

Enrolment Form Liberty International College 2017

Australia Liberty College Pty Limited trading as Liberty International College
ABN:78617894943
RTO 45199 | CRICOS No 03621B www.libertycollege.edu.au
info@libertycollege.edu.au Phone No: 0731616102
Ground Floor 490 Upper Edward Street, Spring Hill QLD 4000 Australia



PERSONAL DETAILS

Mr Mrs Miss Ms Other: _____ Gender: Male Female Other: _____ Date of Birth: ___/___/___
Family name: _____ Given Names: _____
Nationality: _____ Country of Birth: _____ Passport number: _____
Australian Address: _____ Suburb: _____ Postcode: _____
Address Overseas: _____ Phone: _____
Email: _____
Applying: Onshore (in Australia) : _____ Offshore (outside Australia): _____

ENGLISH PROFICIENCY LEVEL (please provide documentary evidence)

Yes (please attach evidence. i.e. IELTS result, certificate, academic transcript etc.) No (please contact Liberty International College to arrange placement test)

EDUCATION HISTORY

Are you currently enrolled at another institution in Australia?

Yes. Which institute: _____ Program: _____
Expected Date of Completion: ___/___/___ Is a Release Letter Required: Yes No

No. Previous institution: _____ Program: _____ Duration: _____

OVERSEAS STUDENT HEALTH COVER (OSHC) (If choosing cover for more than single person please provide passport copies of other persons)

Do you need Liberty International College to arrange your OSHC for you?

Yes. Single Couple Family: How many people? _____

No. By choosing no you acknowledge that you are responsible for your own insurance cover for the duration of your visa.

ACCOMMODATION

Do you require assistance with accommodation: Yes No

(If Yes) Number Of Weeks: _____ Start Date: ___/___/___ Single room Share room

REQUEST FOR DISABILITY SUPPORT

Do you require disability support: Yes No. If yes, please provide details: _____

If you are requesting disability support, and have a disability that may affect your learning (e.g. hearing, or vision impairment, health, mobility, etc.) please provide official supporting documentation (in English) about the nature of your disability and the impact it will have for your education in Australia.

COURSE SELECTION

Please Select Course Below:

IELTS - FOUNDATION ADVANCED

CRICOS: C95746E/HC30113 - Certificate III in Early Childhood Education and Care

CRICOS: 095744G/CHC50113 - Diploma of Early Childhood Education and Care

CRICOS: 095745F/CPC30211 - Certificate III in Carpentry

CRICOS: 095747D/CPC40110 - Certificate IV in Building and Construction (Building)

CRICOS: 095748C/CPC50210 - Diploma of Building and Construction (Building)

Course Start and Finish Dates:

___/___/___ (dd/mm/yyyy)

___/___/___ (dd/mm/yyyy)

PAYMENT OPTIONS & INFORMATION (Payment plan information available at <http://www.libertycollege.edu.au/>)

Pay In Full Payment Plan (incurs a service fee) Please Specify Which Payment Plan You Prefer: _____

1. Electronic Transfer or Direct Deposit (please email proof of payment to info@libertycollege.edu.au)

Bank Name: Westpac Bank

Account Name: Australia Liberty College Pty Ltd BSB: 034-070 Account Number: 565731

Swift Code: WPACAU2S

2. Cash payment (Only available at Liberty International College Administration. Please contact us for more details)

3. Direct Debit (Please fill in details below)

Visa Master Card. Account Number: _____ Expiry Date: ___/___

CVV: _____ Cardholder Name (exactly as printed on card): _____

REFUND POLICY

Please access and read our International Student Refund Policy at <https://www.libertycollege.edu.au>.

I have read and understood the Conditions of Enrolment and International Student Refund Policy on the Liberty International College website

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HOW DID YOU HEAR ABOUT US?

