

# Enrolment Form

## Personal Details

Family Name \_\_\_\_\_  
Given Names \_\_\_\_\_  
Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_  Male  Female  
Nationality \_\_\_\_\_ Language \_\_\_\_\_  
Address (Home Country) \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
Address in Australia \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_  
Occupation \_\_\_\_\_  
Passport Number \_\_\_\_\_  
Type of Visa  Working Holiday  Student Visa  
 Visitor  Other  
Highest level of education completed \_\_\_\_\_  
\_\_\_\_\_

Your present level of English - Please complete  
 Beginner  Elementary  Pre-Intermediate  
 Intermediate  Upper-Intermediate  Advanced

## Accommodation

Do you require CCE to arrange your accommodation?  
 Yes  No  
What date will you start your Homestay? \_\_\_\_/\_\_\_\_/\_\_\_\_  
What date will you finish your Homestay? \_\_\_\_/\_\_\_\_/\_\_\_\_  
Number of weeks \_\_\_\_ Number of Days \_\_\_\_  
Do you smoke?  Yes  No  
Are dogs and cats okay?  Yes  No  
Are children under 16 okay?  Yes  No  
Do you have any allergies/illnesses?  No  
If Yes \_\_\_\_\_  
Are there any foods that you don't eat?  No  
If Yes \_\_\_\_\_  
What are your favourite hobbies? \_\_\_\_\_  
\_\_\_\_\_  
Do you require CCE to arrange your airport pick-up?  
 Yes  No  One way  Return  
Arrival Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_  
Flight \_\_\_\_\_

Cairns College of English: <http://www.cce.qld.edu.au>  
Pre-Departure Booklet: <http://www.cce.qld.edu.au/enrol.htm>  
ESOS Act: <http://aei.gov.au/AEI/ESOS/default.htm>  
Department of Education, Science and Training:  
<http://www.dest.gov.au>  
Australian Council for Private Education and Training (ACPET):  
<http://www.acpet.edu.au>  
National ELT Accreditation Scheme (NEAS):  
<http://www.neasaustralia.com>

## Course Request

General English Full-time (CRICOS Provider Code: 072892G)  
 General English Part-time ■  
 IELTS Exam Preparation ■  
 Cambridge Exam Preparation ■ ■ Not suitable for students on a student visa  
 English for Customer Service ■  
 Business English ■  
 English for Young Learners/ Teenagers ■  
 Reef Safari Package (2-4 weeks) ■  
 Tropical Safari Package (1-4 weeks) ■  
 Private Tuition ■  
 Other (Please Specify) \_\_\_\_\_

## Course Start Date

Course Start Date \_\_\_\_\_  
Length of Course \_\_\_\_\_ Weeks  
\* All Courses start on a Monday unless that Monday is a public holiday.  
10 week block start dates: 3 January, 14 March, 23 May, 1 August, 10 October  
(recommended for Beginner level to start on week 1)

## 2011 Public Holidays

New Years Day – 3 January	Australia Day – 26 January
Good Friday – 22 April	Easter Monday – 26 April
ANZAC Day – 25 April	Labour Day – 2 May
Queen's Birthday – 13 June	Cairns Show Day – 22 July
Christmas Day – 26 December	Boxing Day – 27 December

## Cambridge Exam Preparation Start Dates

21 March 2011	12 weeks	FCE, CAE
12 September 2011	12 weeks	FCE, CAE

## Payment Details

Enrolment Fee AUD \$ \_\_\_\_\_  
Tuition Fee \_\_\_\_\_ Weeks AUD \$ \_\_\_\_\_  
Accommodation Placement Fee AUD \$ \_\_\_\_\_  
Accommodation \_\_\_\_\_ Weeks AUD \$ \_\_\_\_\_  
Overseas Student Health Cover AUD \$ \_\_\_\_\_  
Other Fees AUD \$ \_\_\_\_\_  
**Total Amount Due = AUD \$ \_\_\_\_\_**

I confirm that the information provided on this form is complete and correct. I have read and understood the College fees, refund policy, the CCE pre-information booklet and conditions of enrolment. I agree to abide by the College regulations and to pay the fees as set out above. I authorise my child to participate in all organised College events and indemnify the College against any loss or damage (personal or other). I have read the regulations for students and agree to be bound by them. I am aware that this agreement does not remove the right to take action under Australia's Consumer Protection Legislation.

Signature \_\_\_\_\_

Date / /

Parent or Legal Guardian of Student  
if under 18 years old

Representative Stamp

## Fees

All prices are in Australian Dollars and subject to change.

