



ENROLMENT FORM

Please complete and forward your application on to:

In Person or by Mail: Level 2, 316 Adelaide St, Brisbane QLD 4000

By e-mail: admission@charleston.qld.edu.au

For more details, please call: +61 (07) 3532 3600

PART A: PERSONAL DETAILS

Title: <input type="radio"/> Mr. <input type="radio"/> Ms. <input type="radio"/> Mrs. <input type="radio"/> Other: _____		Gender: <input type="radio"/> Male <input type="radio"/> Female	
Given Name: _____			
Family Name: _____			
Date of Birth: _____		Nationality: _____	
Passport No: _____		Expires on: _____	

PART B: CONTACT DETAILS

Australian Address (if onshore): _____		
Suburb: _____	State: _____	Postcode: _____
Phone Number: _____		
Email Address: _____		
Overseas Address (Must be applicant's address): _____		
Postcode: _____	Country: _____	
Emergency Contact Name: _____		
Relationship: _____	Mobile Phone: _____	
Email Address: _____		

PART C: CURRENT ENGLISH LEVEL

<input type="radio"/> Beginner	<input type="radio"/> Elementary	<input type="radio"/> Pre-Intermediate
<input type="radio"/> Intermediate	<input type="radio"/> Upper-Intermediate	<input type="radio"/> Other

PART D: EDUCATION & EXPERIENCE

Have you enrolled in a similar course elsewhere? Yes No

Have you ever completed the following English test? Yes No

(IELTS, TOEFL, TOEIC Cambridge Test, PTE)

Test name: _____	Year of test: _____	Score: _____
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PART E: COURSE SELECTION

General English	<input type="radio"/> Evening class	Starting Date: _____
CRICOS: 0100812	(Mon-Thu 4PM-9.30PM)	Weeks: _____

If you are applying for Student Visa, would you like us to include a study break in your enrolment? Yes No

Will you be continuing your studies in Australia at a vocational or Tertiary Level? Yes No Not Sure

Name of Institute: _____

Course Name: _____ Starting Date: _____

Tell us the reason you want to take our course:

Career Academic Personal Other _____

Where did you hear about us?

Agents Advertising Word of mouth Other _____

Do you have any disabilities that will affect your learning?

Yes, please specify _____

No

PART F: PAYMENT DETAILS

<input type="radio"/> Enrolment Fee	AUD \$200.00	<input type="radio"/> CoE Issue Fee	AUD \$50.00
<input checked="" type="radio"/> Materials Fee*	AUD \$10.00/week	*applicable to each level of English enrolled in	

Do you require Overseas Student Health Cover (OSHC)? Yes No

*OSHC is compulsory for International Students.

Payment should be forwarded by bank transfer to the following:

Bank: Commonwealth Bank

BSB: 062 016

Bank SWIFT Code: CTBAU2S

Account Name: Charleston English PTY LTD

Account Number: 1706 3610

Reference: Your Name & Student Number

Tuition fees must otherwise be paid in the form of a bank draft or bank cheque made payable to "Charleston English" only. Charleston English is not responsible for any tuition fee paid to a third party's bank account. All payments must be made to an authorised education agent or directly to our bank account.

PART G: CHECKLIST FOR APPLICATIONS

Please attach the following documents to this application:

- Certified copy of your passport page
- Certified copies of your IELTS or any relevant English certificate (including the explanation of levels and grades) (if applicable)
- Copy of your current visa (if applicable)
- Certified translations of any documents that are not in English

ENROLMENT TERMS & CONDITIONS

Fees

A non-refundable Enrolment/Application fee of \$200.00 (exclusive of Tuition fees, material fees and CoE issue fee) is required at the time of enrolment and this guarantees your place in the course. The enrolment deadline is 10 working days after the commencement of the course.

Students, who fall behind in the payment of their fees or fail to pay their tuition fee on the due date, will be charged a late payment fee of \$200.00 per term. Students may be refused training and assessment services and any requests until such times as the fees are paid and up-to-date. For more information on fees and complete schedule of charges, please visit our website www.charleston.qld.edu.au or contact admission@charleston.qld.edu.au.

Please note that students will be required to maintain Academic progress and Attendance in consultation with the Director of Studies. Should fees remain overdue for more than one day after the due date CE will inform the student of their intention to report them for non-payment of fees to DHA via PRISMS.

Student Fees & Charges**

Enrolment/ Application fee (non-refundable)	AUD \$200.00
Re-issue fee General Document Fee	AUD \$50.00
Re-issue CoE Fee	AUD \$250.00
Administration fee	AUD \$500.00
Confirmation of Enrolment (COE)	AUD \$50.00
Deferment/ Suspension/ Cancellation fee	AUD \$350.00
Change of Timetable**	AUD \$60.00
**From 2nd request	
Material fee (per term)	AUD \$10.00/week
Priority Processing fee	AUD \$50.00

Student Card & Lanyard (New student)	AUD \$5.00
Student Card & Lanyard Replacement	AUD \$10.00
Photocopy Service	AUD \$0.10 (B/W)/ AUD \$1.00 (color)

Cancellation and Fee Refund Policy

The request for refund must be made in writing to the Principal Executive Officer by using the Refund Application Form.

