

General English Program (CRICOS Code 097244M) Application Form 2018



IES CRICOS Provider Number 01697J

1 Personal Details

Family name(s)	Given name(s)
<input type="text"/>	<input type="text"/>
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to say	Date of birth Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Country of birth <input type="text"/>	Nationality <input type="text"/>
Passport number ⁽¹⁾ <input type="text"/>	First language <input type="text"/>

⁽¹⁾ Please include a certified copy of Passport

2 Contact Details (MUST BE applicant details, not agent)

Address	<input type="text"/>		
City	<input type="text"/>		
State	Country	Post code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone number	<input type="text"/>		
Student email	<input type="text"/>		

3 Visa Details

Are you currently in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are in Australia, what visa do you hold? ⁽²⁾	<input type="checkbox"/> Student Visa <input type="checkbox"/> Tourist/Visitor Visa <input type="checkbox"/> Working Holiday Visa
<input type="checkbox"/> Other (please specify):	<input type="text"/>
Current visa expiry date	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
If you are not in Australia, what type of visa will you apply for to study at IES College?	<input type="checkbox"/> Student Visa <input type="checkbox"/> Tourist/Visitor Visa <input type="checkbox"/> Working Holiday Visa
<input type="checkbox"/> Other (please specify):	<input type="text"/>

⁽²⁾ Please attach a certified copy of your current visa

4 English Language Proficiency

What is your English level?	<input type="checkbox"/> Beginner <input type="checkbox"/> Elementary <input type="checkbox"/> Pre-Intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper Intermediate <input type="checkbox"/> Advanced
Have you taken an English test? ⁽³⁾	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify the test	<input type="checkbox"/> IELTS <input type="checkbox"/> Cambridge CAE <input type="checkbox"/> Cambridge FCE <input type="checkbox"/> TOEFL
Date of Test	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Overall score <input type="text"/>

⁽³⁾ Please submit certified copies of your English Test Results with this application

5 Educational Background

High school graduation	<input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation date	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name of the Institution	<input type="text"/>		
Country of study	<input type="text"/>		
Highest qualification	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> University Degree	Graduation date	Day <input type="text"/> <input type="text"/> Month <input type="text"/> <input type="text"/> Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name of the Institution	<input type="text"/>		
Country of study	<input type="text"/>		

6 Employment Background

Are you currently employed? Yes No Never been employed

Employer name ⁽⁴⁾

Occupation

How long have you been employed? Months Years

⁽⁴⁾ If not currently employed, please outline your last employment. If never employed please leave this section in blank.

7 Further Studies In Australia

Are you planning further studies in Australia after you finish your course? Yes No

If yes, at which institution

Course

Start date Day Month Year

8 Course Selection

General English Programs (Select One Option)

OPTION 1 Elementary

OPTION 2 Pre-Intermediate

OPTION 3 Intermediate

OPTION 4 Upper Intermediate

Intended start date (Monday only) Day Month Year

Duration (number of weeks)

Please note your selection of a General English Level is an indication of your level only.

Your starting level will be determined at the start of the program through taking an English Language Placement Test.

9 Overseas Student Health Cover (OSHC) ^(*if applicable)

Students applying for a student visa must maintain adequate arrangements for health insurance in accordance with the conditions of their visa.

I will arrange my OSHC myself / with my agent

I already have OSHC (please provide insurer details below) ⁽⁵⁾

Provider

Membership number

Expire date

Day Month Year

⁽⁵⁾ Please provide a letter from your provider outlining your membership. All overseas students studying in Australia on a STUDENT VISA are required by the Australian Government to obtain Overseas Student Health Cover.

10 Accommodation

Do you require assistance in obtaining accommodation? Yes No

If yes, what type of accommodation do you need? Homestay Other (please specify)

Do you require airport pickup and transfer? Yes No

11 Application Checklist

IMPORTANT: All of these documents MUST be attached and certified by an approved IES Agent or appropriate authority in your current location.

A copy of your current passport

A copy of your official English Test Results

A copy of your current Australian Visa (if you hold one)

A letter from your OSHC provider (if applicable, and if you already have insurance)

A copy of your further studies offer
(if you are planning further studies in Australia)

A signed and dated application form

12 Agent Details / Agent Stamp

13 Student Declaration

I have read, understood and agree to abide by the Terms of Enrolment, including the Refund Policy applicable to my chosen program(s), located at: <https://iescollege.com/foundation-year/enrolment-terms.html>.

I understand that it is my responsibility to provide all necessary documentation to support this application. Further, I authorise IES to obtain further information where necessary. I understand that if I provide incorrect or incomplete information, it may result in the cancellation of my enrolment.

