

## Course Application Form

Admissions Officer, TIEC  
TAFE NSW - South Western Sydney Institute  
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Office Use Only / Reference no:

### How to Apply

**Read both sides of this form and complete all sections in English. If any section is not completed correctly, your application may be delayed.**  
**Please print your name exactly as in your passport.**

If you are applying for English Preparation for High School, you must also include a copy of your acceptance letter for high school or your application for a TAFE NSW course.

**Please complete this form in block capitals.**

### Personal Details

Family Name

Given Names

Male  Female Date of Birth (day/month/year)

Country of Citizenship

Country of Birth

Passport Number

Home Country Address

Phone  (Country Code) + Area Number + Number Fax

Email

Australian Address (if known)

Phone

Do you have a medical condition or disability that requires additional support?  
 Yes  No

If yes, please provide details

### Visa Details

Do you have a current Australian visa?  Yes  No

Type of visa

Will you apply for a student visa?  Yes  No

Where will you lodge your student visa application?  
City  Country

Do you have a recent IELTS, TOEFL or other international English language test score?  
 Yes  No

Test date  (D/M/Y) Score

### Accommodation, Guardianship & Airport Pick-ups

TAFE NSW can arrange these services if you require them. TIEC will send your request to an approved homestay agency, who will then communicate directly with you or your education agent. TIEC does not add any charges to the homestay agency charges. A minimum of four weeks' written notice is required. Please indicate whether you wish us to arrange the following:

Guardianship  Yes  No Airport pick-up  Yes  No  
Accommodation  Yes  No

### Health Cover

Do you need Overseas Student Health Cover?  Yes  No  
If yes, what type of cover?  Single  Couple  Family  
(One/both parents with one or more children)

### Emergency Contact (not your agent)

Name

Relationship

Address

Phone  (Country Code) + Area Number + Number Fax

Email

### Summary of Costs in Australian Dollars (\$AUD)

Please check if you may be entitled to any current specials.  
When paying by credit card, please add a 3% fee charged by credit card providers.

<b>Application fee (non refundable)</b>	\$150
<b>Homestay arrangement fee **</b>	\$270
<b>Homestay (over 18 years of age)</b>	\$260 per week
<b>Homestay (under 18 years of age)</b>	\$300 per week
<b>Airport pick-up **</b>	\$140
<b>English test only</b>	\$150

\* Reduced price does not apply where payment is made for a number of shorter periods  
\*\* Fee includes 10% GST

### English Course Enrolment

Your English will be assessed when you arrive and you will be placed in a class at the most suitable level and then continue your study through the program in which you are enrolled. See brochure for program and course details.

How many weeks of English do you wish to study?

5 wks  10 wks  15 wks  20 wks  25 wks  
 30 wks  35 wks  40 wks  45 wks  50 wks  
 Other (non-student visa holders only) ..... wks

Start Date  day/month/year Finish Date  day/month/year

(See reverse side of this application form for start and finish dates)

English test only (for students in Australia only)

Did you receive any assistance in completing this application form?  Yes  No

If yes, who helped you fill in the form?

Name  Relationship  eg. Mother, Education Agent, friend

Education Agent (if applicable, please put agent stamp here)

# 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