

SGSCC International Enrolment Form

(Please complete each part of this form)

REGISTRATION DETAILS

Date: ___ / ___ / ___ (dd/mm/yyyy)

IDENTIFICATION DETAILS

Family name: _____

Given name(s) _____

Date of birth: ___ / ___ / ___ (day/month/year)

Gender: Male Female

Contact information in your home Country

Address: _____

Country: _____

E-mail: _____

Home Phone: _____

Mobile/Cell: _____

Contact information in Sydney (if known)

Address: _____

Phone: _____

Country of Residence: _____

Country of birth: _____

Nationality: _____

First Language: _____

Passport number: _____

Country of issue: _____

Date issued: _____ Expiry date: _____

VISA DETAILS

Do you have a current Australian Visa? Yes No

Visa Type: _____ Visa Number: _____

What type of visa will you apply for?

Student Visa Working Holiday Visa Tourist Visa

Emergency contact in your home Country

Contact name: _____

Relationship: _____

Home Phone: _____

Mobile/Cell: _____

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EDUCATION DETAILS

Years of schooling: _____ Years of Tertiary study: _____

I rate my English language ability as: _____

Elementary Pre-intermediate

Intermediate Upper Intermediate

Agent/Applicant to complete (if applicable):

English Test Score: IELTS TOEFL

Test Date: _____

Score: _____

(Please provide evidence of your IELTS or TOEFL score)

COURSE SELECTION (please tick)

Course	Duration	Tuition & \$500 Material Fee (AUD)	Tick if appropriate
CHC30113 Certificate III in Childhood Education and Care (082994G)	52 weeks	\$6000	<input type="checkbox"/>
CHC33015 Certificate III in Individual Support (089302F)	52 weeks	\$6000	<input type="checkbox"/>
CHC43015 Certificate IV in Ageing Support (089304D)	52 weeks	\$7000	<input type="checkbox"/>
CHC43115 Certificate IV in Disability (089303E)	52 weeks	\$7000	<input type="checkbox"/>
CHC52015 Diploma of Community Services (089305C)	52 weeks	\$8000	<input type="checkbox"/>
CHC50113 Diploma of Early Childhood Education and Care (082995F)	52 weeks	\$8000	<input type="checkbox"/>
CHC62015 Advanced Diploma of Community Sector Management (089306B)	52 weeks	\$8500	<input type="checkbox"/>

Non-Tuition Fees	Fee	Tick if appropriate
Application Fee	\$150	<input checked="" type="checkbox"/>

Overseas Health Cover (OSHC) Yes No

Cover Type: Single Couple Family

Proposed Course Start Date: ___ / ___ / ___

End Date: ___ / ___ / ___

Recommended by: _____

Name of Agent: _____

Agent Stamp

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Registration Details...cont

ACCOMMODATION

Do you require assistance with accommodation? Yes No

What type of accommodation do you require?

Homestay: Single Student Hostel: Single Twin Share

Other: Nominate preferred type

For Office Use Only:		Subtotal
Registration Fee	\$150 (AUD)	
Tuition Fees		
Total		

Payment to be made by Telegraphic Transfer or Bank Draft see reverse for details.

Confirmation of enrolment (CoE) & receipt to be sent to:

(Please tick)

Agent's address

Student's Home address

TERMS AND CONDITIONS

1. Enrolment - Prior enrolment is necessary to ensure placement in class. A minimum of 20 days is required for enrolment.

2. Payments - To be made in Australian Dollars either via Credit Card (Visa and MasterCard only), Bank Draft or Telegraphic Transfer, details below:

(Bank charges and fees are payable by the student)

Account name: St George & Sutherland Community College International
Commonwealth Bank of Australia, Hurstville Branch

BSB: 062184

Account No: 1128 3051

Swift code: CTBAU2S

Further payment for each study period is required at the commencement of that study period. A late payment fee of \$100 per month is payable on accounts that remain unpaid. Failure to pay tuition fees may result in my enrolment being cancelled

3. Protection of Fees - SGSCC International adheres to the Tuition Protection Service (TPS) under the ESOS Act 2000. The TPS is a placement and refund service for international students

4. Receipts / Confirmation - A confirmation of enrolment (CoE) with an official receipt will be sent to the registered agent or your home address within ten (10) working days of payment.

5. Recognition of Prior Learning (RPL) - RPL is available to students enrolling in a vocational course. Students may apply for RPL for competencies (skills and knowledge). Documented evidence of previous Australian qualifications and or work experience will be required and will be mapped against the units of competency you seek recognition for. Please contact SGSCC for more information prior to enrolment.

6. Course Money Refund Procedures

Where a student believes that they have grounds for a course money refund, students should:

- Submit a written request for course money refund to the SGSCC International Manager.
- State valid reasons for their course money refund application.
- Allow 28 days for the application to be processed by SGSCC.

When receiving a written course money refund application the SGSCC International Manager shall:

- Present the application to SGSCC International
- Provide to the student in writing the resulting decision of SGSCC International and how any refund of course money has been calculated.
- Advise the student of their right to appeal the decision of SGSCC International

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.