I understand that IES College may use the VEVO website to confirm my visa status and conditions.

I am aware of the extent of the tuition and living costs associated with studying my chosen program(s) at IES College and I am prepared to meet these costs.

I will make every endeavour to meet the requirements of my chosen program(s) and maintain satisfactory academic progress and attendance. Further I accept that IES College will determine the grades that I achieve in my chosen program(s).

I hereby allow IES to take and use images and video of me for use on the IES College Website, on IES Social media platforms, and in IES Marketing collateral. Further, I understand that if I do not wish for IES to use my image as described above, I can opt out by ticking this box .

I understand that this declaration and the availability of IES' complaints and appeals processes does not remove the right to take further action under Australia's consumer protection laws.

I understand that a description of the Australian Government regulations which regulate programs for international students can be found at: <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>.

Student
signature:

Date:

Signed by Student or Parent/Guardian (if student under 18)

14 Application Process

1. Download an application form, complete and return it by email, fax, mail or in person (details listed below) together with certified copies of your academic records, English Language proficiency and any other documents relevant to the application.
2. Your application will be assessed and if successful you will receive a formal offer by email/fax. The original offer(s) will be sent by email to yourself or your agent.
3. To accept this offer you should return copies of any documents requested by the Enrolments Manager, as outlined in your offer letter, i.e. copy of your passport, visa etc.
4. Payment of the appropriate program fees needs to be made before your enrolment can be finalised (further details & exact amounts due will be included in your offer letter).

Payment can be made by:

- Direct deposit to International Education Services
Commonwealth Bank, Beaudesert Branch
Account No: 06 4400 1007 6403
- Credit Card

Please email a copy of the payment receipt to IES. Your contact for all payment options is Enrolments Manager, details below.

5. Once payment details have been confirmed by the bank, you enrolment will be confirmed

Note: Please indicate if you have any disability that may require extra services or special consideration.

Contact Details

The Enrolments Manager
International Education Services Ltd
PO Box 989, Spring Hill 4004
Queensland Australia
Telephone: 61 7 3832 7699
Facsimile: 61 7 3832 9850
Web: iescollege.com
Email: english@iescollege.com

For more information about IES English Program, please contact us at infoenglish@iescollege.com

Refunds:

1. For Student Visa applicants: IES College agrees to refund within 28 days and without deduction, all fees paid where the student provides acceptable certified evidence that the application made for a student visa was rejected by the Australian immigration authorities.
2. Where IES College has received tuition fees from the agent/parent/student, IES College agrees to refund within 28 days of the receipt of written notice of cancellation by the student (or parent/guardian if the student is under 18), fees paid by or on behalf of the student less the amounts to be retained as detailed below:
 - Until six (6) weeks prior to the scheduled beginning of the program there is applicable to all enrolments, a non refundable fee of AUD \$100 to cover marketing charges and administrative costs.
 - If notice of the cancellation is received between two (2) and six (6) weeks prior to the scheduled beginning of the program, IES College may retain a portion of the fees relating to administrative costs and course levies – 30 percent (%) of the tuition fees paid.
 - If notice of cancellation is received less than two (2) weeks prior to the scheduled beginning of the program or after the program has begun there will be no refund of any money paid. If the student was referred to IES College by an Approved Agency, the sum paid to this agency will be non refundable.
3. IES College agrees to refund tuition fees paid to IES College if the offer of a place is withdrawn, except where the offer was made on the basis of incorrect or incomplete information supplied by the student. In this case the same amounts will be retained as detailed under point two (2) above. The date of the offer being withdrawn will correspond with the date of notice of cancellation in point two (2) above.
4. IES College will consider the following exceptional circumstances as grounds for a student's withdrawal from the program:
 - Illness or disability;
 - Death of a close family member;
 - Political, civil or natural event which prevents the full payment of fees.

When acceptable documentary evidence is produced, refunds will be at the discretion of IES College.

