



International Education Specialist College Pty Ltd T/A IESC  
 ABN: 35 603 027 470  
 RTO No.: 45999 CRICOS Provider No.03421K  
 Address: Level 5, 140 Elizabeth St. Sydney, NSW 2000  
 Tel: +612 8068 4336 Fax: +612 9299 8722  
 E-mail: admin@iesc.nsw.edu.au

## International Education Specialist College Pty Ltd Student Enrolment Form

**What are your personal details**

Family Name..... Given Name ..... Date of Birth ..... / ..... /.....  
 Nationality..... Passport NO. .... Expired date on..... / ..... /.....  
 Gender [    ] Male [    ] Female [    ] Other

**What is your residential address?**

Unit number/ Street number..... Street name .....  
 .....  
 Suburb, Locality or Town ..... State/Territory..... Postcode.....  
 Telephone..... Mobile .....

Email.....

**Who should we contact in an emergency**

Name ..... Relationships ..... Mobile .....

Address ..... Email.....

**Language and Cultural diversity**

1. In which country were you born?  
 Australia      Other –please specify.....

2. Do you speak a language other than English at home?  
 No, English only English only - Go to the question 3  
 Yes, other – Please specify .....

**Disability**

3. Do you consider yourself to have a disability, impairment or long-term condition?  
 Yes. Please provide details \_\_\_\_\_  
 No.

**Study reasons**

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship (Tick **ONE** box only)

<input type="checkbox"/> To get a job	<input type="checkbox"/> It is a requirement of my job
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> I require extra skills for my job
<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> For personal interest
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> For self development
	<input type="checkbox"/> Other reasons

**Where did you hear about us? .....**



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COURSES				
Select course	Start date / number of weeks applied	Course	Course Duration	Tuition Fee (A\$)
[ ]	___/___/___ Enroll ___ weeks	High School Preparation (HSP) 094311G	1 - 40 weeks	\$ 450 / week
[ ]	___/___/___ Enroll ___ weeks	General English (GE) 087718J	1 - 40 Weeks	\$ 400 / week
[ ]	___/___/___ Enroll ___ weeks	English for Academic Purposes (EAP) 087719G	1 - 20 Weeks	\$ 400 / week
<b>Note:</b> (Break / special request)				

**ALL SECTIONS OF THIS DOCUMENT CONSTITUTE THE WRITTEN AGREEMENT BETWEEN THE STUDENT AND IESC**

[ ]	SIT40422 Certificate IV in Hospitality (113221C)	78 Weeks
[ ]	SIT50422 Diploma of Hospitality Management (113222B)	104 Weeks

**Commencement Date in 2024:**

[ ] 08 January [ ] 12 February [ ] 08 Apr [ ] 13 May [ ] 08 July [ ] 12 August [ ] 07 October [ ] 11 November

**Commencement Date in 2025:**

[ ] 13 January [ ] 17 February [ ] 14 Apr [ ] 19 May [ ] 14 July [ ] 18 August [ ] 13 October [ ] 17 November

**LIST OF ALL APPLICABLE AND POSSIBLE FEES**

FEE DESCRIPTION			
Application Fee			
	- HSP	A\$250	Not refundable
	- GE/ EAP	A\$200	Not refundable
Tuition Fees		See Part A of the Written Agreement	Refundable – conditions apply
Material Fee	- HSP		Refundable – conditions apply
	(1-10 weeks)	A\$100	
	(11-20 weeks)	A\$200	
	(21-30 weeks)	A\$300	
	(31-40 weeks)	A\$400	
	- GE/ EAP	There is no materials fee charged	-
Accommodation Placement Fee		A\$360	Not refundable
Accommodation Fee		A\$360/ per week	Refundable – conditions apply
Accommodation Homestay (under 18 years old)	- HSP	A\$380/ per week	Refundable – conditions apply
Guardian Arrangement and Support Fee	- HSP	A\$360	Not refundable
Homestay Inspection Fee	- HSP	A\$350	Not refundable
Guardianship Fee	- HSP	A\$70/ per week	Refundable – conditions apply
Airport Pickup		A\$180	Refundable – conditions apply

## REFUNDS

### 1. TUITION FEE & MATERIAL FEE

➤ Tuition fee and Material fee paid prior to the course commencement date will only be refunded as detailed below. Refund applications must be made in writing to the College. The student refund application form, available from the College, must be used as the written application. The College will accept requests by mail or email to have the student refund application form sent to them. Refunds will be made within 28 days of receipt of a written application and include a statement explaining how the refund was calculated.

