

Campus Request

Which ACE campus do you wish to study at (where choice is available)?
 If you are applying for Study Hopper please place numbers in the boxes showing preferred order of study leg
 (eg. 1 Sydney-City, 2 Brisbane, 3 Cairns)

Sydney - Bondi Junction Sydney - Manly Sydney - City
 Brisbane Perth Cairns Darwin

Start date: _____ Number of weeks: _____

Do you require a break in the course?
 Start date: _____ Number of weeks: _____

Do you intend to continue studying in Australia after you finish your course? Yes No

Where/Which course?

ACE Airlink (Enrolment of 20+ weeks)

On completion of your first course, selected above, do you want to transfer to another ACE campus?
 Yes No

If yes, which campus? Campus name _____

Course name _____

Start date: _____ Number of weeks: _____

Accommodation/Airport Transfer Request

Homestay is single room accommodation (double and twin rooms on special request for students travelling together) in an Australian home.
 Minimum stay is 4 weeks. Breakfast and dinner provided daily and lunch provided on weekends.

Single room Twin room Double room
 Hostel/Backpackers Apartment Other

Check-in date: _____ Check-out date: _____

Number of weeks/days: _____

Airport Transfer required on arrival? Yes No

Flight number: _____ Arrival date: _____ Arrival time: _____

Homestay requirements:
 Do you smoke? Yes No

Are you OK living in a homestay with children? Yes No

Do you have any allergies (to pets, food, medicine etc.)? Yes No

If yes, what are they? _____

Do you have any special requests?

Carer Arrangements

To be completed for students under 18 years of age:
 Do you require the ACE Carer Service? Yes No

If no, and you are providing your own carer, please state:

Carer name: _____ Carer telephone: _____

Carer address: _____

Mobile Phone

I would like to purchase an ACE Mobile Phone (cost AU\$79)

Declaration

I have read and accept the conditions of enrolment of the Australian College of English and hereby authorise the College to apply the monies payable by me in accordance with the same.

Signed: _____ Date: / / (day/month/year)

Signature of Parent (if student under 18 years): _____

Agent (name) _____

Summary of fees

Enrolment Fee	AU\$	Materials	AU\$
Exam Fee	AU\$	Airport Transfer	AU\$
Tuition Fee	Weeks AU\$	Other	AU\$
Accommodation Placement Fee	AU\$		
Accommodation	Weeks AU\$	Total Payment	AU\$

Credit Card Payments

I/We instruct ACE to make the following transaction:
 Agent (if applicable) _____

Name of student _____

ACE Student Number _____

Visa Mastercard Bankcard Amex - 4 digit pin

Name of Cardholder _____

Credit Card No

Expiry Date _____ Amount to be charged AU\$ _____

Please advise ACE if you have a daily limit on your credit card

Signature of Cardholder: _____ Date: / / (day/month/year)

The following sets out the terms and conditions of your enrolment at the Australian College of English (ACE) referred to hereafter as “The College”.

1. Cancellation Policy

For the purpose of this policy the study period is defined as the number of weeks of prepaid tuition, including multiple courses, at any campus of ACE. The College guarantees to conform to the Refund Policy and Code of Ethics of English Australia. The Enrolment Fee is payable once only and is not refundable.

Tuition

- At least 4 weeks written notice prior to commencement of the study period, full refund.
- Less than 4 weeks written notice prior to commencement of the study period, a cancellation charge equal to the first 4 weeks of tuition will apply.
- No refund is payable after you have commenced studying at The College.
- If visa application has been denied, a full refund of tuition fees and accommodation fees (if a placement has not been made) will be made provided The College receives a copy of the Australian Embassy rejection letter.
- The College reserves the right to expel students for serious breaches of discipline. Where an expelled student has enrolled in a course greater than 20 weeks and has taken up less than the 20 weeks of the course, 40% of prepaid fees will be refunded in respect of remaining course weeks greater than 20 weeks.
- Students who transfer to courses of higher education or vocational studies (excluding English language studies) who have met the tertiary institution’s pre-entry requirements, are eligible for a refund on the unused portion of tuition, less a cancellation fee of 30%. Refunds will be calculated from the commencement date of the tertiary studies. Students will not be released prior to the commencement date of the tertiary studies.
- Students who are successful in gaining entry to another Navitas college or university program may be eligible for a transfer of all remaining course fees to the new Navitas location.
- Course fees are not transferable to another person or institution that is not part of the Navitas group.
- Refunds will be paid within 4 weeks of The College receiving written advice.
- If The College cannot offer the enrolled course, the student is entitled to a full refund of course money (paid within 2 weeks of notification).

