

# GREENWICH COLLEGE APPLICATION FORM 2005-2006

## Student Details

Family Name	
Given Name(s)	
Nationality	English Name
Passport No.	
Visa Expiry Date	Visa Type
Date of Birth	
Gender (M/F)	Age
Telephone	Mobile
Email Address	
Overseas Address	
Address in Australia (if known)	

## Education

Highest previous level of schooling attained:		
Years studied English:		
Previous English exam Results:		
TOEFL	IELTS	Other

**Please attach proof of your previous two years of school reports showing completion of Pre-requisite schooling.**

## Accommodation & Airport Pick Up

Do you want <b>Greenwich College</b> to arrange Homestay accommodation for you? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, how many weeks? _____	
Food or animal allergy _____	
Do you want to be picked up at the Airport? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Arrival details Flight No. Date. Time _____	

## Payment

All fees should be paid in **Australian Dollars**.

Bank Cheque or Bank Draft payable to:

**GREENWICH COLLEGE**

TELEGRAPHIC TRANSFER TO:

**Account Name:** GREENWICH COLLEGE  
**Account Number:** 082-080 58 882 7761  
**Bank Name:** National Australia Bank Limited  
**Branch:** 292 Pitt Street Branch Sydney NSW

## The Course

Starting Date	
Length of Course	
Course Type (Full-time or Part-time)	
Which course are you interested in? (tick ✓)	
General English <input type="checkbox"/>	TESOL (8weeks) <input type="checkbox"/>
IELTS Preparation <input type="checkbox"/>	TESOL Intensive (4weeks) <input type="checkbox"/>
Round Table Classes <input type="checkbox"/>	English for Teachers <input type="checkbox"/>
English for Teachers <input type="checkbox"/>	TECSOL (4weeks) <input type="checkbox"/>

TESOL, TESOL Intensive & TECSOL course students only.

Please tick one of following dates:

### TESOL COURSE

<input type="checkbox"/> T 9	<input type="checkbox"/> T 10	<input type="checkbox"/> T 11	<input type="checkbox"/> T 12
<input type="checkbox"/> T 13	<input type="checkbox"/> T 14	<input type="checkbox"/> T 15	<input type="checkbox"/> T 16

### TESOL INTENSIVE COURSE

<input type="checkbox"/> T 9	<input type="checkbox"/> T 10	<input type="checkbox"/> T 11	<input type="checkbox"/> T 12
<input type="checkbox"/> T 13	<input type="checkbox"/> T 14	<input type="checkbox"/> T 15	<input type="checkbox"/> T 16

### TECSOL COURSE

<input type="checkbox"/> T 9	<input type="checkbox"/> T 10	<input type="checkbox"/> T 11	<input type="checkbox"/> T 12
<input type="checkbox"/> T 13	<input type="checkbox"/> T 14	<input type="checkbox"/> T 15	<input type="checkbox"/> T 16

\*See website for start dates

Previous Study in Australia	
Institution	_____
Do you plan to study further in Australia? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Institution	_____

## Declaration

I declare that all the information given on this form is correct. I have read and fully understand the terms & conditions of enrolment (including the cancellation, refund and transfer policy) and agree to be bound by them. I authorise **Greenwich College** to retain my tuition fees in accordance with the policy, if I elect to cancel my enrolment at any time.

Signed ..... Date ..... / ..... / .....

If you are under 18 years of age, your parent or legal guardian must sign below.

Signed ..... Date ..... / ..... / .....

**Greenwich College**

## CONDITIONS OF ENROLMENT

Please read carefully before you declare your application.

### Payment of Fees

1. All enrolment fees and accommodation placement fees must be paid at the time of making this application.
2. All tuition fees for Students must be paid at the time of making this application.
3. Payments should be made in Australian Dollars by cash or cheque and made payable to **Greenwich College** or telegraphically transferred to the **National Australia Bank**, 292 Pitt St, Sydney NSW 2000. **BSB Number: 082 080 Account Number: 58-882-7761.**
4. Greenwich College is not bound to accept any application.
5. Greenwich College will notify the student of the acceptance or rejection of the application within 2 weeks, upon receipt of the application.
6. If Greenwich College accepts the application, a letter of acceptance will be sent out upon clearance of all fees.
7. If Greenwich College rejects the application, all fees will be refunded except the enrolment fee.
8. If the Visa application is rejected, tuition fees will be refunded, excepting the enrolment fee.
9. Greenwich College reserves the right to cancel any enrolment, prior to date of commencement of course, in which case, all fees will be refunded.

### Cancellation Policy - Student Default

10. Where an applicant does not start the course and cancels his or her course, giving less than 28 days prior to the commencement of the course, a cancellation fee of 25% of the tuition fee will be charged.
11. Notice of cancellation must be made in writing directly to Greenwich College.
12. No refunds will be given after the commencement of a student's course.
13. Accommodation fees will be refunded where notice for cancellation is given at least two weeks in advance: where notice of cancellation is given less than two weeks in advance, two weeks accommodation will be charged.
14. Enrolment, accommodation placement and airport transfer fees are not refundable.

### Cancellation Policy - Provider Default

15. The course provider (Greenwich College) will be deemed to have defaulted where the course does not start on the agreed date, or the course ceases to be provided before it is completed, or the course is not provided in full to the student.
16. Where the provider defaults Totally Trained will return the total amount of course money received as stipulated in the ESOS Act 2000 and the ESOS Regulations 2001.
17. Subject to government guidelines and policy, students may be transferred to another institution.

### Refund Statement

18. In all cases where a refund is given, the provider will provide the student with a 'refund statement' listing the amount and reasons for the refund, and clearly explaining how the amount has been worked out, with specific reference to the deductions and policies noted in this document.
19. Where a student came to Greenwich College directly, refunds will be paid directly via personal cheque made out to the student, and without any deduction for agent's commissions or fees.
20. Where a student came to Greenwich College through an agent, refunds will be through that agent via a personal cheque made out to the student minus any commission paid to the agent.
21. Any agent's commission deducted will be clearly noted on the accompanying 'refund statement'.
22. The return of any agent's commission is wholly dependent on the agreement entered into between the student and the agent.

### Totally Trained (International) Rules

23. Students agree to the use of their name and/or image for possible use in education-related marketing and promotional materials.
24. Students shall be bound by the rules of Greenwich College and all relevant government legislation.
25. Failure to comply with the rules may result in the student being dismissed or suspended from Greenwich College courses as determined by the Director of Studies of Greenwich College or authorized delegate.
26. Where a student is dismissed or suspended from a Greenwich College course due to their own actions NO REFUND whatsoever will be made.

AGENT STAMP

OFFICE USE ONLY

Version 1

Student Number: \_\_\_\_\_

Placement Test Resort: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_