

ENROLMENT FORM

Please use **BLOCK LETTERS** & return to:

Magill College Pty Ltd CRICOS Provider Code: 01994M
 Level 4, 388 Sussex Street, Sydney NSW 2000 Australia
 ABN : 67 090 050 990
 Telephone : (+61 2) 8061 6980
 Facsimile : (+61 2) 9267 1711
 Website : http://www.magill.edu.au
 E-mail : marketing@magill.edu.au

PLEASE
AFFIX
PHOTO
HERE



Personal Details:

Family Name : _____ Title : Mr Ms Mrs
 First Name : _____ Gender : Male Female
 Date of Birth : _____ Country Of Birth : _____
 Passport Nationality : _____ Passport No : _____
 Visa application in : (City) _____ Place of Issue (Country) : _____
 Type of Visa : Student Working Holiday Tourist Other _____

Overseas Address:

 Telephone No. : (____) _____
 Mobile No. : (____) _____
 E-mail : _____

Australian Address:

Street : _____

 Suburb / Town : _____
 State / Post Code : _____
 Telephone No : (____) _____
 Mobile Phone : _____
 E-mail : _____

It is a Student Visa Condition to inform the College of your residential address in Australia within 7 days of arrival.

Education:

Highest Education Level: High School College University
 English Language Proficiency Level:
 IELTS Score: _____ TOEFL Score: _____ Other (please specify): _____

Please complete if you require us to organise accommodation (HOMESTAY) / Airport Pick-up for you

Single Room : Do you Smoke : YES NO
 Double Room : Do you have allergies : YES NO
 From the night of : ____ / ____ / ____ Do you require a special diet : YES NO
 To the morning of : ____ / ____ / ____ Please specify (allergy/diet) : _____
 Special assistant required: YES NO Do you like pets : YES NO
 If YES, specify : _____

Airport pick-up required : YES NO Airline : _____
 Date of Arrival : ____ / ____ / ____ Time of arrival : _____ Flight No : _____

Course Details:

Diploma of Management / Advanced Diploma of Management / Diploma of Information Technology (Multimedia)

Course Name : _____ Start Date : ____ / ____ / ____
 _____ Finish Date : ____ / ____ / ____
 Course Length: 6 Months 12 Months Please refer to the course commencement dates overleaf.

Course Fees:

Tuition Fee = \$ _____
 Enrolment Fee = \$ _____
 Material Fee = \$ _____
 Student Health Cover = \$ _____
 Homestay Placement f (OHSC) = \$ _____
 Homestay Fee = \$ _____
 Airport Pick-up Fee = \$ _____
 Other Fee = \$ _____
TOTAL = \$ _____

Full payment of AU\$ _____ by (cheque/cash) is enclosed.
I have read and understand the information in the Student Refund and Cancellation Policy overleaf and agree to be bound by it.
 All prices for studies and fees are in Australian Dollars (AU\$)
 Signature of Applicant : _____
 Date of Application : _____

- Enrolment Procedures** - Please read Magill College Info Pack (Brochure) and Student Handbook prior to enrolment.
1. Complete and sign the **Enrolment Form** and return it to the College with copies of your passport/visa, English results (IELTS 5.5), HSC Year 12 and/or equivalent relevant work experience or training resulting in satisfactorily achieving all prerequisite competencies or demonstrated equivalence. Documents **not in English** should be provided with a translation.
 2. Once you receive & sign the **Letter of Offer and Student Agreement** fees are to be forwarded to the following account:

MAGILL COLLEGE STUDENT ACCOUNT

BSB Number : **032135** Account Number : **261992**
 Bank Name : Westpac Bank Address : 591 George Street, Sydney NSW 2000 AUSTRALIA
 SWIFT Code : **WPACAU2S**

COURSE COMMENCEMENT DATES 2011 / 2012

Management / Information Technology Courses

10 January 2011, 21 February 2011, 11 April 2011, 11 July 2011, 22 August 2011, 10 October 2011, 16 January 2012
Student Orientation at 9:00am for all new students on the above dates. Christmas break (24/12/2011 - 15/01/2012)

Australian Public Holidays 2011: Monday 3 January, Wednesday 26 January, Friday 22 April, Monday 25 April, Tuesday 26 April, Monday 13 June, Monday 03 October, Monday 26 December & Tuesday 27 December 2011

