



Building better futures since 1975

APPLICATION FORM

PERSONAL DETAILS

Title: **Mr Ms Miss Mrs Other** _____
Given Name (s) _____
Family Name(s) _____
Date of Birth: _____ DD / MM / YYYY
Gender: Male Female
Parent/Guardian's Name: _____
(if under 18)
Phone: _____
Email: _____

CONTACT DETAILS

Address: _____
Phone | Mobile: _____
Email: _____
Emergency Contact Person: _____
Emergency Contact Details: _____

HOMESTAY

Do you require homestay accommodation? Yes No
If yes, please fill out the Homestay Application Form available at www.kellycolleges.com.au.

AIRPORT RECEPTION

Do you require airport pickup? Yes No
If yes, please provide the following,
Flight No: _____
Arrival Terminal: _____
Arrival Date: _____ DD / MM / YYYY Arrival Time: _____

OVERSEAS STUDENT HEALTH COVER

Do you require Kelly Colleges to arrange OSHC? Yes No
If NOT, please provide details of your OSHC: _____
Name of Provider: _____
Policy No.: _____ Expiry Date: _____ DD / MM / YYYY

VISA DETAILS

Are you a Citizen or Permanent Resident of Australia? Yes No
Nationality (as shown on passport): _____
Passport No: _____
Country of Issue: _____
Passport Expiry Date: _____ DD / MM / YYYY
Do you currently hold an Australian Visa?: Yes No
Visa Type: Student Working Holiday Tourist Other
Do you require a CoE? Yes No
If yes, from which city will you be applying for your visa? _____
Are you currently enrolled at another Educational Institution? Yes No
Provider: _____
Course: _____
Expected Completion Date: _____ DD / MM / YYYY

ACADEMIC DETAILS

Highest Qualification: _____
Provider: _____
Course: _____
Completion Date: _____ DD / MM / YYYY

ENGLISH PROFICIENCY

What is your English Level?
 Pre-Intermediate: 4.5 IELTS | 450 TOEFL paper | 1+/2 ISLPR
 Intermediate: 5.0 IELTS | 500 TOEFL paper | 2/2+ ISLPR
 Upper-Intermediate: 5.5 IELTS | 530 TOEFL paper | 2+/3 ISLPR
 Advanced: 6.0 IELTS | 577 TOEFL paper | 3/3+ ISLPR

ELICOS COURSES

START DATE

<input type="checkbox"/> General English (Full Time)	<input type="checkbox"/> Day <input type="checkbox"/> Evening	_____ Weeks	DD / MM / YYYY
<input type="checkbox"/> IELTS Preparation	<input type="checkbox"/> Day <input type="checkbox"/> Evening	_____ Weeks	DD / MM / YYYY
<input type="checkbox"/> English for Academic Purposes (EAP)	<input type="checkbox"/> Day	_____ Weeks	DD / MM / YYYY
<input type="checkbox"/> Cambridge FCE	<input type="checkbox"/> Evening	_____ Weeks	DD / MM / YYYY
<input type="checkbox"/> Private Lessons		_____ Hours	DD / MM / YYYY
<input type="checkbox"/> Free-Time Ticket System	<input type="checkbox"/> 5 tickets <input type="checkbox"/> 10 tickets		DD / MM / YYYY

ACADEMIC COURSES

START DATE

<input type="checkbox"/> Certificate IV in TESOL	<input type="checkbox"/> Day	TKT Option <input type="checkbox"/> Yes <input type="checkbox"/> No	DD / MM / YYYY
<input type="checkbox"/> Certificate IV in Business	<input type="checkbox"/> Day		DD / MM / YYYY
<input type="checkbox"/> Diploma of Business Studies	<input type="checkbox"/> Day		DD / MM / YYYY
<input type="checkbox"/> Diploma of Marketing	<input type="checkbox"/> Evening		DD / MM / YYYY
<input type="checkbox"/> Diploma of Management	<input type="checkbox"/> Day <input type="checkbox"/> Evening		DD / MM / YYYY

COURSE MATERIALS

<input type="checkbox"/> General English IELTS EAP	\$100 / level
<input type="checkbox"/> Cambridge FCE	\$150
<input type="checkbox"/> Certificate IV in TESOL	\$250
<input type="checkbox"/> All other programs	Students will be provided with a list of books to purchase.

