Terms and Conditions

Payment of Tuition Fees: Tuition fees must be paid in full for courses of 20 weeks or less. Part payment is accepted for courses of a duration longer than 20 weeks after the first 20 weeks has been paid. TAFE NSW will not be responsible for any money paid directly to an agent. Tuition fees cover all amenities for tuition and administration.

Other Costs: You should allow approximately AUD1,500 - AUD18,000 per year for living expenses and accommodation and AUD150 for stationary and excursions.

Application Fee (non-refundable): Students must pay a non-refundable processing fee of AUD100.

Overseas Student Health Cover (OSHC): All international students are required to pay Overseas Student Health Cover for themselves and all members of their family unit included in their visa application for the entire duration of the expected stay. This fee is not a TAFE NSW fee. It is your responsibility to read and check the conditions of this cover. TEC can arrange Health Cover for you. If you have arranged your own cover, please Talie with your policy number.

Attendance: Regular attendance is a requirement for all students. You must attend a minimum of 80% of classes in each session to progress to the next level. For student visa holders, the Department of Immigration and Border Protection (DIBP) must be notified if a student cannot achieve 80% per attendance by the end of any individual course. DIBP must also be notified if academic progress is unsatisfactory. International students who hold a Student Visa must study 20 hours per week and must accept the class timetable which is allocated. Classes may be held in mornings or afternoon (8:30-17:30), Monday to Friday.

Class Participation: You will be required to take part in all classroom activities in order to successfully progress to the next level.

Leave: All leave must be approved and requests must be made on a Leave Application form. Leave: All leave must be approved and requests must be made on a Leave Application form.

If you are sick, you must bring a doctor’s certificate from a registered medical practitioner as soon as you return. Leave cannot be approved after 15 weeks of study. Please do not make any travel arrangements before your leave is approved. Time lost on leave cannot be refunded. Fees for time lost on leave cannot be refunded or transferred.

Address Details: Students must provide their Australian address and then notify us of any change of address and contact details within seven days.

Disclaimer: TAFE NSW reserves the right to review prices and class times without notice. Students who defer enrolment will be charged the fees applying to their course at the time they begin study. TAFE NSW reserves the right to cancel an advertised course if enrolments are insufficient.

Transfer of Fees: If you complete your English program at TAFE NSW earlier than expected and there is a further general English course available at this centre, any remaining fees will be applied to that course; or if you commence immediately a NSW government high school or TAFE NSW vocational course, the remainder of your paid fees will be transferred to that course. If you are accepted into a TAFE NSW course or NSW government high school before you complete your English course, we will transfer to that course the remainder of your paid fees as at the end of the English course session/term in which you are enrolled at the time of transfer. No fees will be transferred to other institutions or persons.

Refund Procedures: All applications for refunds and transfers must be made in writing and must contain the Confirmation of Enrolment (COE) Form, receipt for course fees and certified copies of any supporting documentation.

If you provide TAFE NSW with false or misleading information or documents, or breach your visa conditions, no refund will be made. For visa conditions please refer to: http://www.immi.gov.au/students/visa-conditions.htm

There is no refund for public holidays or leave taken. Processing fee, accommodation placement, guardianship and airport pick-up fees are not refundable.

A processing fee of AUD100 applies to all refunds and transfers. Course fees (except for the High School Preparation course) are calculated for 5 week sessions. No partial refund will be made for any session. If you commence after the beginning of the session, full fees still apply. No extensions of end date will be granted.

Refunds of course fees will be calculated as applicable on the date the written application is received, on the following basis only:

- Student visa refused: 100%
- Course cancelled by TAFE: 100%
- If student notifies withdrawal in writing:
  - More than 4 weeks (28 days) before commencement date of course of study, 90%
  - Within 4 weeks before commencement date of course of study, 80%
- On or after commencement date of course of study 50%

It takes at least 2-4 weeks for refund applications to be assessed and processed if approved.

Refund Arrangements: No refund will be paid to a third party unless you indicate below the name and address of the person to whom any refunds should be paid. Otherwise any refund will be sent to the student’s home address as indicated on the front of this form.

The details of the person to whom we want you to send your refund.

Name
Address

Declaraton

This section must be completed by the applying student. If the student is under 18, it must also be completed by one parent.

I declare that (please tick):
☐ I have read, understood and accept the above terms and conditions.
☐ The information on this form and the supporting documentation are complete and correct.
☐ I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to this application may result in the cancellation of enrolment and loss of money paid.
☐ If student is under 18: I accept that the welfare and supervision of my child outside school hours is the responsibility of myself and the guardian I nominate.

I agree that information about my attendance and progress can be given to:
☐ Yes ☐ No
☐ The education agent whose name appears on this form
☐ Yes ☐ No

Course Dates

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2015 Public Holidays

- Thursday 1 January
- Friday 26 January
- Friday 3 April
- Monday 6 April
- Monday 27 April
- Monday 8 June
- Friday 5 October
- Friday 25 December
- Saturday 26 December

2016 Public Holidays

- Friday 1 January
- Tuesday 26 January
- Friday 25 March
- Monday 28 March
- Monday 25 April
- Monday 13 June
- Monday 3 October
- Sunday 25 December
- Monday 26 December

2015 Public Holidays

- New Year’s Day
- Australia Day
- Good Friday
- Easter Monday
- Anzac Day
- Queen’s Birthday
- Labour Day
- Christmas Day
- Boxing Day

2016 Public Holidays

- New Year’s Day
- Australia Day
- Good Friday
- Easter Monday
- Anzac Day
- Queen’s Birthday
- Labour Day
- Christmas Day
- Boxing Day

The information contained within this application form is correct as of December 2014.

TAFE NSW - Technical and Further Education Commission CRICOS Code: 00591E

Note: The information provided on this application form is being obtained for the purpose of educational administration and marketing. It will be used by the NSW Department of Education and Training for purposes related to course provision and marketing within this English Language Centre. Information may also be made available to Commonwealth and State agencies in accordance with obligations under the Educational Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. The ESOS Act 2000 requires advice to be provided to relevant agencies about details of and certain changes to a student’s enrolment, and any breach of visa conditions relating to unsatisfactory attendance or academic performance. All information will be stored securely. You may correct any personal information at any time by contacting TAFE NSW - South Western Sydney Institute International Education Centre (TIEC).