full refunds of amounts owed to the student will be made within 28 days.

1. Deposit

A deposit of 25 % of the cost of the course is payable to secure a place in a course at American College. Tuition fees are refunded in full if you are originally NOT a holder of a student visa (which includes student bridging visa) and your application for a student visa is rejected or **American College** is unable to offer the course.

The term "Overseas Student" includes an intending overseas student

2. Refund Conditions

Enrolment Fees of AUD \$195	No refund of Enrolment fee of AUD \$195 will be done
Visa refused prior to/after the course commencement (off-shore students)	Full refund, less no more than the lesser of AUD\$195 (Enrolment Fee) and 5% of the total course money received before default date
Visa extension refused (continuing overseas student)	Refund of unused tuition fees
Non-commencement due to visa renewal application being refused	Full refund less AUD\$195 (Administrative Fee)
Withdrawal at least 8 weeks prior to course commencement date	Full refund less AUD\$195 (Administrative Fee)
Withdrawal less than 8 weeks prior to course commencement date where visa is granted	No refund
Withdrawal after the course commencement date where the visa is granted	No refund
The College is unable to provide the course for which the original offer was made	Full refund
Course withdrawn by the College	Full refund
Visa cancelled due to actions of the student	No refund
Withdrawal from study – current students	No refund
Airport pick-up	No refund
Home stay fees and accommodation booking fee	No refund

American College reserves the right to withhold granting the Qualification or Statement of Attainment completed by the student, if student tuition fees remain outstanding.

3. Application for refund form

- a. If a student wishes to withdraw their enrolment, they are required to complete an **Application for Withdrawal and Refund form and forward it to** the Office Administrator. Your application will be processed within 28 days of the application being received.
- b. The application should arrive at **American College** prior to course commencement (see *Refund Conditions* for details of expected refund amounts).
- c. If American College is unable to offer the course, the refund will be processed within 28 days.
- d. **If American College defaults the student is covered by the provisions of the ESOS Act 2000 and the ESOS regulations 2001. Please note this before making payment to American College.**

4. Provider default.

In the unlikely event that American College is unable to deliver your course in full, you will be offered a refund of all course monies you have paid to date or alternately, American College will offer you the opportunity of studying in an alternative course at no extra cost to you. **Students may choose preferred option.**

Students will be required to sign an agreement outlining preferred options co-signed by the Director.

Should students choose the refund option; the refund will be paid **within 14 days of the day** on which the course ceased being provided.

If American College is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPET – OSTAS will place you in a suitable alternative course at no extra cost to you.

Finally, if the ACPET – OSTAS cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

5. Student rights

“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.”

Agreeing to the Refund policy does not remove the right of the student to take further action under Australia’s consumer protection laws or to pursue other legal remedies. **Please see American College’s Complaints /Appeals Policy on the website (www.americancollege.com.au).**

When giving a student a refund American College will provide a written statement that explains how the amount has been worked out, as required in sub-regulation 3.19 of the ESOS Regulations.

6. Recipient of refund

American College will **pay the refund to the person who enters into the contract** with the College, unless the person gives a written direction to American College to pay the refund to someone else – (The legislation does not allow the refund to be paid to an agent.)

The refund will be paid in the **same currency in which the fees were paid** unless this is impractical.

The refund will be paid no later than 28 days after it is lodged with American College.

7. Provision of refund information to students

The refund policy will be given to students in their handbook prior to enrolment (signing of the International Enrolment & Acceptance Form) and made accessible on the American College website. It will also be explained at induction and orientation so that it is clearly understood by overseas students.

Course deferment, suspension of studies, or cancellation (Procedure for application for deferment is available in the student handbook)

8. Grounds for deferment /suspension / cancellation of enrolment

American College may grant deferral of commencement of studies or suspension of studies for students who request such a change to their enrolment status *on the grounds of compassionate or compelling circumstances*. These include but are not limited to:

- a. Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- b. Bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided);
- c. Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- d. A traumatic experience which could include:
 - Involvement in, or witnessing of a serious accident; or
 - Witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)
- e. Where American College was unable to offer a pre-requisite unit; or
- f. Inability to begin studying on the course commencement date due to delay in receiving a student visa
- g. Student failure to meet unit prerequisites,
- h. Unavailability of units/subjects,
- i. Non-payment of fees
- j. Student behavior
- k. Marriage and marriage of a sibling.

You need to complete the application for deferral form and send to the Director for consideration.