Accommodation

- No refund will be made on the accommodation placement fee.
- 4 weeks written notice, full refund on accommodation fees.
- Less than 4 weeks written notice or if a placement has been made, a cancellation charge equal to 2 weeks accommodation fees will apply.
- If you wish to leave your homestay at any time, you are required to give notice of 2 weeks.
- Special cancellation fees may apply for other accommodation arrangements.
- Guardianship fees are non-refundable.
- An AU\$80 amendment fee applies to all changes made to accommodation bookings after the commencement of the course.

Airport Transfer

- No refund will be made if the student fails to notify The College of their flight details or any change of details 2 working days before arrival.

Please Note

Refunds will be paid within 4 weeks of The College receiving written notice. If you enrol through a representative, the refund will be paid through that representative. Monies will be refunded in the currency they were paid in.

2. Change of Address

I understand that it is my responsibility to advise The College of my current residential address on arrival and if I change my address I must notify The College immediately. I am aware that failure to notify The College that I have changed my address may result in automatic cancellation of my visa without my knowledge.

3. Young Student Carers

Students under 18 years of age only: Parents of students enrolling at The College must nominate a carer living in the city in which they will be studying and who will be responsible for the welfare of the child whilst studying at The College, or request The College Carer Service.

4. Indemnity and Release

In consideration of The College accepting my application for enrolment as a student and providing tuition to me, I agree that I will not hold it, and/or its employees, and/or agents responsible or liable for and will not make any claim against any of them for any loss, damage, death or injury which I may suffer or cause as a result of/or in connection with or during the period of:

- a. my attendance at any premises owned, operated or controlled by The College.
- b. my attendance at any activity [whether sporting, cultural, social, educational, recreational or otherwise] organised by or on behalf of or with the assistance of The College or any activity of which The College has any knowledge.
- c. any accommodation whether short-term or long-term arranged for me by The College.
- d. in any way whatsoever my association with The College.

On behalf of myself, my executors, administrators and assigns, I hereby release The College and/or agents from loss, damage, death or injury from any actions, claims and demands which, if I had not entered in to this Agreement, I might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and I hereby indemnify The College and/or its employees, and/or agents against any such liability.

This agreement does not remove the right to take further action under Australia’s consumer protection laws. ACE’s dispute resolution processes do not limit the student’s right to pursue other legal remedies.

I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the Laws of the State in which the campus I attend is located in the Commonwealth of Australia.

Privacy

The information you provide on this form will be used to process your enrolment at The College. Your enrolment may be delayed if the information provided is incomplete. This information will be treated as confidential and is available for your review. However, it may be made available to Australian immigration and education authorities in connection with your visa, as required by the National Code and the ESOS Act 2000. The College may send you information about its programs or other related courses. You may request not to receive further information at any time.

Terms

- Applicants for ATTC courses may need to take a separate entry test.
- The College reserves the right to change start dates, course curricula, course timetables and any programs at any time.
- All prices are stated in Australian Dollars (AU\$) and are subject to change without notice.
- The College is closed on official public holidays and 6/11/09 & 25/12/09-4/01/10.
- 10% Goods and Services Tax [GST] has been added to Apartment Accommodation, Airport Transfer, Placement, Retreat, Workit™ and Materials Fees.
- All campuses are fully accredited by NEAS.
- ^ Indicates that a course is not available to Student Visa holders.
- Photographs, videos and testimonials provided by you and/or taken by ACE may be used for marketing and promotion purposes

Contact

Please contact the ACE Head Office for all course enquiries.

