

APPLICATION

ENGLISH LANGUAGE PROGRAMS VOCATIONAL PROGRAMS

Send completed application form to:

185 Spring Street, Melbourne, Victoria, 3000 Australia

Telephone +61 3 9662 2055 Facsimile +61 3 9662 2083

E-mail info@holmes.edu.au

Web www.holmes.edu.au



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PERSONAL DETAILS

Title _____

Family name _____

Given name(s) in full _____

Preferred name _____

Date of birth _____ DD/MM/YYYY Gender Male Female

Country of citizenship _____ Country of birth _____

Passport No: _____ Passport expiry _____

Visa Type Student Permanent Resident Tourist Other _____

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CONTACT DETAILS

Street _____

City _____ State _____ Post/Zip Code _____

Telephone Country code _____ Area code _____ Phone Number _____

Facsimile Country code _____ Area code _____ Phone Number _____

Email _____

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COURSE DETAILS

Melbourne Sydney Brisbane Gold Coast Cairns

Course 1 _____ Start Date _____ Duration _____

Course 2 _____ Start Date _____ Duration _____

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EDUCATIONAL BACKGROUND

Please attach relevant documentation from all secondary/polytechnic/tertiary studies undertaken (eg. High School, Advance Diploma/Diploma)

	Qualification obtained	Awarding institution	Year of award
ACADEMIC QUALIFICATIONS Include qualifications from school and any other formal qualifications	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

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ENGLISH PROFICIENCY

Indicate your current English language proficiency

First language is English Yes No

IELTS overall score _____ Reading _____ Listening _____ Writing _____ Speaking _____ Date of Test _____

TOEFL overall score _____ Writing score _____ Date of Test _____ DD/MM/YYYY

AEAS test score _____ DD/MM/YYYY

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WELFARE ARRANGEMENTS

Are you under 18 years of age?

Yes No

If Yes, this Application MUST be accompanied by a *Care Provider Selection* form.

Will you be cared for by a direct relative (according to DIMA regulations) while enrolled at Holmes Yes No

If No, Holmes will arrange an experienced Care Provider (while student is under 18 years of age) and suitable accommodation for the period of enrolment at Holmes Institute.

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ACCOMMODATION AND AIRPORT TRANSFER

Do you wish to apply for Homestay accommodation?

Yes No

Do you wish to be met at the airport and transferred to your accommodation?

Yes No

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FEES

Enrolment fee	\$	_____	_____
Tuition	\$	_____	_____
Accommodation support fee	\$	_____	_____
Homestay (per week)	\$	_____	_____
Airport transfer	\$	_____	_____
OSHC (Health Cover)	\$	_____	_____
Guardian arrangement fee	\$	_____	_____
Guardianship fee	\$	_____	_____
Consumables / materials	\$	_____	_____
Total to pay	\$	_____	_____

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Enrolment Terms and Conditions

Refund Policy

Tuition fees are refunded if a visa application is rejected. Enrolment and accommodation support fees are not refundable. If an enrolment is cancelled more than 28 days prior to commencement of the course there will be a cancellation fee equivalent to 25% of tuition fees. If an enrolment is cancelled within 28 days of commencement of the course, or the student does not commence on the agreed date, or withdraws from the course once it has commenced there will be no refund. Student refund requests must be in writing, addressed to the Admissions Office and include evidence supporting the request. All requests will be processed within 28 days of receipt of request. All refunds will be paid to the person with whom Holmes has a contract unless written authority is received by Holmes to pay another party. Students who are receiving a refund based on their returning to their home country may be required to provide a passport stamp as evidence of their return prior to receiving the refund. If Holmes Institute is unable to commence, continue or complete the delivery of a course tuition fees will be refunded within 14 days. Provider default is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001. Accommodation fees will be refunded provided two weeks notice is given before the commencement date of the homestay. If students cancel accommodation within two weeks before homestay commences, two weeks homestay fees will be deducted from the refund. Once in homestay, students must give two weeks notice, otherwise, two weeks homestay fee will be deducted from the refund. For package offers, the second and subsequent eCOEs will incur a \$1000 non-refundable deposit. All fees are subject to change. Students are required to pay the current applicable fees which may differ from that quoted in the offer letter or on the eCOE.

In accordance with State and Commonwealth regulations Holmes protects the tuition fees of both overseas and domestic students.

Privacy Statement

Holmes Institute is firmly committed to privacy. We use applicant's information to create a Holmes Institute database. Our enrolment process requires applicants to give us contact information (e.g. name address, e-mail etc). We use customer information for commercial reasons. Information may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund. The Holmes Institute database is private and confidential. The database (including personal details) is for the sole use of Holmes Institute. Personal data and information gathered for the creation of the database will not be passed to a third party unless it is necessary to pass on this information in order to provide a service that you have asked us to provide.

Overseas student fees are protected via membership of ACPET's OSTAS/EA OSTAS and the ESOS Assurance Fund.

In the unlikely event that Holmes 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 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course at no extra 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 Holmes is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) will place you in a suitable alternative course at no extra cost to you. Finally, if our Tuition Assurance Scheme can not place you in a suitable alternative course, the ESOS Assurance Fund Manager 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 Fund Manager.

Domestic student fees are protected by membership of ACPET's ASTAS.

This policy, 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. At times the student might be included in photo's, videos or other recorded media created during the time of the students attendance on campus for the purpose of marketing materials to be used exclusively by Holmes.

The Refund Policy is clearly shown on the Offer Acceptance Form to be signed by the student.

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DECLARATION

I, _____ hereby declare that all information given is true and complete. I authorise Holmes Institute to obtain further official records if necessary from any relevant educational institution. I agree to the Terms and Conditions above. I have made myself familiar with the *Information for Intending Overseas/Domestic Students* (available at www.holmes.edu.au)

Signature (if under 18 years of age, signature of parent/guardian required)

Date (DD/MM/YYYY)

Please Note:

All fees are subject to change. Students are required to pay the current applicable fees which may differ from the fees quoted in the offer.

CRICOS Provider Codes: Holmes Institute Pty Ltd VIC 02639M, NSW 02767C, QLD 02727M; Holmes Commercial Colleges (Melbourne) Ltd VIC 00898G, NSW 01313G, QLD 01646J; Holmes Commercial Colleges (Melbourne) Ltd T/A Holmes English Language Centre 00067C; Holmes Colleges Sydney Pty Ltd 00040C; Holmes Colleges Queensland Pty Ltd 01647G; Melsand Pty Ltd T/A Intensive English College 00168J; The University of Newcastle NSW 00109J; James Cook University NSW 01965E, VIC 02153M.

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