



Enrolment Form for Student Visa

Personal Details

1. Family name: _____
2. Given name: _____
3. Date of Birth (dd/mm/yy): _____ / _____ / _____
4. Gender: Male Female
5. Nationality: _____
6. Passport number: _____
7. Type of visa: _____
8. From which country you are applying for a visa: _____
9. Email address: _____
10. Address in home country: _____

 _____ Country _____
11. Phone number in home country: _____
12. Address in Australia (if known): _____

 _____ Post Code _____
13. Phone number in Australia (if known): _____
14. Highest level of school completed: _____
15. Level of English: _____

Course Details Part 1

16. Course applying for: [Full-time ELICOS Courses]
 - Shift 1 (Morning) Shift 2 (Evening)
 - * Not all the courses are available in both shifts
 - Realworld General English; Conversation-Centred [076663K] 25hrs/wk
 - Realworld General English; Four skills [076664J] 20hrs/wk
 - Realworld English for Academic Purposes [039850C] 20hrs/wk
 - IELTS Preparation [070546G] 20hrs/wk
 - Realworld English for Business [039853M] 20hrs/wk
 - Cambridge First Certificate [067945G] 20hrs/wk
 - English for TESOL [076662M] 25hrs/wk
 - English for Teaching Children (TECSOL) [062608K] 25hrs/wk
 - English for Hospitality & Tourism [067434J] 20hrs/wk
 - Optional; Barista Training
- [Non-ELICOS Courses] *not suitable for student visa as principal course
 - Reallife English; Conversation (Half-time) 9:30am-12:40 pm
 - English for Teaching Children (J-SHINE) 25hrs/wk
 - Order made Private Lessons
 - Order made Small Group Private Lessons
 - Café Course
 - Pronunciation Course
 - JTTC (Japanese Teacher Training Course)
 - Reallife English Conversation Study Tour

Course Details Part 2

17. Start Date (dd/mm/yy): _____ / _____ / _____
18. Finish Date (dd/mm/yy): _____ / _____ / _____
19. Number of weeks: _____ week(s)
20. For the students who wish to study more than one course
 - 20-a. Course 2 name: _____
 - 20-b. Start Date (dd/mm/yy): _____ / _____ / _____
 - 20-c. Finish Date (dd/mm/yy): _____ / _____ / _____
 - 20-d. Number of weeks: _____ week(s)
21. For the students who wish to study more than one course
 - 21-a Course 3 name: _____
 - 21-b Start Date (dd/mm/yy): _____ / _____ / _____
 - 21-c. Finish Date (dd/mm/yy): _____ / _____ / _____
 - 21-d. Number of weeks: _____ week(s)
22. Holiday (If requested)
 - 22-a. Start Date (dd/mm/yy): _____ / _____ / _____
 - 22-b. Finish Date (dd/mm/yy): _____ / _____ / _____
 - 22-c. Number of weeks: _____ week(s)

Accommodation Details

23. Do you want La Lingua to arrange accommodation for you?
 - Yes No
24. What type of accommodation would you like?
 - Homestay (if yes, go to Question 25 and 26)
 - Share Accommodation (if yes, go to Question 25 and 27)
 *Share Accommodation; Minimum stay is 4 weeks.
25. How many weeks? _____ weeks
 - Start date (dd/mm/yy): _____ / _____ / _____
 - Finish date (dd/mm/yy): _____ / _____ / _____
26. Homestay details
 - a) Single Twin (only available for 2 friends with same starting dates otherwise single room rates apply)
 - b) Do you have any allergies? Yes No
 If yes, specify: _____
 - c) Do you have any health problems Yes No
 If yes, specify: _____
 - d) Can you share with the family who has children under 5 years old? Yes No
 - e) Can you share with a family who has pets? Yes No
 - f) Do you smoke? Yes No
 - g) Other requests: _____
27. Share accommodation details
 - a) Single Twin (only for students 18 years of age and over)
28. Do you require airport pick-up? Yes No
 - a) Flight arrival date (dd/mm/yy): / _____ / _____ / _____
 - b) Flight arrival time: _____
 - c) Flight number: _____

* Flight schedule must be provided a minimum of 2 weeks prior arrival date. Accommodation will not be arranged until full payment and flight details provided.