5. In the unlikely event of IES College being unable to deliver the program in full, the student will be offered a refund of all the course money paid to date. The refund will be paid within two (2) weeks of the day on which the program ceased being provided.
6. Refunds will be made in Australian dollars (AUD) as at the date of transaction, and will exclude and currency transfer charges..
7. Refunds or General English makeup classes are not available as a result of occasional missed classes due to minor illness or minor disruptions due to weather, public transport and the like.
8. This agreement and the availability of complaints and appeals processes do not remove the right to take further action under Australian consumer protection laws.
9. Agent Responsibilities, as per the IES Agency Agreement(s);
 - Where the student/parent has paid tuition fees directly to the Approved IES Agent and where the student is deemed by IES College entitled to a refund as outlined in point two (2) above, IES College will refund the appropriate portion of the tuition fees (excluding any upfront commission) to the approved agent. The Agent will then refund the student/parent the correct portion of the tuition fees (as per point two (2) above) to the student/parent.
 - Where the student/parent has paid tuition fees directly to the Approved IES Agent and where the student is deemed by IES College entitled to a refund as outlined in point three (3) above, IES College will refund to the Approved Agent the tuition fees received from the agent. The Agent will then refund the student/parent the tuition fees (as per point three (3) above) to the student/parent.
 - Refunds to the student/parent from an IES Approved Agent, where the Agent has received direct payment for tuition fees, may be issued in local currency, where appropriate.
 - IES Approved Agents are to uphold the International Education and Training Agent Code of Ethics, particularly in relation to student refunds.

Fees:

All program fees stated on the IES College website, in IES College program brochures and other IES College marketing material are subject to review and change, at least annually.

Fees will NOT be changed once an Offer Letter / Written Agreement has been issued to a student offering enrolment into an IES College program(s).

A student's enrolment may be cancelled should they fail to pay the appropriate fees, as outlined in their Offer Letter / Written Agreement.

Program fees must be paid in full in advance (unless otherwise arranged), as outlined in the students Offer Letter / Written Agreement.

Student Responsibilities:

Students studying at IES College under a **student visa** must abide by all terms and conditions of their visa, including:

- maintain appropriate health insurance during their course; and
- if a student has any school-aged dependants coming to Australia with them, they will be required to pay full fees if they are enrolled in either a government or non-governmental school

In addition to any visa conditions, all students must abide by the rules and regulations of the college as detailed in the Student Handbook relevant to their program. Copies of the Student Handbook(s) are made available to students via the website or a copy can be requested by contacting Student Services.

Students must supply IES College with their current residential address, email address, mobile telephone number and emergency contact information when studying in their program and notify of any change of address within 7 days.

Students must retain a copy of their Offer Letter / Written Agreement, as well as copies of payment receipts for tuition and non tuition fees.

Sharing Information:

Where appropriate, IES College may use the VEVO website to confirm students' visa status and conditions.

IES College will not provide student details to any other party without written permission from the student, or their parent/guardian if under 18 years of age.

For **Student Visa holders ONLY** - IES College may provide Australian government entities with information regarding the student as requested and in accordance with the relevant legislation. In particular, student information may be made available to Commonwealth and State agencies pursuant to obligations under the ESOS Act and National Code 2018. IES College is required to advise DHA of certain changes to a student's enrolment and any breach by a student of a student visa condition relating to poor attendance or unsatisfactory academic performance/progress.

For **U18 ELICOS (GE, EPP, PTE) students ONLY** – IES College has an obligation under the *ELICOS Standards 2018* to share assessment results and progress reports with a student's parent(s) / guardian(s) where the student is under 18 years of age.

For more information please refer to the Privacy Policy, which can be located on the website (<https://iescollege.com/privacy-policy.html>).

Deferral, Suspension, and Cancellation of Enrolment:

IES College reserves the right to suspend or cancel a student's enrolment in any of the IES College programs under any of the following circumstances:

- a) The student has failed to pay an amount they were liable to pay to IES College for their program(s);
- b) The student breached a condition of their student visa;
- c) If the student is under 18 years of age and refuses to maintain approved care arrangements without sufficient reason acceptable to IES College;
- d) Behaviour unacceptable to IES College, including but not limited to behaviour as described in the IES College Student Code of Conduct (available publicly on the IES College website)

If the student's enrolment is suspended or cancelled by IES College in accordance with any of these conditions listed above no refund of tuition fees is payable.

Students may request a deferment or suspension of their studies in any IES College program on the grounds of compassionate or compelling circumstances. More information relating to this process can be found on the website, by reference in the relevant Student Handbook, or by requesting a copy of the related policy documents from Student Services.

Limit of IES' Responsibility:

While IES College emphasises the value of pastoral care and seeks to make appropriate and useful services available to students, whether a student avails him or herself of these services is a matter of individual choice.

IES College, its employees, agents or related entities expressly disclaim to the full extent permitted by the law, any liability arising out of, or in respect to information, advice or opinion provided by IES College, its employees or related entities in relation to any matters other than the IES College programs specifically.

While IES College is anxious to ensure the well being of students who are minors, and will endeavour to provide reasonable supervision of such students, no responsibility is taken by IES College for the conduct and upbringing of students studying in the IES College programs.