

2018 International Student Application for the PTE Preparation Program (CRICOS Code 095013J)



IES CRICOS Provider Number 01697J

1 Personal Details

Your name (as shown in your passport) in BLOCK LETTERS	Family name:
Given names:	English names (if any):
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	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"/>
Please indicate if you have any disability that may require extra services or special consideration e.g. wheelchair, blindness etc. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Details <input type="text"/>	
Country of birth	Citizenship
In which country do you intend to apply for your visa? <input type="text"/>	
Passport number:	Have you applied for permanent residency? <input type="text"/>
Please attach a copy of your identity page from your passport	
Do you have an Australian visa? <input type="checkbox"/> Yes <input type="checkbox"/> No	If 'yes' what category? <input type="text"/> When does it expire? <input type="text"/>
Are you under 18 on the date that you intend to start your program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Student address in home country <input type="text"/>	
Telephone <input type="text"/>	Student's Email <input type="text"/> Parent's Email <input type="text"/>
Contact address in Australia (if available) <input type="text"/>	
Telephone <input type="text"/>	Fax <input type="text"/> Email <input type="text"/>

2 Educational Qualifications

Entry requirements:

CEFR Level	IELTS overall	Cambridge English Scale overall	PTE Academic overall	TOEFL iBT
B1+	5.0	154 – 161	36 – 41	40 – 53

Test Results are only valid for two years from the date of the test.

Details of English language level*

IELTS <input type="text"/>	Other <input type="text"/>
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3 Program Details

Students applying for a student visa must enrol in the full-time course for 10 study weeks. Students can commence on any Monday with exception of the three holiday weeks. See academic calendar. In weeks with a public holiday on Monday, student can commence on Tuesday.

Start Date: <input type="text"/>	Finish Date: <input type="text"/>
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4 Accommodation

Do you want assistance in obtaining accommodation? Yes No

What type of accommodation do you need? Homestay Other

Do you require airport pickup and transfer? Yes No

5 How did you first find out about this program?

<input type="checkbox"/> Internet URL: <input type="text"/>	Educational Representative's stamp/details:
<input type="checkbox"/> UQ <input type="checkbox"/> Media/Advertisement Source: <input type="text"/>	
<input type="checkbox"/> Educational Representative <input type="checkbox"/> Friend/Family	
<input type="checkbox"/> Other Details: <input type="text"/>	

6 Declaration

I have read, understood and agree to abide by the Terms of Enrolment.

I am aware of the extent of the tuition and living costs associated with studying in the PTE preparation program and I am prepared to meet these costs.

I hereby allow IES to take and use images and video of me for IES purposes in any media format unless otherwise stated by me.

I understand that if I provide incorrect or incomplete information, this may result in cancellation of my enrolment.

I recognise that it is my responsibility to provide all necessary documentation to support this application. I authorise IES to obtain further information where necessary.

I understand that this agreement and the availability of a complaints and appeals process 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 courses to international students can be found at the following web address:

<https://docs.education.gov.au/system/files/doc/other/esosstudentfactsheetv3.pdf>

I understand that signing this document and paying the fees constitutes a written agreement between IES and myself.

Signature:

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

Date:

7 Application Procedure

1. Complete and return this application form by email, fax OR mail to the address below together with certified copies of your English language proficiency.
2. Your application will be assessed and if successful you will receive a formal offer (conditional or unconditional) 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 the following documents:
 - a copy of your passport,
 - the completed Guardian Form (if under 18 years)

PLUS

- Full payment of fees:

Payment can be by:

Bank Draft to International Education Services Ltd, or via electronic transfer to the following account:

Commonwealth Bank

Beaudesert Branch

Account Number: 10076403

BSB: 064400

4. Once payment details have been confirmed by the bank, COEs (Confirmation of Enrolment) for the PTE Preparation course will be sent to you. The CAAW (Confirmation of Appropriate Accommodation/Welfare Arrangements) form will also be issued for students under 18 years.

Please note – COEs and CAAW form CANNOT be issued before IES receives the Guardian Form.

Until the COE and CAAW form are issued a student cannot be granted a student visa.

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

For more information, please contact:

The PTE Administrator

International Education Services

PO Box 989 Spring Hill

Brisbane Queensland 4004 Australia

Email pte@iescollege.com

Phone +61 7 3832 7699

Fax +61 7 3832 9850

8 Terms of Enrolment

The program is for 10 weeks and all fees must be paid in advance prior to the issuing of a COE.

Refunds:

1. IES agrees to refund within 28 days and without deduction, all fees paid where the student provides certified evidence that the application made by the student for a student visa was rejected by the Australian immigration authorities.
2. IES agrees to refund within 30 days of the receipt of written notice of cancellation by the student (or parent/guardian if student is under 18), fees paid by or on behalf of the student less the amounts to be retained as detailed below:

Until one week prior to the scheduled beginning of the program there is applicable to all enrolments, a non-refundable fee of AUD \$200 to cover administrative costs.

If notice of the cancellation is received less than one week prior to the scheduled beginning of the program, IES may retain that portion of the fees relating to administrative costs and course levies – AUD \$500.

