



CHARLESTON ENGLISH

ENROLMENT FORM

Please complete and forward your application to:

In Person or by Mail:

Level 2, 316 Adelaide St, Brisbane QLD 4000 AUSTRALIA

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

For more details, please call: +61 7 3532 3600

PART A: PERSONAL DETAILS

Title: Mr. Ms. Mrs. Other: _____	Gender: Male Female
First Name:	
Last Name:	
Date of Birth: (dd/mm/yyyy) / /	Nationality:
Passport No:	Expires on: / /
Do you currently hold a student visa?	Yes No
Has your visa been cancelled/refused before?	Yes No
No. of Dependents:	Main language spoken at home:
How well do you speak English:	Very well Well Not well Not at all

PART B: CONTACT DETAILS

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

PART C: CURRENT ENGLISH LEVEL

Beginner	Elementary	Pre-Intermediate	Intermediate
Upper-Intermediate	Advanced	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	Morning Class	Start Date: _____
CRICOS: 0100812	Afternoon Class	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 : _____ Starting Date : _____

Name of Course: _____

PART F: ADDITIONAL INFORMATION

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 G: PAYMENT DETAILS

Enrolment Fee	AU\$ 200	CoE Issue Fee	AU\$ 50
<input checked="" type="checkbox"/> Materials Fee*	2-6 weeks: AU\$ 60; AU\$10 per week thereafter		
*applicable to each level of English enrolled in; Capped at \$360 maximum payable			

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: 062 000

Bank SWIFT Code: CTBAU25

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 H: 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 fee of \$200.00 (exclusive of Tuition fees, material fees and CoE issue fee) is required at the time of enrolment. The enrolment deadline is 10 working days after the course commencement of the course. Tuition fees DO NOT cover the charges for enrolment fee, textbooks, stationery and re-assessment fees.

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 maybe 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 info@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.

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 2001 apply. For further information about the ESOS Act please see: <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

Enrolment Fee-----	No Refund
Tuition Fees	
Visa refused prior to course commencement-----	Full refund less an administration fee of \$200
Withdrawal at least 28 days prior to the initial course agreed start date-----	50% refund of tuition fees less an administration fee of \$200
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
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 conditions of Thrid Party
Airport Pick-up-----	Service Providers
Homestay placement fee-----	Service Providers

Note: Agreed course start date is the date indicated on the student's Confirmation of Enrolment (CoE)

**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 applicable unless visa has not been granted.*

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.

Rates (Single)	3 months	\$165.00	6 months	\$330.00	9 months	\$469.00
	12 months	\$609.00	24 months	\$1206.00	Note: Fee maybe subject to change	

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.

CHANGE OF ADDRESS AND CONTACT DETAILS
Upon arriving in Australia you are required to advise us of your residential and email address, telephone number and of any subsequent changes to these contact details within 7 days. It is your responsibility to ensure that you always update your contact details at the Institute to ensure you receive important information about your course, fee receipts and any other important information.

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 2001 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 Charleston English Policy.

Applicant Name:

Applicant's Signature:

Date: / /

REFERRAL / EDUCATIONAL AGENCY INFORMATION

Agent Name:

Agent's Signature:

Date: / /



OFFICE USE ONLY

ACCEPTED BY Charleston English