- Internet Seminar Other _____
 Agent (please specify) _____

TERMS & CONDITIONS

- No refund will be made if a student is expelled for misconduct or their visa is cancelled by the Australian government.
- Applications for a refund must be made to the Principal in writing.
- The enrolment processing fee is non-refundable.
- Payment plan fee is non-refundable.
- Tuition fees and OSHC are refunded in full where:
 - we are advised of the cancellation in writing 28 days or more before a course starts.
 - A visa application is rejected by the Australian Embassy.
- Notices of cancellation are not effective until written notification is received by us.
- If a student cancels his/her course less than 28 days before commencement date, a cancellation fee of 25% will apply to the total tuition cost, where the course has been paid in full upfront. If the course is paid by instalments; the first tuition fee paid upfront will not be refunded
- If a student cancels his/her course at least 28 days before the next payment date, no further tuition fees will be charged.
- The full amount of the upcoming tuition fee will be charged if a student cancels his/her course less than 28 days before the next payment date
- Pro-rata refunds of tuition fees will only be made after the commencement date of the course in special circumstances (i.e. on compelling or compassionate grounds) at the discretion of the Principal.
- Refund in full will be given only if:
 - the course does not start on agreed day, or
 - the course ceased to be provided at any time after its starts but before its completed, or
 - the course is not provided in full because a sanction has been imposed on the provider.
- Visa rejection refunds require:
 - a copy of the visa rejection notification from the Australian Embassy;
 - the official AELS Receipt.
- All refunds are made in Australian Dollars and will be paid within two weeks of receiving a written claim.
- All refunds are made payable to and sent to the student in his/her country of origin.
- Bank charges are deducted for refunds made by bank draft or electronic transfer.
- We will provide a statement to students that explain how the refund amount has been worked out.
- Tuition fees are not transferable to another person or institution, but may be transferred to another course within our college.
- Course change will incur a fee of \$50.
- When acceptable documentary evidence is produced, refunds will be at our discretion. While we emphasise the value of pastoral care and seeks to make appropriate and useful services available to students, whether a student avails him or herself of these services is a matter of individual choice. Please note that our employees, agents or related entities expressly disclaim to the full extent permitted by the law any liability whatsoever arising out of or in respect of information, advice or opinion provided by our employees or related entities in respect of matters other than the course program itself.
- In the unlikely event that we are unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course at our college at no extra cost to you. You have the right to choose whether you would prefer a full

refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

- If we are unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme, ACPET OSTAS, will place you in a suitable alternative course at no extra cost to you.
- Finally, if ACPET OSTAS cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

Health Cover – OSHC

It is a condition of student visa that all students arrange health insurance before being issued with a visa and that the insurance is maintained during the student's stay in Australia.

Deferral, suspension or cancellation of enrolment

Please read the information in the Student Handbook (available from the college's website) before you sign the declaration.

Visa Requirements

Students are required to undertake a full-time study workload of 20 contact hours per week and achieve a minimum rate of academic progress that will enable them to complete the course in the time frame stated in their Confirmation of Enrolment. Students are therefore required to successfully complete a minimum of 50% of their units in a semester. Failure to do so will have to be reported to DIBP and may result in the cancellation of their student visa.

Change of Address

The student understands that they must advise Liberty International College within 48 hours of any change in their address or contact details during their course.

EMERGENCY CONTACT

Name: _____

Relationship to Student: _____

Address: _____

Phone No: _____

Email: _____

ENROLMENT CHECKLIST

- Signed and Completed Application Form
 Copy of Passport and Visa
 Documentation of Highest Qualification Achieved
 English Proficiency (IELTS or English Certificate)
 Other (Please specify) _____

(A CoE cannot be created until all the above documents are received)

REPRESENTATIVE'S STAMP

*If you have completed an IELTS test, attach a copy of your Certificate.
We do not accept any students under 18 years of age in any courses offered.*

STUDENT DECLARATION

I have read fully and understand and accept the Terms and Conditions of Enrolment detailed on this form.

Signed: _____ Date: ____ / ____ / ____ (dd/mm/yyyy)