



# Course Application Form

Please complete this form in English (block uppercase letters)

Agent Stamp

## Personal Details

<u>Family Name</u>		<u>Given Names</u>	
<u>Birthdate (DD/MM/YY)</u>	<u>Age</u>	<u>Sex (M/F)</u>	<u>Country of Birth</u>
<u>Nationality</u>	<u>Passport Number</u>	<u>Passport Expiry Date (DD/MM/YY)</u>	
<u>Home Country Address (Number and Street)</u>		<u>Australian Address (Number and Street)</u>	
<u>Home Country Address (Suburb or Town)</u>	<u>Postcode</u>	<u>Australian Address (Suburb or Town)</u>	<u>Postcode</u>
<u>Home Country Address (Region, State, Country)</u>		<u>Australian Address (State)</u>	
<u>Home Telephone</u>		<u>Mobile Telephone</u>	
<u>Email #1</u>		<u>Email #2</u>	
<u>Occupation (Job)</u>	<u>Education Background (tick all that apply)</u>		
	<input type="checkbox"/> Primary/Elementary School <input type="checkbox"/> Junior College	<input type="checkbox"/> Junior High School <input type="checkbox"/> University/College	<input type="checkbox"/> Senior High School <input type="checkbox"/> Graduate School
			<input type="checkbox"/> Vocational School

## Travel Details

<u>What kind of visa do you have / are you applying for?</u>	<u>Has your visa been approved?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Is your flight confirmed?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>If yes, write airline and flight number.</u>
<u>Date of arrival at Perth Airport</u>	<u>Time of arrival at Perth Airport (AM/PM)</u>
<u>Do you need assistance with transport to Bunbury from Perth Airport?</u> <i>Airport pick-up and then coach bus to Bunbury costs \$149 (and may require accommodation overnight in Perth). Airport pick-up to Bunbury costs \$200.</i> <input type="checkbox"/> No <input type="checkbox"/> Yes - Airport Pickup and Coach Bus <input type="checkbox"/> Yes - Airport pickup to Bunbury	
<u>Date of arrival in Bunbury</u>	<u>Time of arrival in Bunbury (AM/PM)</u>

## Course Details

<u>Course Name (for example, "General English")</u>	
<u>What date do you want to start and complete your course? (DD/MM/YY)</u> From: ____/____/____ To: ____/____/____	<u>Total Number of Weeks</u>
<u>Approximate Level of English Now</u> <input type="checkbox"/> Beginner <input type="checkbox"/> Pre-Intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper Intermediate <input type="checkbox"/> Advanced	
<u>Previous Level/Certificates Achieved</u>	<u>Are you interested in logged work experience in our office?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>Purpose of Study (Tick all that apply)</u> <input type="checkbox"/> Learning about Australian culture For university or job <input type="checkbox"/> Improving my English generally Making friends <input type="checkbox"/> To pass an exam <input type="checkbox"/> Other _____	
<u>How did you find out about West Coast College?</u> <input type="checkbox"/> Newspaper/Magazine <input type="checkbox"/> Friend <input type="checkbox"/> Website <input type="checkbox"/> Embassy <input type="checkbox"/> Agent	

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**Next of Kin**  
To be contacted in case of emergency

<u>Next of kin's name</u>		<u>Relationship to you</u>
<u>Telephone (Daytime Contact Number)</u>		<u>Mobile Telephone</u>
<u>Fax</u>		<u>Email</u>

**Medical Details**

<u>Do you have any medical conditions?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No
<u>If yes, what kind?</u>

<u>Do you have travel insurance?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No	<u>If Yes, Insurance Company and Policy Number:</u>
<i>If No, ensure you have insurance before beginning your course and notify West Coast College as soon as you have it. Student Visa holders must have Overseas Health Cover as a condition of their enrolment and West Coast College can organise this on request. You are required to have insurance cover for 4 weeks longer than your course.</i>	<b>** Student Visa Holders Only **</b> <u>Do you want West Coast College to organise your Overseas Health Cover? (\$29/mth in 2008)</u> <input type="checkbox"/> Yes <input type="checkbox"/> No

**Personal Information**

<u>Interests</u>	<u>Sports</u>	<u>Leisure Activities I want to try in Australia</u>
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**Accommodation**

