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**Greenwich  
College**

## GREENWICH COLLEGE APPLICATION FORM

### STUDENT DETAILS

Family Name \_\_\_\_\_

Given Name(s) \_\_\_\_\_

Nationality \_\_\_\_\_ English Name \_\_\_\_\_

Passport No \_\_\_\_\_

Visa Expiry Date \_\_\_\_\_ Visa Type \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender (M/F) \_\_\_\_\_

Email Address \_\_\_\_\_

Overseas Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

Address in Australia (if known) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

### SERVICES

Job placement \_\_\_\_\_

OSHC how long? \_\_\_\_\_

COE \_\_\_\_\_

### ACCOMODATION & AIRPORT PICK UP

Do you want Greenwich College to arrange  
Homestay accommodation for you?  
\_\_\_\_\_

Yes  No

If Yes, how many weeks? \_\_\_\_\_

Do you want to be picked up at the airport?  
\_\_\_\_\_

Yes  No

Arrival details \_\_\_\_\_

Flight No \_\_\_\_\_ Date/Time \_\_\_\_\_

### COURSE

Starting Date \_\_\_\_\_

Length of Course \_\_\_\_\_

Course Type (Full-time or Part-time) \_\_\_\_\_

Which course are you interested in? (tick)

General English

IELTS Preparation

Round Table Classes

TESOL (8 weeks)

TESOL (intensive 8 weeks)

TECSOL (4 weeks)

CAMBRIDGE

Other \*

\* For HES's J-shine courses please see attached application form.

### PREVIOUS STUDY IN AUSTRALIA

Institution \_\_\_\_\_

Do you plan further study in Australia?  
\_\_\_\_\_

Yes  No

Institution \_\_\_\_\_

### 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

BSB Number: 082-080

Account Number: 58 882 7761

Bank Name: National Australia Bank Limited

Branch: 292 Pitt Street Branch Sydney NSW



Agent's stamp



## 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, Branch: 292 Pitt Street Branch Sydney NSW.  
**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, except the enrolment fee.
9. Greenwich College reserves the right to cancel any enrolment, prior to the date of commencement of the 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 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 deductions for agent's commissions or fees.
20. Where a student came to Greenwich College through an agent, refunds will be via 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.
27. The student agrees to take care of their own belongings at all times and will not hold the College responsible for any loss, accident or mishap.
28. The student agrees to follow all lawful and reasonable instructions given by the College, its staff or teachers while on College premises or participating in excursions, field trips or extra curricular activities organized by the College.
29. The student will behave in a safe and responsible manner at all times, and will not undertake any activity or action that they feel is dangerous or beyond their ability to carry out safely, including but not limited to excursions, field trips or extra curricular activities.
30. The student understands that participation in any excursion, field trip or extra curricular activity is voluntary and that they may excuse themselves from attending any such event by informing a staff member or teacher before hand without incurring any negative repercussions.
31. The student will not participate in any field trip, excursion or extra curricular activity unless they have adequate insurance coverage, such as that provided by the College through Medibank.
32. The student will not hold the College or its staff and teachers responsible for any accident, injury, mishap or loss that occurs on any excursion, field trip or extra curricular activity.
33. The college accepts no responsibility for the safety of students or their belongings on any excursion, field trip or extra curricular activity. A student's attendance at these events is conditional on students accepting this point.

## 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 return 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. Before you sign, please check the condition of enrolment at the back of this form.

Signed \_\_\_\_\_

Date \_\_\_\_\_

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

Signed \_\_\_\_\_

Date \_\_\_\_\_