Terms and Conditions of Enrolment for Student Visa

General Conditions

1. Payment should be made by cash, cheque or credit card (Visa or Mastercard), when the enrolling student is in Australia. When enrolling from outside Australia, payment should be made by credit card, bank transfer, bank cheque or international money postal order. Students are responsible for paying all bank and exchange fees. A 3% surcharge will incur on all payments made by credit card. Cheques should be made payable to "SPEAK COLLEGE PTY LTD".
2. For courses of 24 weeks or less all fees should be paid before the course begins. For courses longer than 24 weeks at least 50% of the fees must be paid before the course begins, with the remaining fees paid at least 2 weeks before the start of the second study period.
3. LA LINGUA has the right to alter the study timetable at short notice.
4. LA LINGUA provides an Equal Opportunity Environment, including anti-discrimination and harassment policies. Student are obliged to uphold college policy. LA LINGUA reserves the right to expel students in breach of college policy. In this case fees will not be refunded.
5. Any materials published by LA LINGUA (including promotion material, course outlines, guides and other course information) are subject to copyright laws and as such may not be copied or distributed without prior authorisation from LA LINGUA. If copyright laws are breached in any way, the matter will be settled in court.
6. Holidays will only be permitted for students who inform LA LINGUA of their intention at the time of enrolment. Students cannot alter their enrolment period after they have enrolled. Students taking holidays must give at least two weeks notice. If the student is aware that some other event will interfere with the period of enrolment, La Lingua must be informed before enrolment is completed. Students can only change their holiday starting or restarting dates once without cost. Students also cannot make another holiday request after their first holiday request. If students change their holiday dates more than once or make another holiday request, they will be charged a \$50 administration fee.
7. Students agree to the use of their name and/or image for possible use in education related marketing and promotional materials.
8. Students enrolled in individual lessons must inform LA LINGUA of any lesson cancellations by four o'clock on the day prior to the lesson. Notification after this time will result in lesson ticket invalidation.
9. Information about the student's enrolment will be made available to Commonwealth & State agencies and the Fund Manager of the ESOS Assurance Fund.
10. Fees and conditions are subject to change without notice.
11. Students must notify La Lingua of any change of address while enrolled in the course and provide updated contact information.
12. Students must have at least 80% attendance and show satisfactory progress. La Lingua may report students with less than 80% attendance and/or unsatisfactory progress to the Department of Education (DOE) and the Department of Immigration and Border Protection (DIBP).
13. 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.

Privacy

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the Conditions of their visas 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 2007. 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. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Under-18 Student Welfare Policy

1. All under-18 students will be under the supervision of the under-18 student welfare officer (Carolyn Shi) from enrolment to graduation. The under-18 student welfare officer is the first, last and ongoing point of contact for any under-18 students. They will provide orientation to new under-18 students and will provide ongoing support and a point of contact throughout the under-18 students' enrolment period.
2. All under-18 students will undertake a weekly counseling session with the under-18 welfare officer. During the session the student and under-18 student welfare officer will discuss the wellbeing and happiness of the student, covering their welfare and satisfaction with the school, the course, the lessons and their homestay experience (if applicable). These sessions are recorded on a weekly checklist form. Further input and feedback will be taken from classroom teachers, homestay families and agents, if required. All counseling and feedback on the under-18 student welfare checklist will be recorded, and signed off by the student and the under-18 student welfare officer, and kept on file.
3. All under-18 students will be level-checked for their academic English level. Only students with an IELTS equivalent of 4.0-4.5 (or above) overall will be able to enter the IELTS, EAP or EAP-1 (Pre-EAP course: Intermediate level - General English Four Skills) courses.
4. Under-18 students will only be accepted into the following courses based on their entry English level;
 - IELTS 5.5-6.5 or equivalent: EAP or IELTS preparation classes
 - IELTS 4.0-5.0 or equivalent: EAP-1 (Pre-EAP course: Intermediate level - General English Four Skills course)
5. No under-18 students can enter the General English Conversation-Centred courses or General English Four Skills courses excluding the EAP-1 stated above.
6. Under-18 students are not permitted to attend school social activities, such as excursions or parties, where alcohol is present. Alternative supervised activities will be arranged for under-18 students by the under-18 student welfare officer, if necessary. Permission notes for other out of school activities will have to be signed and their parents or guardians will be informed.
7. Under-18 students will be flagged on student enrolment/level check forms and class rolls. This will clearly indicate to teachers, relief teachers and administration staff that the student is under-18 and that all the above policies and procedures will apply.
8. All administration staff and the teachers who are engaged in any classes including under-18 students will be required to hold a current NSW Working With Children Check.