➤ An overseas student or intending overseas student “**defaults**”, in relation to a course at a location, if:

- a) the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- b) the student withdraws from the course at the location (either before or after the agreed starting day); or
- c) the registered provider of the course refuses to provide, or continue providing, the course to the student at the location because of one or more of the following events:
  - the student failed to pay an amount he or she was liable to pay the College, directly or indirectly, in order to undertake the course;
  - the student breached a condition of his or her student visa;
  - misbehaviour by the student.

➤ Refund Amounts for **Student Default**

- |   |  |
|---|--|
| a) Visa rejected (Offshore or onshore student before commencement of the course)  | Refund of tuition fee less \$250 Admin. Processing fee.<br>100% refund of material fee |
| Visa rejected (Onshore student after commencement of the course)  | Charged according to the study period and No refund of Material fee.                   |
| b) Withdrawal notified in writing and received by the College 28 days or more prior to the course commencement date   | 70% refund of Tuition Fees. 100% refund of material fee. less \$250 Admin Fee          |
| c) Withdrawal notified in writing and received by the College less than 28 days prior to the course commencement date and before the course commencement date | 50% refund of Tuition Fee. 100% refund of material fee. less \$250 Admin Fee           |
| d) Withdrawals notified in writing and received by the College on the course commencement date or after the course commencement date                          | No refund of Tuition Fee & Material fee.   |
| e) Student breach of visa conditions, non-payment of fees, suspension or cancellation of enrolment by the Institute   | No refund of Tuition Fee & Material fee.   |
| f) Student default except if written notice is given as indicated in items a), b) and c) above  | No refund of Tuition Fee & Material fee.   |

➤ In the case of **Provider Default** and **Student Visa Cancellation** students will receive refunds in accordance with the Australian Government Education Services for Overseas Students (Calculation of Refund) Specification 2014. Copies of the calculation method are located on the College website and can be requested from Reception at IESC. The refund will be paid to you within 14 days of the day on which IESC defaults on the commencement or delivery of the course.

If IESC is unable to provide a refund or place you in an alternative course the Tuition Protection Service will be responsible for providing refunds or providing assistance to locate an alternative. However, students are primarily responsible for finding another college which will accept them into an alternative course.

Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course. If a course length is extended by the student then any fee increases will be required to be paid for the extended component of the course.

**2. ACCOMMODATION/ HOMESTAY FEES (IF APPLICABLE)**

- Any "Request for Refund" must only be in writing and delivered to our email at [info@iesc.nsw.edu.au](mailto:info@iesc.nsw.edu.au);
- If a student cancels an Accommodation/Homestay booking after the Offer being "Accepted and Confirmed" and before scheduled arrival to Australia, two (2) weeks rent (Accommodation/Homestay rental Fees) will not be refunded, to compensate the Accommodation/Homestay owner;
- No refunds will be made if a "Request for Refund" email is received more than two (2) weeks after the student's scheduled arrival date to Australia;

**3. GUARDIANSHIP FEES (IF APPLICABLE)**

- Prepaid Guardianship Fees are only refunded if the Visa is refused (Refusal letter need to be sighted);
- For requests to change the Guardian after arrival, the first three (3) months of Guardianship fees are not refunded. The balance of Guardianship fees will be refunded as long as the new Guardian is approved by the student's educational institute.

**4. AIRPORT PICKUP (IF APPLICABLE)**

- Airport Pickup Fees are fully refunded if the cancellation is required at least 48 hours before scheduled arrival time by written email to [info@iesc.nsw.edu.au](mailto:info@iesc.nsw.edu.au).

**OTHER INFORMATION**

- 1 Students are enrolled in a full-time ELICOS course. A full-time course consists of a minimum of 20 hours per week. Students are expected to attend 100% of classes and maintain attendance above 80% at all times.
- 2 Students may initiate a request to defer commencement of studies or suspend their studies on the grounds of compassionate or compelling circumstances. Students wishing to defer the commencement of studies or suspend their studies must apply to do so in writing to IESC. IESC may decide to suspend or cancel a student's enrolment on its own initiative as a response to misbehaviour by the student. Deferral of commencement, suspension of enrolment and cancellation of enrolment has to be reported to the Department of Education and the Department of Home Affairs and Border Protection and may affect the status of a student visa.
- 3 Students must notify IESC of changes of address, telephone number, email address and fax number within 7 days of the change. This is required by visa condition 8533. Failure to do this may mean the student may not receive important information which may affect their course, their enrolment or their visa. On commencement and at least every six months whilst you are enrolled at IESC **you** will be asked to review and update your contact information with IESC.

It is a requirement of the Australian Skills Quality Authority that students can access personal information held by the college and may request corrections to information that is incorrect or out of date. Please apply to the Administration Manager if you wish to view your own records.

Applicant Signature ..... Date ..... / ..... /.....

Parent/Guardian Signature ..... Date..... / ..... /.....  
 (if applicant is under 18 years old)

Accepted by IESC

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

Name of the person accepting the application.....