



# STUDENT APPLICATION FORM 2023

## PERSONAL INFORMATION (SAME AS YOUR PASSPORT)

Given Name(s):		Family Name(s):	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	Date of Birth: / / (dd/mm/yyyy)		
Contact Number:	Email:		
Are you currently Onshore or Offshore: Onshore (Australia) <input type="checkbox"/> Offshore (Outside Australia) <input type="checkbox"/>			
Address in Home Country:			
City:	State:	Country:	Postcode:
Address in Australia (if known):			
City:	State:	Country:	Postcode:

## PASSPORT & VISA

Nationality:	Passport No:	Expiry: / /
Type of VISA you currently hold OR apply for: Student <input type="checkbox"/> Visitors <input type="checkbox"/> Working <input type="checkbox"/> Other:		

## MEDICAL COVERAGE

Do you have Overseas Student Health Cover? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no, would you like Camberwell College to arrange: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If you do have Overseas Student Health Cover already, please fill out the following row:		
Name:	Membership No:	Expiry: / /

## ENGLISH PROFICIENCY

Do you hold a certificate in English Proficiency (i.e IELTS, PTE, etc): Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name of Test:	Result:
If no, you require an Online English Test with Camberwell College: Yes <input type="checkbox"/> No <input type="checkbox"/>	

## FURTHER STAY IN AUSTRALIA AFTER CAMBERWELL COLLEGE

College <input type="checkbox"/> TAFE <input type="checkbox"/> University <input type="checkbox"/>	I have received a letter of offer for this: Yes <input type="checkbox"/> No <input type="checkbox"/>
Applying for another VISA after this course? If yes, please specify:	

## ENGLISH COURSES AND OTHER PROGRAMS

General English	Study weeks:	Preferred starting date: / /
IELTS Preparation	Study weeks:	Preferred starting date: / /
English for Academic Purposes 1 & 2	Study weeks:	Preferred starting date: / /

Camberwell College is closed for two weeks over the Christmas/New Year period. The college is also closed on all National and State Public Holidays including: Australia Day, Labour Day, Good Friday, Easter Monday, ANZAC Day, Queen's Birthday, Melbourne Cup.\*

\*A full week's tuition is payable in weeks comprising public holidays, no refunds or discounts will be offered due to shortened weeks. All enrolments over the Christmas period will gain a week's holiday for the period the College is closed.



## AGENT DETAIL

Are you using an agent: Yes <input type="checkbox"/> No <input type="checkbox"/>	Agency Name:
Contact No:	Full name of Contact Person:

## EMERGENCY CONTACT

Contact person name:	Relationship:
Mobile Number:	Home Phone:

## DISABILITY / MEDICAL DETAILS

Do you consider that you have a disability, impairment or long term condition: No  Yes

If yes, write your condition here:

## HOW DID YOU HEAR ABOUT CAMBERWELL COLLEGE?

Google Search <input type="checkbox"/>	Online Ad <input type="checkbox"/>	Magazine/Newspaper Ad <input type="checkbox"/>	Through a Website <input type="checkbox"/>
Friends <input type="checkbox"/>	At an Event <input type="checkbox"/>	Other:	

## CHECKLIST

Copy of Passport <input type="checkbox"/>	Copy of VISA* <input type="checkbox"/>	English Test* <input type="checkbox"/>	*If Applicable
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## ACCOMMODATION & AIRPORT TRANSFER

Homestay: Half board (no lunch)  Full board (include lunch)  Duration: \_\_\_\_\_ weeks (Minimum 4 weeks)

Student Accommodation: Single bed room  Twin beds rooms  Duration: \_\_\_\_\_ weeks (Minimum 4 weeks)

Airport pickup: Yes  No  Arrival Date & Time: \_\_\_\_\_ (dd/mm/yyyy) Flight No: \_\_\_\_\_

N/B: Bookings will not be made until payment and flight details are received.

Please ensure you complete the homestay request form

Requests are not guaranteed, but the Homestay staff at Camberwell College will do their best to accommodate student requests. It is recommended that students who request airport reception arrive and depart on the weekend. Alternative Accommodation is based on availability and not guaranteed. Homestay students are advised that neither Camberwell College nor the Homestay family can be held responsible for the loss or theft of personal belongings. Although the chance of a loss due to theft is extremely small, we nonetheless advise students to ensure that they obtain adequate insurance coverage in their home countries for all personal belongings that they bring with them.