Indemnity Declaration

1. LA LINGUA (including staff and representatives), shall not be held liable for any loss, or damage to property, or for injury to, or death of, a student or students.
2. LA LINGUA reserves the right to use its discretion to seek medical services for its students where it is essential. In such cases, the student or student's parent(s) shall meet any costs incurred.
3. Where LA LINGUA has been obliged to incur costs on behalf of the student, the consent to the incurring of such costs is deemed to be given and such costs shall be repaid to LA LINGUA by the parent(s) on demand.
4. The student(s) and parent(s) shall indemnify and keep indemnified LA LINGUA from and against all claims, demands, writs, summonses, actions, suits, proceedings, judgements, orders, decrees, costs, losses and expenses of any nature whatsoever which LA LINGUA may suffer or incur or become liable to suffer or incur in connection with loss of life, personal injury and / or damage to persons or property of any nature arising directly or indirectly from enrolment and attendance by the student(s) at LA LINGUA.



Procedure of Enrolment and Refund

1. Please fill in the Enrolment form.
 2. Payment method: Please choose from the following.
 3. Student visa students
< **Assessment level 3** >
1. Send us your signed enrolment form by fax, mail or email 3 months before your desired starting date. The visa application process takes 3-6 months so please select your starting date carefully.
 2. We will send you an invoice and a letter of offer (LoO) from La Lingua Language School which you will need to present to the Australian embassy in your country to apply for the Pre-Visa.
 3. When your Pre-Visa is approved, please send us the total payment for your course and other fees.
 4. On receipt of your fees, La Lingua will send you a receipt and Confirmation of Enrolment (CoE). Take the CoE to the Australia embassy in your country to complete the application for your student visa.

< **Assessment level 1 & 2** >

1. Send us your signed enrolment form by fax, mail or email 2 months before your desired starting date. The visa application process takes 1-2 months so please select your starting date carefully.
 2. We will send you a letter of offer and an invoice from La Lingua Language School.
 3. Send us the total payment for your course and other fees.
 4. On receipt of your fees, La Lingua will send you a receipt and a Confirmation of Enrolment (CoE). Take the CoE to the Australian embassy in your country to apply for your student visa.
4. Visitor or Working holiday visas
Please send your enrolment form to our school by mail, fax or email. If you visit the school, the enrolment will be completed after full payment has been made to the school. If you are overseas, the invoice will be sent to you. Please make a payment through overseas bank transfer. After we receive the payment, the confirmation of enrolment and La Lingua receipt of payment will be sent to you and your enrolment is completed.

5. Level check and Orientation

After you have enrolled you must come to La Lingua Language School to undergo a level check. This will include a short written placement test, and an interview. Students enrolling from outside Australia will be contacted by La Lingua Language School for a short telephone interview in English, but will need to come to the school to do a placement test as soon as possible after arriving in Sydney. New students will attend an Orientation session within the first week of study, during which the school rules will be explained in more detail. You will receive a written copy of the school rules at that time.

6. Late Payment of Tuition Fee by instalment Policies

If a student does not pay their tuition fee by the due date:

- (a) If the payment is made between 1 and 7 days after the due date, the student will incur a \$50 late payment fee to be added to their tuition fee.
- (b) If the payment is made 8 or more days after the due date, the student will incur a \$100 late payment fee to be added to their tuition fee.
- (c) If the payment is still overdue, students may be reported to DIBP for non-payment of fees.

