



# Australian Nationwide College

is the trading name  
for George Education Group Pty Ltd ABN 41 111 438 987  
NTIS Code 91175 CRICOS Provider Code 02684F

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## Application for Enrolment

### Applicant Details

Surname:		Given Name(s):	
Gender: M / F	Date of birth:(d) / (m) / (y)	Passport Number:	
Visa Type:	Visa Expiry Date (if applicable):(d) / (m) / (y)	Country of Birth:	
Address:			
City:		Postcode:	
Telephone:	Mobile:	E-mail:	

### Education Background

List details of your previous education including highest level of education and courses currently studying. **Please attach relevant documentation** from all studies undertaken (e.g. High school, Advanced Diploma / Diploma / Degree.)

Qualification:	Name of the institute:	Country	Year of Award

### English Proficiency

Have you taken a recognised English language test, such as IELTS? If yes, Please complete the details below and provide certified copy of your test results

English Test:	Results:	Date of test: (d) / (m) / (y)
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### Intended Course Enrolment Details

#### English Courses

<input type="checkbox"/> General English (5-72 weeks)	<input type="checkbox"/> English for High School Preparation (EHP) (5-50 weeks)
<input type="checkbox"/> EAP (5-20 weeks)	<input type="checkbox"/> IELTS Preparation (5-20 weeks)
How many weeks: _____	English Courses start every week. Please advise preferred start Date:(d) / (m) / (y)

#### Vocational Courses and Commencement date

<input type="checkbox"/> Certificate IV in Business (26 weeks)	<input type="checkbox"/> Diploma of Management (26 weeks)
<input type="checkbox"/> Advanced Diploma of Management (26 weeks)	<input type="checkbox"/> Diploma of Accounting (52 weeks)
Preferred commencement dates: <input type="checkbox"/> 18 Jan <input type="checkbox"/> 22 Feb <input type="checkbox"/> 12 Apr <input type="checkbox"/> 17 May <input type="checkbox"/> 12 Jul <input type="checkbox"/> 16 Aug <input type="checkbox"/> 27 Sep <input type="checkbox"/> 1 Nov	

#### Medical Cover Fees

#### Optional General Fees

Overseas Student Health Cover	Single	Family	Airport Pick Up	\$120.00
6 months	\$195.00	\$390.00	Accommodation Placement fee	\$190.00
12 months	\$390.00	\$780.00	Accommodation fee pw (minimum 4wks)	\$250-280.00
				Number of weeks?

**Declaration:** 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 Refund Policy and agree to be bound by them. **Parent/Guardian to fill the following information and sign if student is under 18 years of age before the course starts.** Date: (d) / (m) / (y)

Full Name:	Signature:
Parent/Guardian Name:	Parent/Guardian Signature:
Relationship to student:	Contact Number:

## TERMS AND CONDITIONS

1. Overseas students can only enroll in full time courses. A minimum of 20 hours study per week is required.
2. Overseas Students must attend a minimum of 80% of classes and must make satisfactory academic progress.
3. Overseas Students are required to provide their current Australian address to ANC at all times.
4. All due care is to be taken with ANC equipment, facilities and property
5. Students enrolling in a vocational course must be over 18 yrs of age.
6. Students enrolling in an English language course who are under 18 years of age must be approved by a parent or guardian to study at ANC.
7. **EXPULSION:** The College reserves the right to expel students for serious breaches of discipline.

### Recognition of Prior Learning (RPL)

The recognition of prior learning process is available to all students prior to enrolment, for all accredited courses offered by ANC (student visa holders) if RPL is granted before the issue of a visa, the net course duration will be indicated on the electronic confirmation of enrolment (e-COE). It RPL is granted after the approval of visa, the resulting duration will be reported to DIAC.

### Enrolment Procedures

1. Complete the Enrolment Form and send it to us with the application fee. Be sure to include your signature. If you are under 18 years of age, your parent or legal guardian must also sign the Enrolment Form. (You can download a hard copy of the Enrolment Form from our website or submit the enrolment form online.) Read and understand the conditions of Enrolment and the Refund Policy before you sign or submit your online application.
2. Submit the Enrolment Form together with the following supporting documents:
  - One recent passport sized photograph
  - A Certified copy of your passport identity page
  - A Certified copy of your English language test results
  - A Certified copy of your qualification and academic transcripts(If these transcripts and certificates are not in English then they must be accompanied by certified translations).
3. The original of the Enrolment Form is preferred, otherwise fax or post these together with the certified copies of your supporting documents to ANC
4. If your application is successful, we will forward a "Letter of Offer" and invoice. Once you receive the Letter of Offer you can make payment of the tuition fee to ANC.
5. Once we receive your payment we will forward to you the electronic confirmation of enrolment (e-COE)

## REFUND POLICY

Australian Nationwide College fully complies with the ESOS Act 2000.

1. The application fee and accommodation placement fee are non-refundable
2. In the event of a student's visa application being rejected and the official evidence being provided to ANC, ANC will refund your tuition fee within 4 weeks subject to the following conditions:
  - if the course has not commenced, all tuition fees paid will be refunded
  - if the course has commenced, a refund will be made on a pro-rata basis
3. In the event of a student withdrawing from a course, an application for a refund must be made in writing to the ANC.
  - if the notice is received by ANC at least 28 days before the course starts, a refund of 80% of tuition fees will be made. (20% of first installment of total tuition fees will be deducted).
  - if the notice is received by ANC prior to, but less than 28 days before the course starts, a refund of 50% of tuition fees will be made. (50% of first installment of total tuition fees will be deducted).
  - if the notice is received by ANC on or after the course starts, no refund will be made. If an exceptional circumstance exists, a refund will be given on a case by case basis.
  - no refund will be granted to a student whose enrolment is terminated for failure to comply with ANC's policies and procedures and DIAC's visa requirements.
4. Students enrolling in a "package" course which involves an English course followed by an Vocational course are deemed to have two start dates and two enrolment fees. No refund will be granted on the second course after commencement of the first course in the event of cancellation or withdrawal.
5. In the event of ANC defaulting, the total tuition fee will be refunded to students within 2 weeks. Alternatively, ANC may offer an alternative (replacement) course or part of a course. The student must advise in writing within fourteen days whether he or she accepts the alternative arrangement.

Australian Nationwide College's 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 further action under Australia's Consumer Protection laws.

### Fees, Course Start Dates, Times:

Fees, course dates and times are correct as of Nov, 2009. The College reserves the right to vary these conditions at any time without notice.

### Privacy Statement

ANC is firmly committed to privacy. We use an applicant's information only to create the ANC database. However, an applicant's information may be 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.

**Applicant signature:** \_\_\_\_\_