



AUSTRALASIA LANGUAGE COLLEGE

CRICOS:02966G

INTERNATIONAL STUDENT APPLICATION FORM (Over 18 years old)

Onshore International Student Offshore International Student

Student Details

First Name: _____ Family Name: _____

Title: Mr Mrs Ms Miss Date of Birth: ____/____/____ Gender: Male Female

Country of Birth: _____ Nationality/Country of Passport: _____

Passport Number: _____ Expired Date: ____/____/____

Current Address: _____

City/Town/Suburb: _____ State: _____ Country: _____ Postcode: _____

Email Address: _____ Mobile Phone: _____

Permanent Address in home country (if different from above): _____

Postcode: _____ Telephone number: _____ Mobile Phone: _____

Emergency Contact Person _____ Mobile Phone: _____

Visa Type: Student Visa Working Holiday Visa Tourist Visa Others: _____

Are you currently in Australia? Yes No If no, which country are you in now? _____

Which city will you lodge your visa application in _____

English Level Details

Please select the English language proficiency evidence you have from below. Please attach the evidence if you have one.

IELTS certificate TOEFL certificate OPT certificate Other _____ None

If you have one, please write down the score. _____ Expired date _____

If you selected NONE you must participate in the Online Placement Test (OPT) to get an offer from ALC.

English Language Course Selections

Please select the campus and course(s) that you wish to enrol and dates you wish to start and complete.

City Campus 1 – Castlereagh Street

City Campus 2 – Pitt Street

Total number of weeks to study: _____ weeks

AM PM

Course 1: General English English for Academic Purposes IELTS Preparation

() weeks: From ____/____/____ (dd/mm/yyyy) to ____/____/____ (dd/mm/yyyy)

Course 2: General English English for Academic Purposes IELTS Preparation

() weeks: From ____/____/____ (dd/mm/yyyy) to ____/____/____ (dd/mm/yyyy)

Course 3: General English English for Academic Purposes IELTS Preparation

() weeks: From ____/____/____ (dd/mm/yyyy) to ____/____/____ (dd/mm/yyyy)

Course 4: General English English for Academic Purposes IELTS Preparation

Global Education Ministry Incorporated T/A Australasia Language College

Sydney Campus: Level 14, 233 Castlereagh Street, Sydney, NSW 2000 | Sydney Campus: Level 5, 307 Pitt Street, Sydney, NSW 2000
Telephone: +61 2 8278 7233 | Email: info@alcollege.edu.au | Web: www.alcollege.edu.au | CRICOS Provider Number: 02966G



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() weeks: From ___/___/____ (dd/mm/yyyy) to ___/___/____ (dd/mm/yyyy)

Will you be continuing your studies in Australia at a vocational or tertiary level: Yes No

Name of Institution: _____

Course: _____ State Date: _____

OSHC (Overseas Students Health Cover)

1. Would you like ALC to arrange OSHC (Overseas Students Health Cover)? Yes No

If Yes, _____ month(s). If No, please write down your OSHC provider and your number. _____

2. Would you like ALC to arrange accommodation/Airport Pick up service? Yes No If Yes, _____ weeks.

Type of accommodation

Shared accommodation: Single Double Triple Homestay: Single Double

Airport Pick up: Yes No Details of flight/ Date of arrival: _____

How did you hear about ALC

By a friend Internet Agent (Name) _____ Other _____

Bank Details

Bank: Commonwealth Bank

BSB: 062-000 Account number: 1613 6275 Account name: Australasia Language College

Description: Please refer your full name to clarify the payment

Notes

TERMS AND CONDITIONS

1. Australasia Language College (ALC) Courses

- 1.1 All the full time English study courses offered by ALC are approved for international students in NSW.
- 1.2 Students must satisfy entry requirements for enrolment.
- 1.3 A student may be required to repeat the English language course if they did not complete it satisfactorily. The student will be required to pay an additional fee for the repeat course.
- 1.4 The certificate of completion will not be issued unless the student satisfactorily completes the course. This requires a minimum of 80% attendance, and a minimum score of 60% overall and no less than 50% for each individual skill.
- 1.5 All the updates of ALC courses and policies are detailed in the international student handbook, which is available on our website and on the student notice board. It is the responsibility of students to make sure they read and understand the handbook, keep up-to-date with changes to the handbook, and request a copy of the handbook if they need one. For more course information, please refer to <http://www.alcollege.edu.au/wp-content/uploads/2019/05/International-Student-Handbook-V2.3.pdf>
- 1.6 ALC does not have articulations or provide study pathways with other registered providers.