OTHER FEES

<input type="checkbox"/> Application Fee*	\$200 (Non Refundable)
<input type="checkbox"/> FCE Exam	\$380
<input type="checkbox"/> OSHC*	\$34.20 /Month Single Cover
<input type="checkbox"/> Airport Reception*	<input type="checkbox"/> \$120 One way from Brisbane <input type="checkbox"/> \$200 One way from Gold Coast
<input type="checkbox"/> Homestay Placement*	\$200
<input type="checkbox"/> Weekly Homestay Fee*	<input type="checkbox"/> \$225 Single <input type="checkbox"/> \$375 Twin share per couple <input type="checkbox"/> \$250 Under 18

All prices are quoted in Australian Dollars and exclude GST (unless marked with *) and are subject to change without notice. Students are responsible for purchasing their own study materials. Note that some programs have entry requirements. For a comprehensive list of other optional services, fees and entry requirements, please visit our website.

REPRESENTATIVE AGENT DETAILS

APPLICATION CHECKLIST

Please tick the following checklist before signing the declaration

- Completed Application Form
- Attached Certified Copies of Academic Qualifications
- Attached Evidence of English Language Ability
- Attached Copy of Passport
- 1 x Passport sized photograph (3x4)

DECLARATION

I declare that the information I have supplied is true and correct to the best of my knowledge. If any information I have provided is found to be false, I understand that Kelly Colleges may refuse or cancel my enrolment. I have read the Kelly Colleges course guide or website and price list and have sufficient information about the course for which I am applying to be making an informed decision. I give permission to Kelly Colleges to obtain records from any relevant past educational institutions which I have listed on this form. I understand that information collected about me is confidential and will only be disclosed to third parties to meet government, legal or other regulatory authority requirements including the fund manager of the ESOS Assurance Fund as stated in paragraph 51 of the National Code. I understand that all correspondence related to my application will be forwarded to my elected agent. I accept liability for payment of all fees outlined on this form. I agree to abide by all the policies of Kelly Colleges. I understand that Kelly Colleges may, without notice change conditions to comply with regulatory authorities or amendments of law in the Commonwealth of Australia and/or the state of Queensland. I have read and understand the Kelly Colleges Refund Policy, RPL, Complaints and Appeals Policy and Payment Schedule Policy and other policies stated in the Kelly Colleges Handbook which is available online at www.kellycolleges.com.au. I understand/agree to all of the above by signing below:

Signature of applicant or parent / guardian (if applicant is under 18):

Date:

DD / MM / YYYY

CONTACT US

Please send your completed application via fax, email or post.

Level 1, 171 Elizabeth Street Brisbane QLD 4000 Australia / PO BOX 13687 George Street Brisbane QLD 4003

Email: info@kellycolleges.com.au | P: +61 7 3210 2200 F: +61 7 3210 2247

www.kellycolleges.com.au

TERMS AND CONDITIONS

By signing the terms and conditions of Kelly Colleges you (including parent/guardian of underage student) agree that on acceptance of the Application by Kelly Colleges ("the College"), the Application will become the Contract of Enrolment ("the Contract") and further, you agree to abide by the following terms and conditions of enrolment:

Entry Requirements

Some courses at Kelly Colleges (IELTS Preparation, Cambridge FCE, EAP, Diploma and Certificate) require a prerequisite level of English for entry. Upon commencement, your English language ability will be tested and you may be placed in a different course of the appropriate level. Any differences in tuition fees will be your responsibility.

Attendance

You must agree to attend all scheduled classes except where there is a legitimate reason for non-attendance which is acceptable to the College (for example, illness supported by a Doctor's Certificate). You must maintain a minimum of 80% attendance during your course. If your attendance falls below this level, the College has an obligation to start the reporting process to DIAC. Furthermore, your instructors may not mark your assessments or exams if you have not attended 80% of scheduled classes. If your enrolment terminates due to a breach of this condition you understand and agree that you will not be entitled to any refund of the tuition fees or other charges paid to the College.

Behaviour

You must agree to follow the rules and regulations of the College. If you breach any of the College's rules or your behaviour is deemed unacceptable by the College, your enrolment may be cancelled and you may not be entitled to any refund of the tuition fees or other charges paid to the College. (Information on the College's policies, rules and regulations is located on the website <http://www.kellycolleges.com.au> and in the student orientation handbook).

Materials

In most instances, tuition fees do not include textbooks or materials. It is your responsibility to purchase the required materials for study.

Payment

You must pay the tuition fees and other charges applicable for your course on the due dates and acknowledge and agree that tuition fees may alter from time to time. You will be charged a late fee of AU\$100 on the first day after payment falls due and a further AU\$100 per calendar week thereafter including holidays. A full weeks' tuition is payable in weeks that contain a public holiday. If after commencing the course, you discontinue your program before completion, you may remain liable to pay the full course tuition fees and any expenses, costs or disbursements incurred by the College in recovering any outstanding monies, including debt collection agency fees and solicitor's costs.

