

# Enrolment Form -2016- Vocational Education Training



## PERSONAL DETAILS

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_  
 Date of birth (dd/mm/yy): \_\_\_\_\_ Title: ☐ Mr ☐ Ms ☐ Miss ☐ Mrs  
 Nationality: \_\_\_\_\_ Gender: ☐ Male ☐ Female USI: \_\_\_\_\_  
 Passport Number: \_\_\_\_\_ Current level of English: \_\_\_\_\_  
 Current address: \_\_\_\_\_  
 Current phone: \_\_\_\_\_ Email: \_\_\_\_\_

## VISA & INSURANCE DETAILS

**VISA / PLANNED VISA:** ☐ Student ☐ Other - details: \_\_\_\_\_  
 This is the visa you will be on for your studies  
 Do you require us to provide you with a Confirmation of Enrolment (CoE)? : ☒ Yes ☐ No

Which DIBP office will you apply to for your visa? \_\_\_\_\_

Are you currently enrolled at another institution in Australia? ☐ YES ☐ NO (If yes, a letter of release would be required)

OSHC(Overseas Student Health Cover – compulsory requirement for student visa holder from arrival in Australia)

Do you want IH Brisbane – ALS to arrange OSHC for you? ☐ YES ☐ NO If Yes, ☐ Single ☐ Couple ☐ Family

**2016 Premiums (single cover in AUD\$, prices are subject to change without notice). Minimum purchase is 3 months.**

Single rate	\$49 per month	Couple rate	\$138 per month	Family rate	\$200 per month
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## COURSE DETAILS

- ☐ Certificate II in Spoken and Written English (10363NAT) CRICOS:084970K  
☐ Certificate III in Spoken and Written English (10364NAT) CRICOS:084971J  
☐ Certificate II in Business (BSB20115) CRICOS:086792G ☐ 21 weeks ☐ 43 weeks  
☐ Certificate III in Business (BSB30115) CRICOS:086831E ☐ 26 weeks ☐ 53 weeks

## REQUESTED COURSES START DATE

1<sup>ST</sup> course : \_\_\_\_\_ Start date: \_\_\_\_\_  
 2<sup>ND</sup> course : \_\_\_\_\_ Start date: \_\_\_\_\_  
 3<sup>RD</sup> course : \_\_\_\_\_ Start date: \_\_\_\_\_  
 4<sup>TH</sup> course : \_\_\_\_\_ Start date: \_\_\_\_\_

Payment Option	<input type="checkbox"/> Option 1	<input type="checkbox"/> Option 2	<input type="checkbox"/> Option 3
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## ACCOMMODATION

We can help arrange both homestay and student accommodation; please contact us for details. There is a 4 week minimum stay for either service.

## HOW DO I ENROL?

1. Complete and sign your IH Brisbane - ALS enrolment form. Send direct to IH Brisbane - ALS or via one of our Education Agents. Send Enrolment form to [certenrol@ihbrisbane.com.au](mailto:certenrol@ihbrisbane.com.au)
2. IH Brisbane ALS will send you (or your agent) a Letter of Offer. Complete the **Letter of Offer** & return with your payment information.
3. IH Brisbane ALS will send you a **Confirmation of Enrolment (COE)** so you can apply for your Australian Student Visa.  
(If applicable)

For information about studying as an International Student in Australia, see <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