Enrolment Fee		\$ 200	
General English Full-time, IELTS Exam Preparation & Business English			
1 - 10 Weeks	\$ 320	per week	
11 - 20 Weeks	\$ 310	per week	
21 - 30 Weeks	\$ 305	per week	
31 - 50 Weeks	\$ 300	per week	
General English Part-time	\$ 280	per week	
Cambridge Exam Preparation (FCE & CAE)	\$ 3720	12 weeks	
Cambridge Examination Fee	\$ 382 (FCE)	\$ 382 (CAE)	
Materials Fee	\$ 75 (FCE)	\$ 75 (CAE)	
English for Customer Service	\$ 1780	4 weeks	
English for Young Learners/ Teenagers	\$ 430	per week	
Private Tuition (15 hours per week)	\$ 90*	per hour	
TOEIC Examination Fee	\$ 200		
(\$30 extra for certificate and \$15-\$20 extra for postage)			
Reef Safari Package (English + Dive Course)			
2 Weeks	\$2160		
3 Weeks	\$2795		
4 Weeks	\$3500		
Tropical Safari Package (English + Sightseeing)			
1 Week	\$1100		
2 Weeks	\$1740		
3 Weeks	\$2380		
4 Weeks	\$3010		
Book Deposit (General English)	\$100		
Book Deposit (Cambridge Text Books)	\$100 (FCE)	\$100 (CAE)	Refundable
Work Experience Placement Fee	\$250*		
Airport Pick-up (\$66 for students not in Homestay)	FREE		
Accommodation Placement Fee	\$200*		
Single Homestay Under 18	\$250	per week	\$36 extra night
Double Homestay Under 18	\$230	per week	\$33 extra night
Single Homestay Over 18	\$200	per week	\$29 extra night
Double Homestay Over 18	\$180	per week	\$26 extra night
(for couples only)			

### Overseas Student Health Cover

The Australian Government requires all students on a student visa to pay Overseas -Student Health Cover (OSHC).

The exact rate payable will be calculated on the basis of course length plus one month. The current rates are:

3 Months	\$107.25	Single
6 Months	\$214.50	Single
9 Months	\$321.75	Single
12 Months	\$429.00	Single

Not suitable for students on a student visa.

\* Includes 10% GST

## Cancellation and Refund Policy

- A course cancellation is not effective until it is received by CCE in writing.
- The enrolment fee and homestay placement fee are not refundable.
- All fees except the enrolment fee and homestay placement fee will be refunded if you are granted a visa.
- If you cancel your course MORE than 28 days before your course commencement date all fees, all except the enrolment fee and homestay placement fee will be refunded.
- If you cancel your course LESS than 28 days before your course commencement date, a cancellation fee of 25% of tuition fees will apply.
- No tuition fees will be refunded if you cancel your course on or after your commencement date.
- If you cancel your homestay less than 14 days prior to your arrival date, then two weeks fees are to be paid.
- If written cancellation is more than 14 days prior to your homestay arrival date, a full refund of homestay fees is available, except the homestay placement fee.
- Refunds will be made to the student unless directed otherwise and in the case of students under 18, refunds will only be made to the student if directed to do so by the legal guardian.
- CCE reserves the right to expel a student who does not adhere to the discipline code of the College. In such cases no refund will be made.
- Study days lost due to late commencement on course are not recoverable. There are no refunds for public holidays or absences occurring during your course.
- Should the student cancel their enrolment, the College shall effect the necessary refund within 4 weeks. There will be paid directly to the person who entered into the contract with CCE, unless the person gives written direction or the College to pay someone else. The refund will be paid in the same currency in which the fees were paid unless this is impractical.
- In an unlikely event that CCE is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by ACPET at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If CCE is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) ACPET will place you in a suitable alternative course at no extra cost to you. Finally if ACPET cannot place you in a suitable alternative course, or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.
- No refund for school closures due to dangerous situations (eg. fire, cyclone, flooding... etc) The school may decide to close for the safety of the students and staff.
- Unused fees cannot be transferred to another student.
- In the case of provider default, refunds cannot be covered by a written agreement. Such situations are covered by the ESOS Act 2000 and the ESOS Regulations 2001.
- This agreement does not remove the right to take further action under Australia's consumer protection laws.
- The registered provider's dispute resolution process does not circumscribe the student's right to pursue other legal remedies.

## How to Enrol

### 1. Student Visa.

- For student visa students from countries where a Pre-Visa Assessment (PVA) is not required - send a completed enrolment form and on receipt of invoice appropriate fees to your CCE Representative or direct to CCE.
- For students from countries where a PVA is required - Apply to the Australian Embassy in your country before enrolling with CCE. Send completed enrolment form and appropriate fees together with your original PVA letter to CCE. Upon receipt of these documents we will send you a receipt and the Confirmation on Enrolment (CoE) This is needed for your student visa application.

### 2. Tourist or Working Holiday Visa

Complete the enrolment form and send it together with the appropriate fees to your CCE Representative or direct to CCE. Upon receipt we will send you confirmation.

## Payment of Fees

Fees are payable in Australian Dollars. Please make all bank cheques / drafts payable to:

Cairns College of English Pty Ltd  
PO Box 7506, Cairns QLD 4870, AUSTRALIA

Bank transfers including bank charges to:

Bank Name: National Australia Bank  
Bank Address: Shop GD044, 1-21 McLeod Street,  
Cairns, QLD, 4870, Australia

Branch Number: 084-472  
Swift Code: NATAAU3303M  
Account Name: Cairns College of English Pty Ltd  
Account Number: 170879943

## Conditions of Enrolment

- Some courses require a prerequisite level of English language proficiency.
- Students will be tested on or before the commencement of a course and placed in an appropriate English language level.
- Students must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.
- Students must inform CCE immediately if they change their address in Australia.
- Students cannot change schools during the course without a written letter of release from CCE, and must give four weeks notice.
- School-aged dependents accompanying students will be required to pay full fees at a private or government school in Australia as per their fee schedule.
- CCE has the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.
- A full weeks tuition is payable in weeks comprising of public holidays and no refunds or extension of days will be offered due to shorter weeks.
- Students understand that all courses consist of 20 hours per week face-to-face tuition, plus 5 hours per week supervised learning in our Guided Learning Center. Safari courses consist of 15 hours per week face-to-face tuition and activities.