<u>Do you require assistance finding accommodation?</u> <i>Assistance incurs the following placement fees: Home/Farm Stay \$170, all other accommodation types \$100</i>
<input type="checkbox"/> Yes - please fill in the Accommodation Application Form <input type="checkbox"/> No

**Cancellation and Refunds**

*All requests for a refund should be submitted in writing with supporting documentation to the administration manager at West Coast International College of English as soon as possible. Refunds will be paid within 4 weeks if the student withdraws or 2 weeks if West Coast College is responsible for the cancellation. Normally refunds are made payable to the institution which the student is transferring or, in the case of not continuing studies, made to the student's home account within the timeframe above or immediately following their departure from Australia. Refunds are based on 20 week semesters, for example a student enrolled for 30 weeks who withdrew 5 weeks before the course would receive a refund for 24 weeks (refund of 70% for 20 weeks, plus full refund for 10 weeks). The accommodation placement fee and tuition registration fee are non-refundable. The 10% deposit and balance of tuition fees is refundable in the manner and circumstances outlined:*

You are not accepted into the course	All monies refunded minus an administrative fee of up to \$230
Your application for a visa is unsuccessful and you have notified West Coast College of this and provided documentation before the course start date	All monies refunded minus an administrative fee of up to \$230
Your visa is cancelled because you seriously breach either the visa conditions or the institution's rules after course commencement.	No refund of monies
West Coast College withdraws the offer of a place before the course start date	All monies refunded minus an administrative fee of up to \$230. If offer had been based on incorrect information from you, an administrative fee of up to \$600 would be incurred.
West Coast College cancels the course before the course has commenced	All monies refunded minus an administrative fee of \$230
West Coast College withdraws the offer of a place after the course start date	The default provisions of the ESOS Act 2000 apply.
West Coast College cancels the course after the course has commenced	The default provisions of the ESOS Act 2000 apply.
You withdraw from the course more than 10 weeks before the start date	All monies refunded minus an administrative fee of 10% or \$100 (whichever is the lesser amount). The default provisions of the ESOS Act 2000 apply.
You withdraw between 4 and 10 weeks before the course start date	70% of monies refunded
You withdraw 4 weeks or less before the course start date	40% of monies refunded minus an administrative fee of 10% or \$100 (whichever is the lesser amount)
Your withdraw during the first 4 weeks of the course	30% of monies refunded minus an administrative fee of 10% or \$100 (whichever is the lesser amount)
You withdraw after the first 4 weeks of the course	No refund of monies

*The administration manager of West Coast College makes case-by-case decisions regarding refunds based on the reasons given for absence or withdrawal and whether a substitute candidate can be found. This agreement does not remove the right to take further action under Australia's consumer protection laws.*

**AGREEMENT**

In applying for enrolment for Tuition, I acknowledge and agree:		
<ol style="list-style-type: none"> <li>to read the Student Handbook supplied to me by the West Coast International College of English ("the College"). I agree that I will comply with the policies, rules, agreements, procedures and instructions contained in the Student Handbook.</li> <li>to take out comprehensive travel, hospital and accident insurance prior to attending a course. Student visa holders must have OSHC (Overseas Student Health Cover) insurance as a condition of enrolment;</li> <li>that the College, its employees and representatives are not liable and I will not make any claim against any of them for any injury or loss sustained by me while living in Australia;</li> <li>if I become ill, am injured or incapacitated, any employee, proprietor or director of the College is authorised to take such actions as he or she considers reasonably necessary, including arranging medical treatment for me or arranging to transport me back to my home country at my cost. I release the College, its employees, proprietors and directors from any liability in relation to any such actions;</li> <li>any information provided may be made available to Commonwealth and State agencies and the Fund Manager of ESOS Assurance Fund, pursuant to obligations under the <i>ESOS Act 2000</i> and the Australian National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2001);</li> <li>the information provided to the College in this application is complete, true and correct; and</li> <li>I have read, understood and agreed to all the above conditions.</li> </ol>		
<u>Name</u> (If under 18 a legal guardian must sign)	<u>Signature</u>	<u>Date</u> (DD/MM/YY)