



Melbourne Language Centre Pty. Ltd. ABN. 65-064-372-372
 252 Lygon Street , Carlton, Victoria, 3053, Australia
 Phone: 61-3-9663-3399 Fax: 61-3-9663-3517
 email: mlcenrol@netspace.net.au
 Internet: www.melblang.com.au
 CRICOS Provider No. 00071G



APPLICATION FOR ENROLMENT

(Effective 1 January 2008)

Personal Information

Family Name: _____
 Given Names: _____
 Date of Birth: _____ Male Female
 Country of Citizenship: _____
 Address in home country: _____

 Phone: _____ Email: _____
 Address in Australia (if known): _____

 Phone: _____
 Type of Visa (student/tourist/working holiday): _____

Agent Stamp / Details

Name _____ ABN: 33 647 288 237
 Ph: _____
 E-mail: _____
 Address: _____

aussie immi advice
Dhiresh Kohli
 Phone +61 29636-4009
 MARN: 0746463 MIA: 2997 Mobile +61410594508
 Email: admin@aussiedu.com Fax +61 29863-1812
 Web www.aussieimmi.com & www.aussiedu.com

Educational Background

Level of education completed: _____
 Present level of English (if known): _____

Further Study in Australia after MLC

Will you continue to study after your course?
 Yes No

If YES - where will you study?

High School
 University/TAFE: (Field of study/institution if known)

Have you already received a conditional letter of offer?
 Yes No

If NO - do you require assistance with placement?
 Yes No

Which school would you like to apply for

English Courses at Melbourne Language Centre

General English _____ weeks
 General English Part-Time _____ weeks
 English for Academic Purposes _____ weeks
 English for Health Professionals _____ weeks
 High School Preparation (Carlton) _____ weeks
 High School Preparation (Box Hill) _____ weeks
 Saturday School _____ weeks

Proposed Start Date: _____

Indicate your interest in the following Electives:

IELTS TOEIC Business English
 Occupational English Test Preparation

Accommodation and Airport Pick-up

Airport Pickup required: Yes No
 Homestay required: Yes No

If YES - how many weeks Homestay do you require?

_____ weeks

Dates from: _____ to: _____

Homestay accommodation will be confirmed on receipt of arrival details. We must receive this information at least two weeks before you arrive in Australia. If the Homestay accommodation is cancelled, the placement fee is non-refundable. Minimum Homestay period is 4 weeks. If you wish to leave the Homestay during the first 4 weeks, there is no refund. Two weeks notice is required if you wish to leave the Homestay. The cost for each additional night at the Homestay is A\$35. A homestay holding deposit of A\$100 per week will be charged when a student is on approved leave. Applicants, who are under 18 years old need to provide us with Guardian details (in Australia) if the Guardianship Australia Service has not been requested.

Course Intake Dates

Every Monday Morning

Tuition Fees (per week)

- | | | |
|--------------------------|-------------------------------------|-------|
| <input type="checkbox"/> | General English | \$290 |
| <input type="checkbox"/> | General English Part-Time | \$220 |
| <input type="checkbox"/> | English for Academic Purposes | \$340 |
| <input type="checkbox"/> | English for Health Professionals | \$340 |
| <input type="checkbox"/> | Saturday School (\$350 for 8 weeks) | \$ 50 |
| <input type="checkbox"/> | High School Preparation | \$360 |

***** Overseas Student Health Cover (Student Visa only)**

- | | |
|-----------------|-------|
| Up to 3 months | \$ 87 |
| Up to 6 months | \$174 |
| Up to 12 months | \$348 |

Payment (Please complete below)**Compulsory Fees**

		\$	
Enrolment Fee	\$150/\$200**		_____
Tuition Fee			_____
Study Materials / Internet Access	\$120		_____
Keyboard Skills	\$250		_____
Overseas Student Health Cover ***			_____
Academic Couns./High School Liaison**	\$200		_____
Uniform** (Three shirts and tie)	\$132		_____

Additional Service Fees

Airport Meeting & Transfer			
-Tullamarine airport (arrival only)	\$99*		_____
(arrival & departure)	\$170*		_____
-Avalon airport (arrival only)	\$170*		_____
(arrival & departure)	\$300*		_____

Homestay Placement	\$200		_____
Homestay (Includes breakfast, lunch & Dinner)			_____

- under 18 years	\$250 p/w		_____
- over 18 years	\$220 p/w		_____
TOTAL			_____

*incl.10% GST

**High School Preparation course only

Conditions of Enrolment (Please read carefully)

- Melbourne Language Centres reserve the right to discontinue or alter any course date, tuition or service fee, location, timetable or staffing without prior notice.
- Interest will not be credited to Student Fees or Disbursements and therefore no interest will be recovered by students in the event of their cancellation.
- Students are to abide by the rules and regulations set down by Melbourne Language Centres.
- A copy of the Melbourne Language Centre Grievance Policy will be provided upon request.
- The registered provider must not accept an overseas student, or intending overseas student for enrolment in a course unless the provider has advised them that any school-aged dependants accompanying them to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

Attendance

Australian visa regulations state that students must have a satisfactory attendance of at least 80% in order to continue to study in Australia. After cautioning, students who have unsatisfactory attendance may be excluded from classes and will be reported to the Australian Immigration Authorities.

Refund Policy

- There will be no refund if cancellation occurs after course commencement.**
- Refunds may take up to four (4) weeks to process.
- Enrolment Fees are not refundable.
- Homestay, Homestay placement and airport transfer fees are not refundable if cancelled less than two weeks before arrival.
- Early termination of Homestay is subject to a 10% cancellation fee on monies paid.
- Fees will be refunded in full (other than *) if proof of visa rejection is provided.
- The centre reserves the right to cancel or not offer a program. If any program is cancelled and/or not offered. In accordance with the provisions of sections 27 and 29 Education Services for Overseas Students Act 2000, and the ESOS regulations 2001 (as amended), one of the following options will be offered:
 - Fees will be refunded in full, within two (2) weeks from the date of default; or,
 - An alternative course or part course can be arranged at the providers' expense. If accepted by the student the payment of course fees will be paid to the alternative provider within two (2) weeks from the date of notice of default
- Notice of cancellation must be received in writing before course commencement, fees (other than *) will be refunded less:
 - Fees paid to a representative (if applicable); and
 - A cancellation fee of 20% of course tuition fees.
- Tuition fees are not transferable to another person.
- All requests for refund must be made in writing accompanied by some sort of verification.
- Refunds will be paid to the person who enters into the written agreement with the centre.

This agreement and the availability of complaints and appeals processes do not remove the right of the student to take action under Australia's consumer protection laws or to pursue other legal remedies.

Declaration

The information provided by the student maybe made available to Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS ACT 2000 and the National Code. Melbourne Language Centre is required to advise DIMIA about certain changes to the student's enrolment and breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

This application is not valid unless signed and dated. (Students under the age of 18 require the signature of one parent/guardian), I declare that the above information is true and correct and agree to be bound by Melbourne Language Centre's conditions of enrolment, which I have read and understood.

Signature of Applicant: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____