

ENROLMENT FORM

Complete the Enrolment Form and email it to your local SACE representative or directly to SACE.

1. On receipt of your Enrolment Form and full payment we will return a Letter of Enrolment and electronic Confirmation of Enrolment (eCoE), where necessary.
2. The eCoE is needed if you apply for a Student Visa. Allow sufficient time for the processing of your visa.

PERSONAL DETAILS

Family Name _____

Given Names _____

Date of Birth ____/____/____ Nationality _____

Address/home country _____

Address in Australia (if applicable) _____

Telephone _____ Occupation _____

Email _____ Sex M ☐ F ☐

Which type of Visa will you apply for? (Student visa holders must study full-time accredited courses)

☐ Visitor ☐ Working holiday ☐ Student ☐ Other

COURSE REQUEST

☐ DAY

☐ EVENING

Course Name _____ Cricos Code _____

☐ 30 hrs ☐ 25 hrs ☐ 20 hrs ☐ Part time ☐ No of weeks _____

Start date _____ End date _____

Holiday Dates Requested _____

English level ☐ Beginner (Adel only) ☐ Elementary ☐ Intermediate ☐ Advanced

Any Medical or Special Needs: _____

English Test Score (IELTS/TOEIC/Cambridge) _____ (attach)

Will you study in Australia after your English course?

☐ Yes ☐ No | If yes, which course _____

Will you take an IELTS test after your course? ☐ Yes ☐ No Date _____

Do you require OSHC? ☐ Single ☐ Couple ☐ Family

How did you find out about SACE Colleges? _____

ACCOMMODATION REQUEST

Do you want SACE Colleges to arrange accommodation for you? ☐ Yes ☐ No

Begin ____/____/____ Finish ____/____/____ ☐ Single ☐ Shared Room

Do you smoke? ☐ Yes ☐ No Pets? ☐ Yes ☐ No ☐ Doesn't matter

Homestay family ☐ with children ☐ without children ☐ Doesn't matter

Do you have any pet or food allergies, foods you cannot eat or special requests?

Do you want Airport Transfer? ☐ Yes ☐ No / One way ☐ Return ☐

Arrival date _____ Arrival time _____ Flight _____

YOUNG LEARNERS activity/excursion: I give permission for the student to participate in cultural activities as part of the English programme (**Under18**)

Parent/Guardian Signature _____ Name: _____

PAYMENT DETAILS

Enrolment fee _____ A\$ _____

Tuition fee _____ weeks _____ A\$ _____

Accommodation placement fee _____ A\$ _____

Homestay accommodation _____ weeks _____ A\$ _____

Airport transfer _____ A\$ _____

Overseas student health cover (____ months) _____ A\$ _____

☐ Single ☐ Couple ☐ Family (attach family details)

Materials fee (includes course text and coursework) _____ A\$ _____

Cambridge exam fee _____ A\$ _____

Other _____ A\$ _____

Total payment due _____ A\$ _____

Enrolment in courses longer than 25 weeks:

I wish to pay all tuition fees before course commencement ☐ Yes ☐ No

I wish to pay 50% of course tuition fees before course commencement ☐ Yes ☐ No

- I understand that some courses require a pre-requisite level of English language for entry.
- I understand that I will be tested at the commencement of my course and placed in a class at the appropriate English language level.
- I understand that I must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.
- I understand that if I am on a student visa, I must attend at least 80% of my course and that if I fail to do so I will be reported to the Australian Government.
- I understand that I must tell SACE immediately if I change my address, email or phone number.
- I understand that, if I am on a student visa, I cannot change my school during the course without a written letter of release from SACE.
- I am aware the school-aged dependents accompanying me will be required to pay full fees at a private or government school in Australia.
- I understand that, if I am on a student visa, my personal information may be shared with the Australian Government, designated authorities, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information may include personal and contact details, course enrolment details and changes and circumstances of any suspected breach by the student of a student visa condition.
- I agree that SACE can share information about my course and progress with my parents and recruiting agent.
- I acknowledge SACE's right to change its fees and conditions, cancel or defer courses and to alter course timetables and class locations at any time without notice.
- I understand I must give one week's notice if I want to leave my homestay.
- I understand that a \$210 fee will be incurred upon a second eCoE change and all subsequent eCoE changes.
- I understand that Australia's laws promote quality education and consumer protection. These laws are from the ESOS Framework: <https://www.studyinaustralia.gov.au/english/australian-education/education-system/esos-act>
- I acknowledge and agree that any testimonials by me or photos of me used by SACE are the property of the college and may be used for college promotional materials
- I acknowledge that I/guardian am/is responsible for keeping a copy of the written agreement and receipts of any payments of tuition fees or non-tuition fees.
- I have read the conditions of enrolment, below and on the SACE website, of SACE Adelaide and agree to abide by them. SACE Website www.sace.edu.au

Signed _____ Date _____

(Student)

Signed _____ Date _____

(Parent, if student under 18)

CONDITIONS OF ENROLMENT

CRICOS: 00094M

PAYMENT – Full payment for the invoiced amount is due 2 weeks prior to course commencement. If you travel on a student visa, full payment is required prior to the issue of an Electronic Confirmation of Enrolment.

CANCELLATION POLICY – For the purpose of this policy a course is defined as the number of weeks for which tuition has been prepaid. The enrolment fee is payable once only and is not refundable (exception, provider default). Tuition, airport pick-up and homestay fees are refundable in full if the College is notified 30 days before the starting date. Students cancelling less than 30 days, 70% of tuition fees are refundable. Refund requests must be made in writing to the College. All tuition and material fees refunded if student visa is rejected by Department of Home Affairs. No refund is payable after the commencement date has passed. 30 Days' notice is required to defer course commencement date. Course fees are not transferable to another person or institution (exception, where the offer of a place is withdrawn, or SACE is unable to provide the tuition for which the offer has been made). If you wish to leave your homestay at any time you are required to give 1 weeks' notice. Refunds will be provided to student within 4 weeks if student defaults and within 2 weeks if provider defaults. If you enrolled through an agent, the fees will be refunded to that agent. In the event SACE is unable to deliver your course in full after payment has been received SACE will refund the balance of course fees received within 2 weeks. Alternatively, you may choose an alternate course of equal value. SACE may defer, suspend or cancel a student's enrolment for breaching Immigration or SACE rules. Students are not entitled to a refund. Students may appeal following SACE complaints and appeals process. This written agreement and the right to make complaints and seek appeals of decisions and action under various processes does not affect the rights of the student to take action under Australian consumer law if Australian consumer law applies.

INDEMNITY AND RELEASE – In consideration of the South Australian College of English hereafter referred to as "SACE" accepting my application for enrolment as a student and providing tuition to me, I agree that I will not hold it, and/or its employees, and/or agents responsible or liable for and will not make any claim against any of them for any loss, damage, death or injury which I may suffer or cause as a result of or in connection with or during the period of: (a) my attendance at any premises owned, operated or controlled by SACE; and/or (b) my attendance at any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of SACE or any activity of which SACE has any knowledge and/or any accommodation whether short term or long term arranged for me by SACE. On behalf of myself, my executors, administrators and assigns, I hereby release SACE and/or its employees, and/or agents from loss, damage, death or injury and from any actions, claims and demands which, if I had not entered into this Agreement, I might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and I hereby indemnify SACE and/or its employees, and/or agents against any such liability. I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the laws of the States of Victoria and South Australia, in the Commonwealth of Australia.