

STUDENT DETAILS

(Please complete in CAPITAL letters and tick answers)

Title: Mr Ms Other: _____

Family Name: _____

Given Name: _____

Date of birth: ____ / ____ / ____
DD MM YYYY

Gender: Male Female

Nationality: _____

Place and country of birth: _____ / _____

City Country

Passport number: _____

Passport expiry date: ____ / ____ / ____
DD MM YYYY

Are you currently in Australia? No Yes

(If yes, please give your current visa details and address in Australia)

Visa type: _____

Visa expiry date: ____ / ____ / ____
DD MM YYYY

Contact details in Australia:

Unit No: _____ Street No: _____

Street Name: _____

Suburb: _____ State: _____ Postcode: _____

Postal Address (leave blank if same as Residential Address):

Unit No: _____ Street No: _____

Street Name: _____

Suburb: _____ State: _____ Postcode: _____

Telephone/Mobile: _____

Email: _____

Contact Details in your home country:

Unit No: _____ Street No: _____

Street Name: _____

Suburb: _____ State: _____ Postcode: _____

Telephone/Mobile: _____

Email: _____

Emergency Contact

Name: _____ Relationship: _____

Telephone/Mobile: _____

Email: _____

Visa History:

Have you ever granted for Australian visa(s)? Yes No (If yes, please Specify)

1. Type of visa: _____

Visa period: _____

2. Type of visa: _____

Visa period: _____

Have you ever refused for Australian visa(s)? Yes No
(If yes, please give details)

REQUESTED COURSE AND DURATION

Course(s) Starting Date: ____ / ____ / ____
DD MM YYYY

General English I to 72 Weeks

General English Beginner to Advanced

72 weeks CRICOS 0100974

How many weeks do you wish to study? _____

Morning Afternoon

IELTS Preparation I to 24 Weeks

IELTS Preparation Upper-Intermediate to Advanced

24 weeks CRICOS 093132G

How many weeks do you wish to study? _____

Morning Afternoon

English for Academic Purposes EAP I to 24 weeks

EAP Upper-Intermediate to Advanced

24 weeks CRICOS 0101160

How many weeks do you wish to study? _____

Morning Afternoon

ACCOMMODATION

Do you require homestay: Yes No

If yes, number of weeks _____ weeks

(Important: please complete the homestay booking form and return it to us no later than two weeks before your arrival date)

AIRPORT PICK UP

Airport Pick Up: Yes No

(Important: please provide your flight details no later than 2 weeks before your arrival date)

OVERSEAS STUDENT HEALTH COVER(OSHC)

Visa length cover is compulsory for student visa

Do you have OSHC at the moment Yes No

If yes, when does it expire _____ / _____ / _____

DD MM YYYY

Membership no: _____ Insurer: _____

Would you like ME English to arrange OSHC for you?

Yes No

What type of cover do you require?

Single Couple Family

(Family includes the student, the spouse of the student and any dependent children of the student up to 18 years of age who have been authorised to enter and remain with the student and who are residing at the same place of residence)

FURTHER STUDY

Will you undertake further study in Australia? Yes No

If yes, please specify:

Certificate/Diploma Undergraduate Postgraduate

Name of institution: _____

How did you hear about ME English?

Exhibition / seminar

Press & Print Media

Education Agent

Friend / Relative

Web surfing

Other:

STUDENT DECLARATION

I declare all the information provided in this application form is correct and that I have read, understood and accept the Terms and Conditions of Enrolment, which includes the Refund Policy and Indemnity Declaration.

Furthermore, I permit ME English to apply for an USI on my behalf if I do not have one.

_____/_____/_____
Signature of Applicant DD MM YYYY

(Please send this form together with the application fee of AUD\$200 to)

ME English, Level 7, 299 Sussex Street, Sydney NSW 2000

Tel: 02 8073 9999

Website: www.meenglish.com.au

E-mail Address: info@meenglish.com.au

For Direct Deposit of Tuition Fee and Application Fee

Name of bank: **Westpac Banking Corporation**

Account Name: **Echo Education Technology Pty Ltd**

Branch Number (BSB): **032 006**

Account Number: **88 66 11**

Bank Address: **242 Castlereagh St, Sydney NSW 2000**

Swift Code: **WPACAU2S**

(For those banks requiring an 11-character SWIFT code, use

WPACAU2SXXX)

TERMS AND CONDITIONS FOR ENROLMENT

Attendance

Student visa holders are required to attend full-time study only. The minimum amount of full-time study shall be 20 contact hours per week, taken as an average for each term while the course is in session. It is also a condition that the attendance is at least 80% of the scheduled classes. Failure to do so may result in the cancellation of your enrolment.

Cancellation and Refund Policy

Under Standard 7 of the National Code 2018, except for special circumstances, registered providers are restricted from enrolling and transferring students prior to completing the first six months of the principal course of study.

In the unlikely event that ME English 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 two weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by ME English at no 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 ME English is unable to provide a refund or place you in an alternative course the Tuition Protection Scheme (TPS) will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the TPS Director. For more information visit the official TPS website <https://tps.gov.au> or phone 1300 980 434.

The ME English will provide a full refund of any tuition fees paid upon receipt of evidence if:

- The student visa is refused
- ME English cancels the enrolled course
- Political or civil unrest or natural disasters prevent the student leaving their home country
- The student is unable to commence their course because of a serious and/or prolonged illness,
- The offer of a place is withdrawn;
- Principal course application has been denied

To apply for a refund- a **Refund Application Form** must be completed by the student or approved agent and submitted to Student Services Officer.

Requests for withdrawal for reasons other than those mentioned above will be

eligible for a refund in accordance with the table below:

(commencement of studies is defined in this policy and procedure as the

| Withdraw request lodge date | Refundable Portion |
|---|-------------------------------------|
| 4 weeks (28 days) or more before commencement of studies | 80% of the initial tuition fee paid |
| Before the commencement of studies, but less than 4 weeks (28 days) before the commencement of studies. | 50% of the initial tuition fee paid |
| On or after the commencement of studies | No refund available |

course start date as per the original Application Form submitted by the student or an agent and not subsequent enrolment changes to start date)

When the refund is granted below fees are non-refundable.

1. Enrolment fee is non-refundable under any circumstances.
2. Accommodation arrangement fee is non-refundable if the arrangement has already been made.

ME English will not refund fees in the following circumstances:

- The terms and conditions of the enrolment agreement entered by the student and the Institute are breached, including breach of the Institutes policies;
- The student is found to have supplied fraudulent, forged or deliberately misleading documentation to the Institution;
- The student's enrolment is canceled by ME English, including cancellation caused by a breach of student visa conditions or any illegal or unlawful conduct by the student;
- Where the student has had their enrolment terminated due to either academic or behavioral misconduct; or
- The student visa is refused by the Department of Home Affairs due to the submission of fraudulent documents by or on behalf of the student.

Eligible refunds will be refunded within 28 days of receipt of written notification.

ME English will provide the student the student a statement that explains how the amount has been worked out. Refund will only given to the person who paid the tuition fees. For example, if the tuition fee was paid by agent or parents, the money will only refunded to either agent or parents.