## 2016 FEES AND CHARGES

Enrolment Fee		\$195 (This is the cost of processing an application, including materials, I.D. badge and correspondence related costs)			
Tuition Fees	Certificate II in Spoken and Written English	33 weeks	\$4,560	2016 - 18/01, 15/02, 7/03, 4/04, 25/04, 23/05, 13/06, 11/07, 1/08, 29/08, 19/09, 17/10, 7/11, 5/12, 26/12 2017 - 23/01, 13/02, 13/03, 3/04, 1/05, 22/05, 19/06, 10/07, 7/08, 28/08, 25/09, 16/10, 13/11, 4/12 2018 - 1/01, 22/01, 19/02, 12/03, 9/04, 30/04, 28/05, 18/06, 16/07, 6/08, 3/09, 24/09, 22/10, 12/11, 10/12, 31/12	
	Certificate III in Spoken and Written English	33 weeks	\$4,560	2016 - 11/01, 1/02, 29/02, 21/03, 18/04, 9/05, 6/06, 27/06, 25/07, 15/08, 12/09, 3/10, 31/10, 21/11, 19/12 2017 - 9/01, 6/02, 27/02, 27/03, 17/04, 15/05, 5/06, 3/07, 24/07, 21/08, 11/09, 9/10, 30/10, 27/11, 18/12 2018 - 15/01, 5/02, 5/03, 26/03, 23/04, 14/05, 11/06, 2/07, 30/07, 20/08, 17/09, 08/10, 5/11, 26/11, 24/12	
	Certificate II in Business	43 weeks	\$7,500	2016 - 11/01, 15/02, 14/03, 18/04, 16/05, 20/06, 18/07, 22/08, 19/09, 24/10, 21/11, 26/12 2017 - 23/01, 27/02, 27/03, 1/05, 29/05, 3/07, 31/07, 4/09, 2/10, 6/11, 4/12 2018 - 8/01, 5/02, 12/03, 9/04, 14/05, 11/06, 16/07, 13/08, 17/09, 15/10, 19/11, 17/12	
	Certificate III in Business	53 weeks	\$9,500	2016 - 18/01, 22/02, 4/04, 9/05, 20/06, 25/07, 5/09, 10/10, 21/11, 26/12 2017 - 6/02, 13/03, 24/04, 29/05, 10/07, 14/08, 25/09, 30/10, 11/12 2018 - 15/01, 26/02, 2/04, 14/05, 18/06, 30/07, 3/09, 15/10, 19/11, 31/12	
	Private tuition/assessment:		\$95 / hour		

When we receive your ENROLMENT FORM, we will send you a LETTER OF OFFER. Please complete all the details on and return to IH Brisbane - ALS with your payment. IH Brisbane - ALS accepts bank draft, International telegraphic transfer, credit card (MasterCard or VISA only) and EFTPOS.

Credit card payments attract a 3.1% payment processing fee and EFTPOS attract 1.45% payment processing fee to reflect the bank fees charged to IH Brisbane – ALS.

## TERMS AND CONDITIONS

1. I have read and agree to following policies, all available in the Student Handbook:

- PRIDE policy
- Attendance requirements
- Privacy policy

and understand failure to follow them may result in my exclusion from IH Brisbane – ALS, as detailed in the unacceptable behavior procedure.

I have also read and understood the information regarding

- Leave requests
- Deferment Policy
- Course Changes
- Late payment of fees

2. **Indemnity:** Neither IH Brisbane – ALS and its staff nor its representatives, will be held responsible for any loss, damage, illness or injury to people or property which may occur while students are on any activity or excursion organized by IH

Brisbane - ALS. Students are solely responsible for taking out own insurance which we recommend be purchased in their own country.

3. **Release of Photography:** Photos or images of students participating in IH Brisbane - ALS school activities, taken by/for IH Brisbane - ALS staff, remain the property of IH Brisbane - ALS and can be used for promotional materials. If you do not wish to be photographed or videotaped please inform us in writing as soon as possible.

4. **Contact details:** Students are required to notify IH Brisbane – ALS within 5 working days of any changes to residential address through their student portal; failure to do so may result in automatic visa cancellation.

5. **Personal information** provided to IH Brisbane - ALS is confidential, but by law, may be provided by IH Brisbane– ALS to appropriate parties. IH Brisbane – ALS is required to share information about its students with the Australian Government and other designated authorities, such as the TPS. IH Brisbane - ALS has the right to share information on your progress and attendance with your sponsor or educational agent

