



**INTERNATIONAL STUDENT APPLICATION FOR POST-  
SECONDARY ENROLMENT (OVER 18 YRS)**

**WHEN COMPLETING THIS FORM, PLEASE WRITE IN ENGLISH AND  
EMAIL TO [enquiry@elspm.org.au](mailto:enquiry@elspm.org.au)**

**ENROLMENT INFORMATION**

FAMILY NAME / SURNAME (as per Passport)	
GIVEN NAMES (as per Passport)	
PREFERRED NAME	
DATE OF BIRTH	
GENDER	
COUNTRY OF BIRTH	
NATIONALITY	
RELIGION	
HOME ADDRESS	
COUNTRY	
POSTCODE	
TELEPHONE	
EMAIL (This will be used for future correspondence)	
HIGHEST LEVEL OF STUDY	
ENGLISH LEVEL / DATE REACHED	

**\*\*Note: ATTACH LETTER OF RECOMMENDATION FROM THE SPONSORING MINISTRY**

## MINISTRY GOVERNING AUTHORITY INFORMATION

MINISTRY GOVERNING AUTHORITY - NAME	
RELATIONSHIP TO STUDENT	
BUSINESS TELEPHONE OF MINISTRY	
SPONSOR	
BUSINESS EMAIL	

## EMERGENCY CONTACT DETAILS

FAMILY NAME	
GIVEN NAME	
ADDRESS DETAILS	
TELEPHONE NUMBER	
RELATIONSHIP TO APPLICANT	

## TERMS AND CONDITIONS OF ENROLMENT

1. Any variation of the terms and conditions of this agreement must be made in writing and signed by the Principal Executive Officer (PEO).
2. SAALC (ELSPM) will provide tuition to the student in the subjects and for the enrolled course provided payment of all fees are made in advance.
3. The student undertakes to abide by the rules and regulations of SAALC (ELSPM) and to work regularly and systematically through the course in accordance with instructions.
4. In accordance with Department of Immigration and Border Protection (DIBP) policy, students must remain with ELSPM for the first six months of their course.
5. Payment of fees: Enrolment, Course and Overseas Student Health Cover fees must be paid before a Government Confirmation of Enrolment form is issued.
6. Refund Policy:
  - a) Students will receive a full refund of the tuition fees if certified evidence from Australian Immigration Authorities is provided to SAALC (ELSPM) within 14 days of the student receiving notification of a visa application rejection.

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- b) Students will receive a refund of the tuition fees paid, less 20%, if more than 28 days before the commencement of the course a student provides written notification of cancellation for any reason other than the rejection of visa application.
- c) With the exceptions listed in (a) and (b) above, one semester's notice in writing is required prior to students withdrawing from SAALC (ELSPM). Failure to do so will incur the payment of one semester's fees.
- d) Refunds are made by telegraphic transfer or bank draft in Australian dollars with any bank charges being deducted from refunds. Refunds cannot be made directly to students in Australia.
- e) Course fees are not transferable to any other person or institution.
- f) The refund will be paid within six weeks after notification by the student of withdrawal from the course.
- g) No refund is due if a student is required to leave because of a break of visa conditions, unsatisfactory attendance, or a break in SAALC (ELSPM) rules.

### CONTRACT OF ENROLMENT

I \_\_\_\_\_ (name)

herewith apply to enrol at SAALC (ELSPM) and agree that if this application is accepted I will be bound by the 'Terms and Conditions of Enrolment' included as part of this Application Form, which I have read and understood. I will pay SAALC (ELSPM) the total annual tuition fee payable to SAALC (ELSPM) as set out in the published current fee schedule and such other fees or charges as may become payable during the period of enrolment.

SIGNATURE OF STUDENT	
DATE:	
SIGNATURE OF MINISTRY GOVERNING AUTHORITY	
DATE:	
SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER (ELSPM)	
DATE:	

## FEE STRUCTURE

Schedule of Fees (All prices quoted in Australian Dollars)

\*Please note: In the event that the student visa is not granted, SAALC (ELSPM) will immediately refund the full amount of tuition and other fees paid.

Attendance: Australian visa regulations state that students must have satisfactory attendance to continue studying in Australia. ELSPM consider satisfactory attendance to be 90% or higher.

