

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 the charges for tuition and administration.

Other Costs: You should allow approximately AUD15,000 - AUD18,000 per year for living expenses and accommodation and AUD150 for stationery and excursions.

Application Fee (non refundable): Students must pay a non-refundable processing fee of AUD150.

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. TIEC can arrange health Cover for you. If you have arranged your own cover, please provide TIEC with your policy number.

Attendance: Regular attendance is a requirement for all students. You must attend a minimum of 80 per cent 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 cent 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. If you are sick, you must bring a doctor's certificate from a registered medical practitioner as soon as you return. Holiday leave can be approved only 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 No refund

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.

Details of the person to whom you want us to send your refund.

Name	<input type="text"/>
Address	<input type="text"/>

Declaration

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:

- My parents/guardian Yes No
- The education agent whose name appears on this form Yes No

Student's signature

Date

day/month/year

Parent's signature

Date

day/month/year

This agreement does not remove any right to take action under Australia's consumer protection laws. The registered provider's dispute resolution procedures do not circumscribe the student's right to pursue other legal remedies.

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).

Course Dates

2015

Session	Start Date	Finish Date
1	5 January	6 February
2	9 February	13 March
3	16 March	17 April
4	20 April	22 May
5	25 May	26 June
6	29 June	31 July
7	3 August	4 September
8	7 September	9 October
9	12 October	13 November
10	16 November	18 December

2016

Session	Start Date	Finish Date
1	4 January	5 February
2	8 February	11 March
3	14 March	15 April
4	18 April	20 May
5	23 May	24 June
6	27 June	29 July
7	1 August	2 September
8	5 September	7 October
9	10 October	11 November
10	14 November	16 December

2015 Public Holidays

Thursday 1 January	New Year's Day
Friday 26 January	Australia Day
Friday 3 April	Good Friday
Monday 6 April	Easter Monday
Monday 27 April	Anzac Day
Monday 8 June	Queen's Birthday
Monday 5 October	Labour Day
Friday 25 December	Christmas Day
Saturday 26 December	Boxing Day

2016 Public Holidays

Friday 1 January	New Year's Day
Tuesday 26 January	Australia Day
Friday 25 March	Good Friday
Monday 28 March	Easter Monday
Monday 25 April	Anzac Day
Monday 13 June	Queen's Birthday
Monday 3 October	Labour Day
Sunday 25 December	Christmas Day
Monday 26 December	Boxing Day