2. Attendance

- 2.1 Australian government regulations state that it is a condition of a student visa that a student must attend at least 80% of classes in a course.
- 2.2 ALC is required to report students to the Department of Immigration for unsatisfactory attendance. This happens when a student's attendance is less than 80% and the student has received a final attendance warning letter.
- 2.3 ALC is required to report this information to the Department of Home Affairs (DHA), and this may result in the cancellation of the student's visa. For more information, please refer to: <http://www.alcollege.edu.au/wp-content/uploads/2019/05/S6SS017-Attendance-Monitoring-Policy-and-Procedure-1-1.pdf>

3. Enrolment and course fees

- 3.1 Fees must be paid in Australian dollars by bank cheque or bank draft to ALC's bank account. ALC will not be responsible for any monies paid to agents.
- 3.2 ALC reserves the right to vary fees.
- 3.3 Enrolment and course fees do not cover the cost of accommodation, living expenses, textbooks, stationary or other equipment and administration fee.
- 3.4 The enrolment fee is non-refundable in any circumstances.
- 3.5 Airport pickup service and Accommodation arrangement fees are non-refundable after the arrangement confirmation email has been sent to the student.
- 3.6 Completing the enrolment application form does not guarantee a place in ALC.
- 3.7 ALC reserves the right to decline an application. For more information, please refer to: <http://www.alcollege.edu.au/wp-content/uploads/2019/05/S3FE001-Student-Fees-and-Refund-Procedure.pdf>

4. Course duration, deferral, transfer, withdraw and extending studies

- 4.1 A course commences on the starting date stated on the offer letter or CoE (whichever one was issued last).
- 4.2 The student will be advised of the course duration prior to enrolment, if the student has participated in ALC's Online Placement Test, or other evidence of English language proficiency has been submitted during the enrolment process. Students who participated in ALC's placement test after arrival, or on their orientation day, may require more time to complete their course.
- 4.3 Provider Initiated Suspension or Cancellation of Enrolment. Please refer to <http://www.alcollege.edu.au/wp-content/uploads/2019/05/International-Student-Handbook-V2.3.pdf> and <http://www.alcollege.edu.au/wp-content/uploads/2019/05/S9DSC001-Student-Deferral-Suspension-and-Cancellation-Procedure.pdf>
 - 4.3.1 ALC may suspend or cancel a student's enrolment in case of serious misconduct, unsatisfactory course progress and/or attendance and non-payment of course fees in accordance with ALC's Student Academic Progress and Monitoring Policy, Attendance Policy, Student Fees & Refund Procedure or the Student's Code of Conduct.
 - 4.3.2 Where suspension or cancellation is initiated by ALC, the student will be given 20 working days to access the Student Complaint and Appeal Procedure.
- 4.4 When a student wishes to change the enrolment from studies at ALC, the student must complete the Enrolment Variation Request Form and get approval from ALC. For more information, please refer to: <http://www.alcollege.edu.au/wp-content/uploads/2019/05/S9DSC001-Student-Deferral-Suspension-and-Cancellation-Procedure.pdf>



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5. Student Privacy

- 5.1 ALC collects personal information from students for the purposes of processing applications and providing services to students. This information will be disclosed to staff and the student's agent where applicable.
- 5.2 ALC has an obligation under Commonwealth and State legislation to provide information to certain government departments.
- 5.3 Students have a right to access and alter their personal information.
- 5.4 Students are required to notify and update their contact details with ALC within 5 working days prior to or after the changes are made.
- 5.5 ALC has the right to all the media images taken by ALC during the student's studies at ALC. It includes photographs, video and DVD images.

6. School Age Dependents

- 6.1 Should the student be accompanied by school age dependents, the student must accept responsibility for any primary or secondary school fees. The dependents are not eligible to attend government schools free of charge.
- 6.2 Any school age dependent of an ALC student must be enrolled and attending school during the period that the ALC student is studying at ALC.

7. ALC contact hours

- 7.1 ALC visiting/office hours are 9:00 AM to 5:30 PM by appointment only.
- 7.2 Email correspondence is made during weekdays only and not weekends and public holidays.
- 7.3 ALC does not take calls or reply to emails outside of office hours, weekends and public holidays.

8. Duty of Care

- 8.1 The scope of ALC duty of care covers meeting pastoral needs, guiding students in academic work, guiding students in play, dealing with bullying, dealing with disciplinary matters and international student matters to protect underage students to live and develop in a safe learning and living environment.
- 8.2 The final decision for any duty of care matter will be based on the ALC duty of care policy and procedure.
- 8.3 When ALC makes the final decision to expel a student there will be no refund of any fees paid.

How to apply ALC?

1. Choose a course and check the ALC Brochure or website for all entry requirements.
2. After reading the Terms and Conditions, complete the Application Form.
3. Ensure you have attached all the relevant documents:
 - A copy of your passport
 - A certified true copy of qualifications (incl. IELTS test or equivalent) must be enclosed and translated into English (if necessary).
4. Return the completed application form and the necessary documents to **Australasia Language College**
5. If your application is successful, you will receive a letter of offer for the nominated course. We will advise you about fee payment (including the AUD\$200 enrolment fee).
6. For information concerning student visas to Australia, please refer to the Australian Department of Home Affairs (DHA) www.border.gov.au. Alternatively contact Student Services at Australasia Language College by email enrolment@alcollege.edu.au.
7. When we receive your fees and confirm you have signed our Terms & Conditions on the application form, we will send you an Electronic Confirmation of Enrolment. This is to be used to apply for your student visa.

I declare all information I have given on this form is correct and complete. I have read, understand and accept the Terms and Conditions and the Cancellation and Refund Policy and agree to be bound by them. I also understand money may be withdrawn from my tuition fees to reimburse agent expenses and authorise deduction of the appropriate amount from fees paid. I enclose the required fees and authorise Australasia Language College to retain my tuition fees in accordance with the Refund Policy if I elect to cancel my enrolment at any time.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection laws.

Australasia Language College reserves the right to require further information from the student pertaining to this application.

Student's Name _____ Signature _____ Date _____

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