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Refund Guidelines

SGSCC International reserves the right to cancel or postpone any courses prior to their scheduled commencement dates, should it be necessary. When a student requests a refund SGSCC international will seek to review each student's application

Refund Procedure

Should SGSCC International not offer an alternative suitable course, which meets the needs of the student, then all course and registration fees will be refunded in full within 2 weeks.

Refund of the fees will only be granted in accordance with the refund policy set out below.

- Refund Policy for visa or extenuating personal situations:
- Applications for full refunds on course fees will be granted under the following circumstances:
- Application of student visa rejected by DIBP (Department of Immigration & Border Protection), Australia. Documentation must be provided.
- Extenuating personal circumstances such as illness or death evidentiary proof must be provided.
- Refund policy for cancellations made 28+ days prior: Applications for a partial refund will be granted under the following circumstances:
- If written notice of course withdrawal is received 28 days, or more, prior to course commencement date the candidate will incur a 20% cancellation fee on all course fees.

Refund policy for cancellations within 28 days:

- Within 28 days: If written notice of withdrawal is received within 28 days of course commencement date the candidate will incur a 80% cancellation fee on all course fees.

Refund Policy once class has commenced:

- If a student withdraws from, cancels, fails to attend, or a visa extension has been denied once the course has commenced a full 100% cancellation penalty will apply to all monies paid. Students are advised not to enrol if they believe their visa will not be extended.
- If a student chooses to transfer to another provider (and is approved by SGSCC International) prior to completing six months of their course a full 100% cancellation penalty will apply to all monies paid.
- In the event that the student's enrolment is cancelled because of infringement with SGSCC International's disciplinary policy or breach of student visa conditions a full 100% cancellation penalty will apply to all monies paid.

- All refund requests must be provided in writing to the SGSCC International Manager with relevant supporting documents and reasons to:

International Manager
SGSCC
PO Box 404
Jannali NSW 2226
Or email to international@sgscc.edu.au.

- All refunds must be approved by the International Manager. Exemptions to any of the above cases may only occur where the student has extenuating or compassionate grounds as determined by the Principal.
- The ESOS Act states that "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."
- All eligible refunds will be refunded via bank draft within 28 days of approval to the person who paid the fees, in their home country.
- SGSCC International will provide the student with a statement detailing the calculation of the refund.

7. Homestay - application for Homestay must be received at least 20 working days prior to course commencement. While all due care will be taken to place student in a home within 15km of centre enrolled; this may not be possible. However students will not be required to spend more than 30 minutes travel time to the centre enrolled. No refunds will be made to students who opt out of the Homestay program upon commencement. The fee for Homestay placement is AUD\$260. Details of conditions on Homestay Form.

8. Overseas Student Health Cover (OSHC) - is a medical health insurance and is compulsory for all international students on a Student Visa even if they already have private medical insurance. Students must organise insurance directly with insurance providers, read all information carefully.

9. Privacy policy - all statistical information provided by students on enrolment forms is confidential. Students will be required to sign a Consent Form for Collection,

- Use and Disclosure of Personal Information to relevant government agencies and departments such as DIBP (Department of Immigration & Border Protection), DEEWR (Department of Education, Employment & Workplace Relations), CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students) for statistical and strategic planning purposes.

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DECLARATION

- I am aware of the extent of the tuition and living costs associated with studying in the course/s and I am prepared to meet these costs
- I have read, understood and agree to abide by the terms and conditions of this agreement
- I have read and understood my responsibilities regarding health cover and visas
- I understand the college has permission to use any photographic image on which I may appear for photographic and advertising materials
- I understand that my personal information, including my personal and contact details, course enrolment details and changes and the circumstance of any suspected breach of my student visa conditions, may be shared between SGSCC and the Australian Government and designated authorities and the Tuition Protection Service (TPS) and the ESOS Assurance Fund Manager
- I understand that if I provide incorrect or incomplete information, this may result in cancellation of my enrolment
- I recognize that it is my responsibility to provide all necessary documentation to support this application
- I understand that I am obliged to notify SGSCC of any change of address while I am enrolled in the course
- I understand that a regular attendance of a minimum of 20 hours per week is a requirement for all students. All overseas must attend a minimum of 80% at all times during their study periods. Students must also maintain satisfactory academic progress at all times

Please sign in acceptance of the conditions of your enrolment and return this letter of offer to PO Box 404 Jannali NSW 2226 or international@sgscc.edu.au

I have read the general information and enrolment conditions and have had them explained to me, and I agree to accept these enrolment conditions. I understand that registration fees are non refundable and that financial penalties apply to course cancellations.

Student Signature: _____

Name (please print): _____

Date : _____

Student Enrolment Checklist

Use this checklist to ensure you have completed your enrolment correctly.

Checklist	Tick
I have read through the SGSCC International website and/or brochure	
I have read through the SGSCC International pre-enrolment booklet	
I have read the enrolment form	
I have completed each section of the enrolment form	
I have initialled each page of the enrolment form	
I have attached a copy of supporting documentation, including passport, English proficiency, transcripts and visa where applicable	
I have read and signed the student declaration.	

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