Student Refund and Cancellation Policy - Refunds of Course Money

Magill College policy on the refunds of course money has been determined in accordance with the ESOS Act 2000 and it applies to all commencing overseas students. This and other information may be provided to the Australian Government and other designated authorities in relation to administering the ESOS Act 2000, the National Code 2007, the ESOS Assurance Fund Manager and/or the Migration Act (as amended). **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.**

All Refunds requests must be made in writing by the student(s), parent(s) or their legal guardian(s) and submitted to Magill College together with any supporting application if applicable. **In the case of student visa refusal and/or student default, refunds will be made within (4) four weeks after receiving a written claim from the student** and will include a statement explaining how the refund was calculated.

1 Student Visa refusal – Written documentation of the student visa refusal must be provided to Magill College.	
1(a)	Prepaid course fees at the time of cancellation will be refunded in full if a student visa application lodged overseas is rejected; however, the enrolment fee of AU\$ 200.00 is not refundable.
1(b)	A student who is off-shore and where a student visa has not been issued in time to commence a course at the agreed starting date, and where the student contacts Magill College in writing and agrees to a deferred start date, another commencement date would be arranged without an additional charge. Should the deferred start date be unacceptable, prepaid course fees at the time of cancellation will be refunded in full ; however, the enrolment fee is not refundable.
1(c)	A student who is on-shore must commence a course on the agreed commencement day even though they may still be awaiting a decision from DIAC. A pro-rata refund of the prepaid course fees at the time of cancellation will be granted if a student visa application is refused / rejected on-shore after the commencement date of a course has passed; however, the enrolment fee of AU\$ 200.00 is not refundable.
2 Student default – Occurs where an overseas student does not start a course or withdraws from a course as defined in section 27 (2) of the ESOS Act. A written notice is required for the course cancellation. The cancellation charges are:	
2(a)	25% of the prepaid course fees at the time of cancellation for 28 days notice or more before course commencement date; however, the enrolment fee of AU\$ 200.00 is not refundable.
2(b)	50% of the prepaid course fees at the time of cancellation for less than 28 days notice before course commencement date; however, the enrolment fee of AU\$ 200.00 is not refundable.
2(c)	100% of the prepaid course fees at the time of cancellation on or after course commencement date. To avoid any doubt, No refund will be paid to the student if the student withdraws from the course either on or after the agreed commencement date. Package courses - upon commencement of the initial course, any subsequent course(s) are non refundable in the case of student default.
2(d)	No refund is granted where Magill College terminates an enrolment due to a student failing to satisfy course requirements relating to attendance or academic performance in accordance with the obligations of the student under the student visa regulations.
2(e)	No refund is granted where Magill College terminates an enrolment due to a student failing to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course.
2(f)	No refund is granted where Magill College terminates an enrolment due to a student misbehaving and causing problems for other students, staff, the College's reputation and its relationship with other organisations (such as building management) or for breaking laws applicable in New South Wales and elsewhere in Australia. This does not affect the student's right to access the availability of the College's complaints and appeals processes.
3 Provider default – Occurs where the registered provider fails to provide a course or ceases to provide a course to an overseas student in accordance with section 27 (1) of the ESOS Act. Reimbursement in the case of provider default is within (2) two weeks of the default day occurring to the student and will include a statement explaining how the refund was calculated.	
3(a)	In the unlikely event that Magill College is unable to deliver your course in full, a student will be offered a refund of all prepaid course fees that they have paid to date to Magill College.
3(b)	Alternatively, a student may be offered enrolment in an alternative course by Magill College at no extra cost to the student. A student has the right to choose whether he / she would prefer a full refund of all prepaid course fees, or to accept a place in another course. If a student chooses placement in another course, Magill College will ask the student to sign a document to indicate that he / she accepts the placement.
3(c)	If Magill College is unable to provide a refund or place a student in an alternative course our Tuition Assurance Scheme (TAS) through the Australian Council for private Education and Training (ACPET) will place the student in a suitable alternative course at no extra cost.
3(d)	Finally, if ACPET cannot place a student in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place the student in a suitable alternative course or, if this is not possible, the student will be eligible for a refund as calculated by the Fund Manager.