Transfers

Transfer between courses of the College or transfer to another college will only be possible if allowed by the Department of Immigration and Citizenship (DIAC) as well as the College Director. Transfer fees will apply.

Change of Address

You must advise the College of any change of your address while you are enrolled at Kelly Colleges.

Indemnity

Kelly Colleges and its staff shall not be held responsible for any personal items that are lost or damaged at the College. You may be required to attend organised College excursions and activities as part of the course. Neither Kelly Colleges nor its staff shall be held responsible for any accident or injury which may occur. The College may need to obtain medical treatment for you if it is deemed necessary by the College or a staff member acting on behalf of the College. Neither Kelly Colleges nor its staff shall be held responsible for any expense, loss, damage or liability of whatsoever nature or howsoever occasioned as a result of authorising and arranging such emergency medical treatment.

Acknowledgement

I acknowledge that I have read and understood the Complaints and Appeals Policy available from Kelly Colleges' staff or www.kellycolleges.com.au. I hereby acknowledge that I have read, understood and agree to the terms of the Cancellation and Refund Policy outlined in this application form / in the Kelly Colleges Course Guide and on the website at www.kellycolleges.com.au I understand that the College is required to share personal information about its students with the Australian Government and other designated authorities, including the Tuition fees Assurance Scheme and the ESOS Assurance Fund Manager. I confirm that I understand the terms and conditions of this offer and/or they have been explained to me by my education agent or by a representative of Kelly Colleges. I understand that any variation of those stated terms and conditions of the contract must be provided in writing and be signed by an authorised officer of the College.

Given Name (s)

Date

DD / MM / YYYY

Family Name(s)

Signature

REFUND POLICY

1. All notifications of withdrawal from a course or requests for refunds must be made in writing via Kelly Colleges' course cancellation / refund request form.
2. Enrolment fee are non-refundable.
3. The College will refund within 28 calendar days, all tuition fees paid where the student's application for admission is refused by the College or in the unlikely event that the College is unable to deliver the course in full.
4. In the case of student visa rejection, the College agrees to refund within 28 calendar days all tuition fees paid. The student must provide certified evidence outlining the reason for rejection from the Australian Immigration authorities.
5. Where a student's course of study is terminated for a serious breach of the College rules or a breach of visa conditions, including non-attendance and/or unsatisfactory course progress, there will be no refund of any fees paid.
6. The College agrees to refund within 28 calendar days of the receipt of written notice of cancellation by the student (or parent or guardian if the student is under 18 years of age), tuition fees paid by or on behalf of the student less the amounts to be retained as detailed below:
 - a) If written notice is received 28 calendar days or more before the date of course commencement, then 25% of the total invoiced tuition fee* shall be retained by the College. If enrolment is 4 weeks in duration or less, no refund will be given.
 - b) If written notice is received 27 calendar days or less before the date of course commencement, then 50% of the total invoiced tuition fee* shall be retained by the College. If enrolment is 4 weeks in duration or less, no refund will be given.
 - c) If written notice is received on or after the date of course commencement, there will be no refund of any fees paid unless the College Director deems that exceptional circumstances apply.
 - d) Fees may also be payable under the 'Payment' clause in the Terms and Conditions.

*Refunds are calculated on full tuition fees for the course rather than payments received.

7. Homestay Refunds
 - a) Homestay placement fees are non-refundable.
 - b) If written notice of cancellation for accommodation is given 7 calendar days or less before arrival, the College will charge a cancellation fee equivalent to 1 week of accommodation.
 - c) If written notice of cancellation for accommodation is given after arrival, 4 weeks notice is required; any accommodation fees in excess of the notice period will be refunded less a 10% cancellation fee.
8. Airport Pick-up Refunds
 - a) The College will refund airport pick up fees if written notification is received 48 hours or more prior to arrival date, otherwise no refund will be given.
 - b) If flight details change and notification is received less than 48 hours prior to arrival, a second pick up fee will be charged.
9. Overseas Student Health Cover (OSHC) Refunds
If the student is transferring from another provider or cancelling cover, the request must be made in writing to the College. Service fees may apply.
10. This agreement, 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.
11. All refund amounts will be paid within 28 calendar days after receipt of a written application and supporting documents. The amount will be paid directly to the person who entered into the contract with the Colleges in Australian dollars unless it is impracticable. Any transfer or other bank charges incurred will be deducted from the refundable amount.

Given Name (s)

Date

DD / MM / YYYY

Family Name(s)

Signature