## REFUND, ENROLMENT & CANCELLATION POLICY

**Refund Policy** – there are 5 refund categories at IH Brisbane – ALS:

1. **Cancellation due to Visa refusal - Before start date:** \$250 Admin Fee. Tuition, Material and Airport Reception Fees refunded. Enrolment and Accommodation Placement Fees not refunded.
  2. **Cancellation due to Visa refusal - After course has commenced:** \$250 Admin Fee. Unused Tuition and Material Fees refunded. Enrolment and Accommodation Placement Fees not refunded.
  3. **Cancellation notice given more than 4 weeks prior to the start day:** \$250 Admin Fee. Tuition, Material and Airport Reception Fees refunded. Enrolment and Accommodation Placement Fees not refunded.
  4. **Cancellation notice given less than 4 weeks prior to the start day:** \$1200 Admin Fee. Tuition, Material and Airport Reception Fees refunded (if more than 48 hours' notice given). Enrolment and Accommodation Placement Fees not refunded.
  5. **Cancellation after course has commenced:** No refunds eligible.
- **Course Commencement means the first working day of the week the student is enrolled to start.** Where multiple courses are issued on a single Letter of Offer, all courses commence on the first working day of the first course.
  - **Change of Enrolment - It may be possible up to 1 week before course commencement to transfer to a later course.** A change of enrolment fee will be payable; this is the cost of revising enrolment information such as the start date, course length and Confirmation of Enrolment. No charge will be made for the first change, afterwards \$40.00 admin fee will be charged for each subsequent change. Any refund request after making a change will be as case 4 except in case of visa refusal.
  - **Failure to commence** – IH Brisbane – ALS is required to report any student default within 5 working days.
  - **Pre-requisite level of English** – some courses at IH Brisbane – ALS require a pre-requisite level of English. Students who do not have this level of English will not be able to commence study in this course, but will be offered a place in a different course. Any difference in fees will be the sole responsibility of the student.
  - **Course Cancellation by IH – Brisbane ALS**
    - If IH Brisbane - ALS is unable to deliver a course, a full refund of prepaid tuition fees, material fees, and enrolment fee will be made within 2 weeks of the day on which the course ceased being provided. You may be offered enrolment in an alternative course at no extra cost, and have the right to choose whether you would prefer a refund of fees or to accept a place in another course.
    - In the unlikely event that IH Brisbane - ALS ceases to operate and is unable to offer you a place in another course or a refund, for student visa holders the TPS will place you in a similar course at no charge. Any refund due to a default of IH Brisbane - ALS as the registered provider is covered by the provisions of the Education Services of Overseas Students Act 2000 (the ESOS Act) (as amended).
  - **Request for Refund**
    - Request for refund must be made on a Request for Refund Form (download from our website [www.ihibrisbane.com.au](http://www.ihibrisbane.com.au)) with appropriate supporting documentations (e.g. the letter from the Department of Immigration and Citizenship and bank details) and submitted to [enrol@ihibrisbane.com.au](mailto:enrol@ihibrisbane.com.au).
    - A refund can only be paid if IH Brisbane - ALS has received the money and it has been entered into its accounts, and all debts to IH Brisbane - ALS have been paid.
    - Refund payments will be made in Australian currency within 4 weeks of submitting the completed Request for Refund Form and all required supporting documentations.
    - All refunds will be made payable to the students only, except for formally approved sponsored students or education agents who paid on behalf of the students (students must send us an authorization letter)
    - Requests for refunds of Overseas Student Health Cover (OSHC) must be made directly to the student's OSHC provider.
    - Promotional discount will not be applicable in any refund cases.

For further information please read the IH Brisbane - ALS Student Handbook at [www.alscertificates.com](http://www.alscertificates.com)

## DISPUTE RESOLUTION

If you are unhappy with anything at IH Brisbane - ALS, please talk with one of our staff. You can bring a friend with you at any time.

IH Brisbane - ALS has a Dispute Resolution process but you also have the right to take action under Australia's consumer protection laws or to pursue other legal remedies. See full details on [www.ihibrisbane.com.au](http://www.ihibrisbane.com.au). Personal information provided to IH Brisbane - ALS is confidential, but by law, may be provided by IH Brisbane– ALS to appropriate parties

<p><b>STUDENT DECLARATION</b></p> <ul style="list-style-type: none"> <li>• I have read and understood the IH Brisbane - ALS Student Handbook 2016 viewed at <a href="http://www.alscertificates.com">www.alscertificates.com</a></li> <li>• I understand and accept the above conditions of enrolment and Refund and Course change policy of IH Brisbane - ALS</li> </ul> <p>Signature: _____ Date: ____ / ____ / ____</p>	<p>AGENT STAMP /</p>
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## 2016 PUBLIC HOLIDAYS IN BRISBANE / SCHOOL STAFF TRAINING DAYS

<p><b>Public Holidays</b> (ALS is closed on official public holidays)</p>	<p><b>1 &amp; 26 Jan, 25 &amp; 28 Mar, 25 Apr, 2 May, 10 Aug, 3 Oct, 26 &amp; 27 Dec</b> (IH Brisbane – ALS will be closed from the 26<sup>th</sup> to 30<sup>th</sup> December 2016 inclusively)</p>	<p><b>School Staff Training</b> (ALS is closed on these days)</p>	<p><b>18 March, 8 July and 18 November</b></p>
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