



Sydney Global College

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ACN No: 609 206 724 ABN No: 63 609 206 724

RTO No: 41587 CRICOS Provider No.: 03697D

Level 4, 118 Walker Street, North Sydney NSW 2060

Phone: (02) 9954 4243 Email: info@sgc.edu.au

Student No: _____

Student Application Form (General English)

Personal Details	Emergency Contact Details	
Given Name:	Name:	Relationship:
Family Name:	Contact No:	Email:
Title (Please Tick) <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs	Intended Course(s) and Duration(s)	
Date of Birth (dd/mm/yyyy):	<input type="checkbox"/> General English	
Nationality:	<input type="checkbox"/> General English + Internship (WHV only)	
Country of Birth:	<div style="text-align: center;"> Total Duration () weeks </div> <div style="text-align: center;"> Intended Course 1 <input type="checkbox"/> AM <input type="checkbox"/> PM </div> <ul style="list-style-type: none"> • Duration () weeks • Start Date (dd/mm/yyyy) _____/_____/_____ • Finish Date (dd/mm/yyyy) _____/_____/_____ <div style="text-align: center;"> Intended Course 2 <input type="checkbox"/> AM <input type="checkbox"/> PM </div> <ul style="list-style-type: none"> • Duration () weeks • Start Date (dd/mm/yyyy) _____/_____/_____ • Finish Date (dd/mm/yyyy) _____/_____/_____ 	
Passport No:		
Telephone: Mobile:		
E-mail:		
<input type="checkbox"/> Onshore <input type="checkbox"/> Offshore		
•Visa Type (Please Tick)		
<input type="checkbox"/> Student <input type="checkbox"/> Working Holiday		
<input type="checkbox"/> Tourist <input type="checkbox"/> Other (please specify) _____		
Address in Home Country:		
Address:		
Telephone: Mobile:	If "Yes", For how many months? () months	
Mandatory Documents	Airport Pick-Up	
*Please attach the following documents to this application 1. Copy of Student's Passport 2. Copy of English Test Result (TOEFL/IELTS/TOEIC) – if required	Do you want SGC to arrange your air-port pick up service to your accommodation on arrival? <input type="checkbox"/> YES <input type="checkbox"/> NO	
How did you know about SGC?	Accommodation	
<input type="checkbox"/> Friends <input type="checkbox"/> Through Agents <input type="checkbox"/> Website <input type="checkbox"/> Newspapers / Magazines <input type="checkbox"/> Others (Please Specify) _____	Do you want SGC to arrange your accommodation? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	<input type="checkbox"/> Homestay <input type="checkbox"/> Share Accommodation • How many weeks? () weeks • Start Date(dd/mm/yyyy) _____/_____/_____	

Conditions of Enrolment

Payment of Fees: Full fees including tuition fees, enrolment fee, overseas student health cover and other optional fees must be received by the college prior to commencement of study.

Cancellation and Refund Policy

1. The Enrolment processing Fees, Accommodation placement Fees and Airport Pick-up Fees are non-refundable whether you complete your course or not.
2. Course Fees are refundable in full if a visa application is refused by DIAC. SGC reserves the right to retain the \$250 as an administration fee. Your application for a refund must be made in writing to SGC together with a copy of visa rejection notification from the Australian Embassy / High Commission / DIBP. All fees will be refunded in the case of SGC canceling or ceasing to provide a course.
3. When a student cancels the course
 - a) If an enrolment is cancelled more than 28 days prior to commencement of the course, there will be a cancellation fee equivalent to 25% of tuition fees.
 - b) If an enrolment is cancelled less than 28 days prior to commencement of the course, there will be a cancellation fee equivalent to 50% of tuition fees.
 - c) If the student does not commence on the agreed date without any prior notification, or withdraw from the course once has commenced, there will be no refund.
4. Course fees will not be refunded on or after commencement of the course.
5. Where 2 or more courses are packaged, the conditions apply to all elements. If enrolment fee is waived due to special conditions/offers, all refunds attract an administration charge of \$150. Please note that for packaged courses, the course start date is taken to be the start date of the first course.
6. Where a visa has not been granted in time to start a course on the agreed date, the student must contact SGC in writing and SGC will offer another starting date without extra charge otherwise clause 2, 3, 4 above will apply.
7. All refunds will be made in Australian Dollars (AUD) or equivalent foreign exchange value at the time of the refund. Payment of refunds will not be made directly to students in Australia but sent to the student's overseas address or through the appointed agent.
8. Any payable refund will be settled within 4 weeks after written claim is received.
9. All clients' requests for refunds must be submitted in writing.
10. All refunds will only be made payable to the person(s) who made the initial payment.
11. Course Fees are not transferable to another student or institution.
12. Bank charges are deducted for refunds made by bank draft or electronic transfer.
13. Personal insurance and student expenses are not included in the fees quoted and are responsibility of the student.
14. SGC reserves the right to cancel or reschedule a course. In the case of cancellation by SGC, all monies paid to SGC by the student will be refunded. In the case of a course being rescheduled, if the new date is unacceptable to the student, all monies paid to SGC will be refunded.

* It is student's obligation to notify SGC of change of address.

SGC and this policy do not remove the right to take further action under Australia's Consumer Protection Laws or pursue other legal remedies compatible with Commonwealth or State laws.

Method Of Payment	
Payment for all fees must be in Australian Dollars (AUD) by personal cheque, bank cheque, credit card or debit card, cash, money order or direct deposit into SGC's account. A credit card transaction fee (2%) applies to all payments made by credit card.	
Bank Details	
Bank Name: Commonwealth Bank of Australia	
Account Name: Sydney Global College / Branch Number: 062 - 140 / Account Number: 1139 - 2031	
Bank Swift Code: CTBAAU2S	Bank Address : 443 Victoria Ave, Chatswood NSW 2067 Australia
Total Due (AUD)	Declaration
Enrolment Fee \$.....	By signing this form, I acknowledge that I have read and understood SGC's cancellation & refund policies, pre-enrolment information and student visa requirements on SGC's website and I will agree with them. • Student's Signature _____ • Date (dd/mm/yyyy) _____ • Agent' Stamp or Signature
Tuition Fee \$.....	
Material Fee \$.....	
Accommodation Placement Fee \$.....	
Accommodation Fee \$.....	
Airport Transfer Fee \$.....	
OSHC Fee \$.....	
TOTAL \$.....	