

**CRICOS PROVIDER CODE 01751G**

INTERNATIONAL STUDENTS PROGRAM  
Telephone + 61 8 87255 455  
Facsimile + 61 8 87249 303  
Email [admin@tenison.adl.catholic.edu.au](mailto:admin@tenison.adl.catholic.edu.au)



Tenison Woods College  
PO Box 965  
Mount Gambier  
South Australia 5290

### APPLICATION FOR ENROLMENT FOR OVERSEAS STUDENTS

APPLICANT PERSONAL DETAILS	
Family Name	
Given Name	
Date of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality	
Address (home country)	Telephone _____ Fax _____ Email _____
Address (in Australia)	Telephone _____ Fax _____ Email _____

VISA STATUS	
If you hold a current VISA provide the following information	
Type of VISA	<input type="checkbox"/> Student <input type="checkbox"/> Working <input type="checkbox"/> Visitor <input type="checkbox"/> Bridging
Date of current Visa expiry	
If you do not hold a current VISA but have applied for one provide the following information	
DIMIA office where application is lodged or will be lodged	Country _____ City _____
Date of application or intended application	

PASSPORT STATUS	
Passport issued by	Passport Number
Date passport expires	

Note, certified copies of original documents must accompany your application

Documents verified: Signed..... Date:.....  
Print Name:.....

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EDUCATION DETAILS	
Last school attended	
Highest Qualification achieved	
Do you wish to apply for Course Credit?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please details of course / unit(s) / module(s) you wish to apply for.
English Language Proficiency <i>Note, certified copies of stated qualifications and English results must accompany your application</i>	<input type="checkbox"/> IELTS      Score.....Date obtained..... <input type="checkbox"/> Other      Score.....Date obtained..... <input type="checkbox"/> Not required

SPECIAL NEEDS	
Do you have any special needs?	<input type="checkbox"/> Medical condition ..... <input type="checkbox"/> Allergies ..... <input type="checkbox"/> Language difficulties ..... <input type="checkbox"/> Other .....

EDUCATION AGENTS	
Are you using an Education Agent?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, provide details: Name:..... Address:..... Phone:.....

MEDICAL COVERAGE	
Have you arranged medical coverage for your stay in Australia?	<input type="checkbox"/> Yes Name of Insurer:..... Member Number:.....
	<input type="checkbox"/> No Do you require us to arrange health cover in Australia <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please indicate type of cover: <input type="checkbox"/> Single Student <input type="checkbox"/> Couple <input type="checkbox"/> Family (how many.....)

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**ACCOMMODATION**

Do you require us to arrange accommodation?

Yes  No

If Yes, what type of accommodation will you require?

Homestay – (*Homestay is a requirement of enrolment if the student is under 18 years of age.*)

Please provide approximate dates for accommodation

From (dd/mm/yy)

To (dd/mm/yy)

Personal Preferences

Do you have special food requirements?  Yes  No

Are you allergic to animals?  Yes  No

Do you require Pick Up from the Airport?

Yes  No

If Yes, please provide flight details as soon as possible (no later than 2 weeks prior to arrival)

**PAYMENTS DETAILS**

Registration Fee: \$ 100

I have attached a cheque / money order for the above amount; or

**PAYMENT BY CREDIT CARD**

Visa  Mastercard  Amex  Diners  Other \_\_\_\_\_

Card Number:                    Expiry: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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## TERMS AND CONDITIONS

### FEES

- There is a NON REFUNDABLE registration fee of \$100 for processing of enrolment application
- Payment of course fees is due when a Letter of Offer and Acceptance is sent to the student
- Payment of course fees are paid in advance by semester
- Payment of other fees such as health cover, accommodation placement fee are due when a Letter of Offer and Acceptance is sent to the student

### REFUND POLICY

- All requests for refunds must be in writing
- All refunds will be paid within 4 weeks of receiving written claim

#### Visa Refusal

- All fees will be refunded except the NON REFUNDABLE registration fee of \$220, proof of Visa refusal must be provided
- However, no refund will be given on fees if a Visa is cancelled due to breach of Visa conditions by the student

#### Withdrawal from Course

- All withdrawals must be in writing and signed by the student
- If withdrawal is 4 weeks or more PRIOR to start of course all paid course fees will be refunded
- If withdrawal is less than 4 weeks PRIOR to start of course 50% of paid course fees will be refunded
- If withdrawal is AFTER the start of course there is no refund

#### Other Circumstances

- If our organisation cancels a course that you are enrolled in, we will offer a full refund of all paid fees (except the NON REFUNDABLE registration fee of \$220) or offer enrolment into a similar course of study if applicable
- If a student has their enrolment cancelled due to misbehaviour or breach of enrolment then no refund will be given for fees paid

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**VISA CONDITIONS**

- Students must maintain a study load of 20 contact hours per week
- Students must maintain a rate of progress in the course of study to be able to complete the course in the scheduled timeframe and in accordance with their Confirmation of Enrolment
- Students must have Overseas Student Health Cover prior to arrival in Australia

**PERSONAL INFORMATION**

- Personal information provided by the student will be kept private and not shared with any organisation unless legally required to do so. Legally we are obligated to provide your personal information to:
  - ESOS Assurance Fund Manager
  - Department of Immigration and Citizenship (DIAC) if there are changes to the student's enrolment or unsatisfactory attendance or progress in the course of study

The terms and conditions stated do not remove the right of the student to undertake action under Australia's consumer protection laws.

I declare that the information provided in this Application for Enrolment form is true and correct and that I understand and agree to comply with the terms and conditions as set out in this Application for Enrolment form.

Signature of Applicant: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

If applicant is under 18 years of age

Signature of Parent / Guardian: \_\_\_\_\_

Print name: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Date: \_\_\_\_\_

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OFFICE USE ONLY

Date form received: \_\_\_\_\_

Payment amount received: \_\_\_\_\_

Amount received includes:     Registration Fee     Course Fees     Health Insurance Fee  
    Accommodation Fee

Correct Amount Received     Yes     No

Signed: \_\_\_\_\_