



Enrolment Form for Non-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. Email address: _____
9. Address in home country: _____

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

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

Course Details Part 1

15. 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] 20hrs/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-12:45 pm
- English for Teaching Children (J-SHINE) 25hrs/30hrs/wk
- Order made Private Lessons
- Order made Small Group Private Lessons
- JTTC (Japanese Teacher Training Course)
- Reallife English Conversation Study Tour

Course Details Part 2

16. Start Date (dd/mm/yy): _____ / _____ / _____
17. Finish Date (dd/mm/yy): _____ / _____ / _____
18. Number of weeks: _____ week(s)
19. For the students who wish to study more than one course
 - 19-a. Course 2 name: _____
 - 19-b. Start Date (dd/mm/yy): _____ / _____ / _____
 - 19-c. Finish Date (dd/mm/yy): _____ / _____ / _____
 - 19-d. Number of weeks: _____ week(s)
20. For the students who wish to study more than one course
 - 20-a Course 3 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 two courses
 - 21-a. Course 4 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-c. Finish Date (dd/mm/yy): _____ / _____ / _____
 - 22-d. Number of weeks: _____ week(s)

Payment Details

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

Method of Payment

- Bank draft/cash EFT (Card) Bank transfer
- Account Name. SPEAK COLLEGE PTY.LTD
- Bank Name. St. George Bank
- Branch: Kogarah SWIFT Code: SGBLAU2S
- Branch No. (BSB) 112879 Account No. 470 070 329
- 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 payments

Accommodation Details

22. Do you want La Lingua to arrange accommodation for you?

- Yes No

23. How many weeks? _____ weeks

Start date (dd/mm/yy): _____ / _____ / _____

Finish date (dd/mm/yy): _____ / _____ / _____

24. What type of accommodation would you like?

- Homestay (if yes, go to Question 25)
 Share Accommodation (if yes, go to Question 26)

*Share Accommodation; Minimum stay is 4 weeks.

25. 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: _____

26. Share accommodation details

a) Single Twin (only for students 18 years of age and over)

27. 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.

General Conditions

1. Payment should be made by cash, cheque or credit card (Visa or Mastercard), when the enrolling student is in Australia, before the commencement of the course. Where students are 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. LA LINGUA has the right to alter the published schedule and teacher at short notice.
3. 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 the case of expulsion fees will not be refunded.
4. 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.
5. 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.
6. Students agree to the use of their name and/or image for possible use in education related marketing and promotional materials.
7. 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.
8. Information about the student's enrolment will be made available to Commonwealth & State agencies and the Fund Manager of the ESOS Assurance Fund.
9. Fees and conditions are subject to change without notice.
10. Students must notify La Lingua of any change of address while enrolled in the course and provide updated contact information.
11. Students must have at least 80% attendance or they will be breaching their student visa conditions. La Lingua may report students with less than 80% attendance to the Department of Immigration and Citizenship.
12. 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.

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.

Cancellation & Refund Policy

1. La Lingua bears no responsibility for student cancellations occurring after payment has been made. All course fees, enrolment fees, and homestay placement fees are non-refundable and non-transferable to any other student, course, or institution.
2. In the case of student suspension or expulsion by La Lingua, no refund will be given.
3. There is no fee reimbursement for Public Holidays.
4. In the case of La Lingua cancelling a course, all fees will be refunded in full within two weeks (by cheque). If enrolment is made through an agent, refunds will be payable to the agent.
5. In the case of cancellation due to being refused a student visa, all tuition fees (excluding a non-refundable enrolment fee) will be refunded as per sections 28-9 of the ESOS Act.

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. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

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 & 4
 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. Tuition fee refund policies
 1. If student's visa application is rejected (We will need to see the original letter of visa rejection): 100% tuition fee
 2. More than or on 28 days before your initial course commencing date: 80% tuition fee
 3. If you cancel 28 days or less before your initial course commencing date: 50% tuition fee
 4. If you cancel on or after your initial course commencement date: No refund
 5. If a student breaches their visa conditions resulting in their studies being cancelled: No refund
7. Homes 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.
8. 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.

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: ____ / ____ / ____