If notice of cancellation is received after the program has begun there will be no refund of any money paid.
3. If a student is provisionally enrolled, on condition of achieving evidence of acceptable English Language Proficiency, and the student cannot achieve the required level, all tuition fees and charges corresponding to PTE preparation program will be refunded less a charge of AUD \$200. In such cases, if the student was referred to IES by an agency, the sum paid to this agency will be non-refundable.
4. If a student becomes a permanent resident of Australia during the program no refunds are payable.
5. IES agrees to refund all money paid 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 above. The date of the offer being withdrawn will correspond with the date of notice of cancellation in point two above.
6. IES will consider the following exceptional circumstances as grounds for a student's withdrawal from the program:
 - (a) Illness or disability
 - (b) Death of a close family member
 - (c) 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.
7. In the unlikely event of IES being unable to deliver the course in full, the student will be offered a refund of all the course money paid to date.

The refund will be paid within two weeks of the day on which the course ceased being provided. Alternatively, if IES is unable to provide a refund, the Tuition Assurance Scheme (TAS), ACPET-OSTAS will place the student in a suitable alternative course at no extra cost to you. Finally, if ACPET-OSTAS cannot place the student in a suitable alternative course, or if this is not possible, the student will be eligible for a refund as calculated by the fund manager.
8. Refunds will be made to the student in Australian dollars or equivalent, as at the date of transaction, and will exclude currency transfer charges.
9. This agreement and the availability of a complaints and appeals process does not remove the right to take further action under Australia's consumer protection laws.

Student Responsibilities:

Students must abide by all terms and conditions of their student visa and rules and regulations of the College as detailed in the Student Handbook.

Students must supply IES with their current residential address, mobile phone number, email address, and emergency contact information when studying the course. Students must notify IES of any changes to this information within 7 days.

Students must maintain appropriate health insurance during their course.

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.

Sharing Information:

IES will provide all 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 and the Fund Manager of the ESOS Assurance Fund, pursuant to obligation under the ESOS act and National Code 2018. IES is required to advise Home Affairs of certain changes to a student's enrolment and any breach by a student of a student visa condition relating to attendance or satisfactory academic performance.

IES will not provide student details to any other party without written permission from the student (or their parent/guardian if under 18) concerned.

Deferment and Termination of Enrolment:

Students may request a deferment or suspension of their studies on the grounds of compassionate or compelling circumstances.

A student may have their enrolment terminated for breaching the Code of Conduct as detailed in the Student Handbook.

A student may have their enrolment cancelled should they fail to pay the appropriate fees as detailed in the appropriate invoice provided.

Limit of IES' Responsibility:

While IES 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, its employees, agents or related entities expressly disclaim to the full extent permitted by the law any liability whatsoever arising out of or in respect of information, advice or opinion provided by IES, its employees or related entities in respect of matters other than the PTE course itself. While IES 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 for the conduct and upbringing of students studying in the PTE Course.

Fees:

Note that all fees stated are from 2018 and may change. Fees are not subject to change once a student has been offered a place in the course.

Airport reception

Students can request airport pick-up and be transported to their accommodation when they first arrive in Brisbane. Students should clearly inform IES of the date and time of their arrival. This should occur more than two business days before arrival. There is a fee for this service.

Please note that this fee is charged per airport visit.

If IES are not informed of a cancellation or flight delay in advance, this sum may be charged again for another visit. Airport pick-up is only for the student – parents should make their own arrangements.

Initial Accommodation

Many students will require accommodation to be arranged before their arrival. It is important to provide IES with details of the type of accommodation required on the application form. Students will be charged for 4 weeks rent initially, with this being included in the letter of offer.

If a student does not provide this information within 7 business days of arrival, IES will provide such accommodation at its own discretion.

If students are happy with the arrangements and would like to continue to stay, they will need to pay the appropriate fees depending on the type of accommodation.

Please note that students who choose to leave their initial accommodation before 4 weeks have passed are not entitled to any refund of money.

Homestay

AHN will place students into homestay for a fee. This can be done as part of the initial accommodation arrangements (see above) or after they have started the program. Students have a better chance of obtaining a family that meets their requirements, if students submit their requirements to AHN. All homestays are visited regularly to ensure they conform to the accepted standards for homestays throughout Australia.

Students may request specific requirements such as social, religious or otherwise, and AHN will make every attempt to provide these. However, it is important to recognise that it may not be possible to source homestays of a particular profile and students should be prepared to adapt to the life of the host family during their stay.

All money should be paid directly to AHN. Students are required to be two weeks ahead in their payments. Students wishing to leave homestay should provide at least two weeks notice. Once a student has been placed into a homestay, no refund is due, whether or not the student decides to stay.

Please note the following:

- The homestay placement fee provides for a maximum of two placements, a second option will only be provided if there is an appropriate reason why the student cannot stay with the first homestay. After this any additional placement will incur a \$280 fee.
- Parents who visit should not expect to stay with their children at a homestay family.
- Students should expect to travel some distance to the College from their homestay.

Welfare arrangements for under 18's

Students who are under 18 years of age may require IES to approve their welfare arrangements as per the Australian Government Regulations, unless they have a relative over 21, who they will live with during their study in Australia.

Students under 18 at the time the course starts will be required to live in Homestay.

Please also note that students, who are under 18 when they commence their course, can nominate IES as their guardian until their 18th birthday. Please contact IES for more details.