9. Payment Details:

American College Bank Details

Bank cheque: Payable to American College Pty Ltd

Bank Transfer

Account Name: American College Pty Ltd

Bank: ANZ BANK

BSB Number: 014520

Account Number: 572777958

Swift code: ANZBAU3M

Please note that there is a 2% surcharge on a Credit Card Transactions

Please email a copy of your receipt to American College

Declaration and Terms and Conditions

You must read the following terms and conditions and sign below to indicate you understand your contract with American College.

I, _____, (please print your name here) acknowledge that :

1. I accept the Terms and Conditions of the Letter of Offer from American College that identifies the Course, the fees payable, OSHC costs and any conditions outlined in the Overseas Student Handbook.
2. I understand that the International Student Enrollment & Acceptance, *as required by the National Code of Practice 2007*, and it consists of a Letter of Offer, Overseas Student Handbook, and this International Student Enrollment & Acceptance Form.
3. I understand my obligations under the *Student Visa Conditions*, which state that I must notify American College of any change in my Australian address within seven (7) days for the duration of enrolment.
4. The information that I provide to American College may be made available to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme (TAS) and the ESOS Assurance Fund manager. In other instances, information collected on this form or during my enrolment can be disclosed without my consent where authorized or required by law. The authority to collect this information is contained in the *ESOS Act 2007*, *ESOS regulations 2001* and the *National Code of Practice 2007*.
5. I understand that 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.
6. My course fee does not include the costs of books, study material, enrolment fee, visa costs, Overseas Health Coverage (OSHC) or living expenses unless otherwise specified and, are subject to change.
7. I understand that the Letter of Offer from American College will be withdrawn and my enrolment cancelled if I have provided any false or fraudulent information. American College will also notify the Australian Government and other authorities of the change of my enrolment, which may lead to the cancellation of my visa.
8. I am not a permanent resident/citizen of Australia or citizen of New Zealand accepting a Letter of Offer for a Vocational Education and Training (VET) course.
9. I understand that any school aged dependants accompanying overseas students to Australia may be required to pay full fees if they are enrolling in either a government or non-government school.
10. I must arrive at the American College Training site before the commencement of classes unless I have obtained authorized permission from American College.
11. I acknowledge and accept any recognition of prior learning (RPL) as indicated in my Letter of Offer.
12. American College will discontinue my enrolment in any course unless all fees including installments have been paid in full by the required date. I understand that all fees will be based on the number of courses I enroll in as explained in the Letter of Offer and are subject to change. Discontinuation of my enrolment may lead to the cancellation of my visa.
13. I have read and understood the American College *Refund Policy* in the International Student Enrollment & Acceptance Form and confirm my willingness to comply with American College's refund policy.
14. I have read and signed a declaration on the American College *International Student Enrollment & Acceptance Form* and agree to abide by those conditions including *Code of Conduct*.
15. I must complete all class work, assignments, activities and assessments in the stipulated time.
16. I must attend at least 80% of my classes and if I fail to do so, the Australian Government will be notified. This may lead to the cancellation of my visa.
17. I understand that American College can share information about my course and progress with the registered American College Representative/Agent that I have applied through.
18. I understand that American College reserves that right to: change its course fees and conditions; cancel or defer courses; and alter course timetables and class locations at any time without notice.
19. I will apply myself to study in order to complete the program successfully within the period as specified in my Letter of Offer.
20. I understand that I am bound by all American College statutes, rules and policies (included in the *Overseas Student Handbook*).
21. I understand that American College is open on all 7 days if I require any assistance.
22. **Privacy disclaimer:** The information provided by the student to the provider may be made available to Commonwealth and State agencies, the Fund manager of the ESOS Assurance Fund, and the Tuition Assurance Scheme, pursuant to obligations under the ESOS Act 2000 and the National Code Standard 3.1; and the provider is required, under ESOS Act 2000 and the National Code, Standards 10 and 11, to tell the Department about: certain changes to the student's enrolment; and any breach by the student of visa conditions relating to attendance or satisfactory academic performance.

Signature: _____ Name: _____ Date: ____/____/____

AMERICAN COLLEGE

Unit 7, 56 Logan Road, Woolloongabba, QLD 4102, Australia

Extension Campus

6 Pegg Road, Rocklea, QLD 4106, Australia

PH: +61 (07) 3391 7599 Email: admin@americancollege.com.au

Website: www.americancollege.com.au