- No refunds will be paid to a third party unless it is indicated at the time the Refund Application Form is lodged, that any refunds due are payable to a third party.
- Where a refund is approved, Charleston English will make payment of refunds within 28 days of receipt of the Refund Application Form
- In the case of default by Charleston English, the provisions of the ESOS Act 2000 and the ESOS Regulations 2019 apply. For further information about the ESOS Act please see

<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Withdrawal request must be made in writing to our administration office by using the Deferment, Suspension or Cancellation of Enrolment Application Form.

Enrolment fee	No Refund
Tuition Fees	
Visa refused prior to course commencement (except for fraud, forge or misleading documents)	Full refund less an administration fee of \$500
Withdrawal at least 28 days prior to the initial course agreed start date*	50% refund of tuition fees less an administration fee of \$500
Withdrawal less than 28 days prior to the initial course agreed start date*	No Refund
Withdrawal after the initial course agreed start date*	No Refund
Visa or CoE cancelled due to student breach of their visa conditions or misbehaviour by the student	No Refund
Incorrect, fraudulent or misleading information or document submitted by the student or the authorised education agent	No Refund
Does not commence (i.e. Does not arrive, or has not arranged with us for a later start because of health or compassionate reason)	No Refund
Visa extension is refused after course commencement	No Refund
Withdrawal from any continuing study, include any continuing CoE	No Refund
Compulsory Health Insurance (Student visa holders only).....	Refer to the Terms and
Airport Pick-up	Conditions of Third
Homestay placement fee	Party Service Providers

- Note:
- * Initial course agreed start date is the date of the first Confirmation of Enrolment (CoE) issued to the student, prior to any deferment, suspension or revisions
 - Deferment, Suspension or Cancellation of Enrolment Application Form must be received at least 28 days prior to the commencement of the following term/s. For deferment, No refund will be applicable unless visa has not been granted. No refund will be given after an approved deferment or suspension.
 - In the event where enrolment fee was waived at time of application, CE shall withhold an amount equivalent to CE's published enrolment fee from any refund made

RTO DEFAULT

Under the Tuition Protection Service (TPS) framework, if Charleston English is unable to fulfil its obligations to complete a course, The new TPS framework will facilitate the placement of students in the first instance, and where this is not possible, provides a refund of unexpended tuition fees (i.e. tuition the student has paid for but has not been delivered by the provider).

- Charleston English defaults if the course they offer does not start on the agreed starting day.
- Charleston English defaults if the course stops being provided after it starts and before it is completed or the course is not provided fully to the student because the registered provider has had a sanction imposed.
- If Charleston English defaults, it will refund to the student within 14 days after the default day and receipt of your Refund Application Form.
- Charleston English will give the student a statement that explains how the refund amount has been worked out.
- Charleston English dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
- 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.
- The refund policy is subject to review from time to time.
- The Institute recommends that you read the ESOS Framework Information, which provides legislative protection for International students, available at <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

ARRIVAL AND ORIENTATION

Students are required to attend the orientation session on Friday at 9.00 am the week prior to the Course commencement date(unless it is a public holiday).

ATTENDANCE / ACADEMIC PROGRESS

Regular attendance of 20 hours per week is a requirement for all students. All overseas students must attend a minimum of 80% at all times during their study periods. Students must also maintain satisfactory academic progress at all time.

OVERSEAS STUDENT HEALTH COVER (OSHC)

All International Students are required to pay Overseas Student Health Cover (OSHC) and maintain cover for the full length of their visa. It is also the student's responsibility to check the conditions of this health cover.

INDICATIVE COST OF LIVING IN AUSTRALIA (\$AUD)

According to www.studyinaustralia.gov.au The figure below is an estimate only to give an indication of the basic rate of living costs under the Migration regulations. The cost can vary significantly depending on where you live in Australia.

Cost of Living (excluding tuition fees)\$20,290 a year

^ This includes clothing, food, accommodation, transportation, entertainment and travel cost.

You should be prepared in case your living costs are greater than the figure above.

PRIVACY NOTICE

Why we collect your personal information

As an ELICOS college, we collect your personal information so we can process and manage your enrolment in a ELICOS course with us. If personal information is not collected enabling us to enrol you in your chosen course/s, we will not be able to proceed with your application to enrol you as a student.

How we use your personal information

We use your personal information to enable us to deliver ELICOS courses to you, and otherwise,as needed, to comply with our obligations.

How we disclose your personal information

Information is further collected here in order to meet our obligations under the ESOS Act and the National Code, to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. Information collected about you on this form can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances information collected can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

PART H: DECLARATION

Information is collected during your enrolment in order to meet our obligations under the ESOS Act, the Data Provision Requirement and the National Code, to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2019 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances information collected during your enrolment can be disclosed without your consent where authorised or required by law, this may include the circumstance of any suspected breach by the student of a student visa condition.

STUDENT DECLARATION

I have read and accept the conditions of enrolment including the cancellation and refund policy of the college as stated above. I declare that the information provided by me on this form is true and correct. I authorise the Education Agent nominated by me on this form to act on my behalf in all matters relating to my enrolment. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice in this form and the Privacy Policy available at www.charleston.qld.edu.au

Applicant Name:

Applicant's Signature	Date
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REFERRAL / EDUCATIONAL AGENCY INFORMATION

Agency Name

Agent's Signature	Date
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OFFICE USE ONLY

ACCEPTED BY Charleston English