7. Tuition fee refund policies: If a student cancels their course

- (a) If student's visa application is rejected (We need to see the original letter of visa rejection): 100% tuition fee
- (b) More than 28 days before your initial commencement date: 80% tuition fee
- (c) 28 days or less before your initial course commencement date: 50% tuition fee
- (d) If you cancel on or after your course commencement date: No refund
- (e) If a student breaches their visa conditions resulting in their studies being cancelled: No refund

8. Homestay refund policies

- (1) Placement fee: No refund
- (2) Airport pick up service: If less than 24 hours working day notice is given for a change of flight details, then no refund.
- (3) If student's visa application is rejected (We will need to see the original letter of visa rejection): 100% refund
- (4) More than 4 weeks notice: 100% refund.
- (5) Less than 4 weeks notice: Compensation payment equivalent to 2 weeks accommodation fee to the accommodation provider.
- (6) Cancellation on or after the commencement date: No refund

- (7) A student wishes to change their homestay after they have commenced their stay: A student must repay the booking fee, give 2 weeks notice to the current homestay and pay a minimum of 4 weeks accommodation with the new homestay.

9. Share accommodation refund policies

- (1) Placement fee: No refund.
- (2) If student's visa application is rejected (We will need to see the original letter of visa rejection): 100% refund.
- (3) 2 weeks notice: 100% refund of bond and 2 weeks rent paid in advance.
- (4) Less than 2 weeks notice: 50% refund of bond and 2 weeks rent paid in advance.
- (5) Less than 24 hours notice: No refund of bond but 2 weeks refund of rent paid in advance.
- (6) Cancellation after students start their accommodation: No refund of 2 weeks bond. Refund of the remaining rent paid in advance, less the amount incurred for the days between the scheduled arrival date and the day the cancellation notice was received.

Cancellation & Refund Policy

1. If LA LINGUA cancels a course students will be offered a place in another course at no additional expense. If no acceptable course is available the student will be refunded the unused pre-paid tuition fees. Refunds will be made by cheque, within two (2) weeks.) If enrolment has been through an agent, refunds will be paid through the agent.
2. Refunds will only be made for student cancellations prior to course commencement date(student visa applicants only). LA LINGUA must be notified in writing of such cancellations. Refer to points 6-8 in Procedure of Enrolment and Refund.
3. If LA LINGUA expels a student, no refund will be given.
4. The tuition fees are not transferable, either to another person, course or institution.
5. If you cancel your course because you were refused a student visa, all tuition fees will be refunded as per sections 28-29 of the ESOS Act.

Payment Details

Enrolment fee (non re-fundable)	AU\$ _____
Tuition fee1 _____ weeks	AU\$ _____
Tuition fee2 _____ weeks	AU\$ _____
Tuition fee3 _____ weeks	AU\$ _____
Text Book/Material fee	AU\$ _____
Accommodation placement fee	AU\$ _____
Accommodation fee _____ weeks	AU\$ _____
Airport Pick-up Service fee	AU\$ _____
Overseas Student Health Cover	<input type="checkbox"/> Single <input type="checkbox"/> Family
(Student Visa Only)	AU\$ _____
Other fees (_____)	AU\$ _____
TOTAL: AU\$ _____	

Method of Payment

- Bank draft/cash EFT (Card) Bank transfer

Account Name. SPEAK COLLEGE PTY.LTD

Bank Name. ANZ

Branch: Hay Market

SWIFT Code: ANZBAU3M

Branch No. (BSB) 012-071

Account No. 438 685 075

Credit Card

Please charge the fees totalling AU\$ _____ to my credit card.

Card No. _____ / _____ / _____ / _____

Expire date: ____ / ____ Security code: ____

Card holder's name: _____

Signature: _____

*3% surcharge applies to Credit Card payments

*\$30 surcharge applies to International Bank Transfer payment

I understand and agree with the La Lingua Language School conditions of enrolment. (to be signed by parent / guardian if the student is under 18 years of age)

Signature: _____ date: ____ / ____ / ____