# STUDENT POLICIES

## Refunds

CAMBERWELL COLLEGE reserves the right to cancel or postpone any course prior to their scheduled commencement date, should it be necessary. In such circumstances, if the course is postponed by more than four weeks, and if the student is unable to enrol in a similar course at CAMBERWELL COLLEGE, all fees will be refunded. Refund of fees will be granted in accordance with the Refund Policy set out below.

### Full Refund of Course Fees

CAMBERWELL COLLEGE will make a full refund of course fees paid in advance in the following circumstances:

- Application for a student visa is unsuccessful (CAMBERWELL COLLEGE reserves the right to retain an Administration Fee of \$200. Fees paid in advance will be refunded within 14 days.
- If CAMBERWELL COLLEGE is unable to start the delivery of a course on the agreed starting date or ceases to deliver the course before it is completed. Full refund will be made within 14 days of the specified date or from the time the course ceases to be delivered in accordance with the refund guidelines of the ESOS Act.

### Partial Refund

CAMBERWELL COLLEGE will provide a partial refund of course fees paid in advance:

- Where you provide more than 10 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be less \$200 Administration Fee.
- If you provide more than 4 weeks and up to 10 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be 70% of course fee, less \$200 Administration Fee.
- Where you provide less than 4 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be 25% of course fee, less \$200 Administration Fee and where applicable any education agent fee.
- Partial refund after commencement at Camberwell College MAY be given upon discussion of extenuating circumstance with the Campus Manager

### No Fee Refund

CAMBERWELL COLLEGE will not refund any fees:

- Where student withdraws from the course after commencement of the course. This includes Course Fees, Application Fees, cost of learning resources, OSHC, and airport pickup.
- Whether or not you are paying advance installments, all payments for the length of your course must be honored and paid in full upon exit from Camberwell College.
- In the event where an extension to the student's visa is not granted and the course has commenced. (Students are advised not to enrol if they believe their visa will not be extended).
- In an event where a student applies and is granted approval by CAMBERWELL COLLEGE to transfer to another registered provider prior to completion of six months' study of the principal course.
- In an event where the student's enrolment is cancelled as a result of Student Disciplinary Policy or breach of student visa conditions.

### Request for Refund

Students who wish to apply for a Refund of course fees in accordance to the Refund Policy should do so by completing the Refund Form (available at website).

### Payment of Refund

All refunds for which a student is eligible will be forwarded within 14 days to the person who paid the fees in his or her home country, unless the student is transferring to another registered provider in Australia (subject to Visa conditions), in which case any refund may be remitted to that registered provider.

CAMBERWELL COLLEGE will provide the student with a statement detailing the calculation of the refund.

## Approvals

All refunds must be approved by the Campus Manager. Exemptions to any of the above mention cases may only occur where the student has extenuating or compassionate grounds.

### Student Guidelines

CAMBERWELL COLLEGE will:

- Ensure that you are provided with access to the Complaints and Appeals Process.
- Pay refunds in Australian dollars only, and refund onshore by cheque or offshore by telegraphic transfer.
- Pay refunds within 14 days of the Refund Form, and any required documentation, being submitted.

"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".

### Course Delivery Continuance

In the circumstance whereby CAMBERWELL COLLEGE's management is unable to meet its agreed study and training obligations to you, arrangements will be made to seek an alternative course and where this arrangement may be found unsatisfactory, the unexpended tuition fees for the course will be refunded to you within two weeks of the course not being provided.

### Students under 18 years of Age

Camberwell College will enrol students under the age of 18 who are non-COE based. This means that students who do not hold a student visa can complete an application to study at the language centre. All U18 students must have their parent or suitable nominated relative sign an U18 Student Welfare Responsibility Letter.

### Information sharing

Information is collected during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the TPS Administrator. In other instances, information collected during your enrolment can be disclosed without your consent where authorised or required by law, this may include and the circumstance of any suspected breach by the student of a student visa condition.

### Privacy Policy

I understand that my contact details may be used by Camberwell College to communicate information to me and photographs or video taken on Camberwell College premises may be used for marketing purposes. I agree to the Privacy Policy as outlined at [www.camberwellcollege.edu.au/en/policies-and-procedures](http://www.camberwellcollege.edu.au/en/policies-and-procedures).

### Student Declaration

I declare that the information I have supplied in this application and documentation supporting this application is true and correct.

\_\_\_\_\_/\_\_\_\_\_  
Applicant Signature Date (dd/mm/yy)

\_\_\_\_\_/\_\_\_\_\_  
Parent or Guardian Signature Date (dd/mm/yy)