<b>TUITION FEES</b>	<b>2016/2017</b>	
Enrolment Fee	\$100	
Tuition Fees	\$5,000 Per semester (20 weeks)	All-inclusive final fixed fee amount, including: Tuition Fees; Learning Resources and Books.

## PAYMENT METHODS

Payment must be made by telegraphic transfer or direct to our bank account or by cheque made payable to "S.A. Adelaide Language Centre (SAALC)",

Bank Account Details for Electronic Funds Transfers:

Commonwealth Bank of Australia

BSB: 062 784

Account Number: 1443 0500

Account Name: SA Adelaide Language Centre Limited

Cheques should be sent to:

Business Manager

PO Box 12, Marrickville, NSW, Australia, 1475

For payment enquiries, including payments from outside of Australia, please contact the Business Manager on:

T: +612 8577 5600

E: [business.manager@passionists.com](mailto:business.manager@passionists.com)

### OTHER COSTS

As well as your tuition expenses as explained in the Tuition Fees section, you may wish to consider the following costs of coming to Australia to study:

- Overseas Student Health Cover - \$700(per year)
- Department of Immigration and Border Patrol (DIBP) Student Visa Fee - \$535
- Registered Migration Consultant Fees – Between \$500 and \$1,000 depending on the country of origin
- Medicals for Visa Application - \$300
- Accommodation costs
- Weekly entertainment costs – Between \$50 and \$100 (approximate)

(Please note all fees are estimates and you should make your own enquiries to confirm actual costs)

Below is a link to the table which outlines which countries are specified at which assessment levels. In ELSPM's case, the relevant visa is the Student visa (subclass 500):

<http://www.immi.gov.au/Study/Pages/student-visa-assessment-levels.aspx>

### TERM DATES

SEMESTER	2017	2018
1	30 <sup>th</sup> January – 30 <sup>th</sup> June	29 <sup>th</sup> January – 29 <sup>th</sup> June
2	17 <sup>th</sup> July – 15 <sup>th</sup> December	16 <sup>th</sup> July – 14 <sup>th</sup> December

**NOTE: Students are NOT permitted to extend their vacation outside these dates.**

### STEPS FOR APPLYING TO ENROL

1. Complete this **Application Form** and the **Education Profile Form** (available on the ELSPM website) with your ministry sponsor and send them by email to [enquiry@elspm.org.au](mailto:enquiry@elspm.org.au) together with a copy of the **Bio page of your passport**.
2. You will then be asked to pay your fees.
3. Once payment has been received you will be sent a Letter of Offer and a Confirmation of Enrolment (CoE)
4. Your ministry sponsor then contacts a registered Migration and Visa Agent. Our preferred agent is **Century Ocean Pty Ltd**
5. Once your visa is approved please notify us so that Orientation days can be arranged.

For a self-sponsored applicant, it is at your own discretion whether you rely on your own capabilities or the services of another Registered Migration Agent. If you choose to make a student visa application with an agent that is registered to assist in making visa applications to the

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Department of Immigration and Border Control (DIBP), then our recommended Registered Migration Agent is Century Ocean Pty Ltd in Adelaide, South Australia.

If your financial sponsorship is being provided through a Ministry Sponsoring Agent in Australia, it is recommended that you make contact with the relevant Ministry Sponsoring Agent as well as a Registered Migration Agent as soon as you are ready to make your application.

**Please note that full payment of tuition fees must be received prior to commencement of studies.**

### PREFERRED MIGRATION CONSULTANT CENTRE

**Century Ocean Pty Ltd – Visa and Migration Consulting**

**Director – Mr Ryan McBride (MARN: 1173128)**

PO Box 10478, Adelaide BC, South Australia, Australia, 5000

Phone: +61 8 7225 4892 email: [info@centuryocean.com.au](mailto:info@centuryocean.com.au)

### CHECKLIST

Please ensure you have completed:

All sections of the Application form

Student Educational Profile

Attached Bio Page of Passport

These documents are then sent to [enquiry@elspm.org.au](mailto:enquiry@elspm.org.au)

Paid Enrolment Fee

Received a Letter of Offer

Received a Confirmation of Enrolment

Applied for a Student Visa

Notified ELSPM of an arrival date

### FURTHER INFORMATION

For further enquiries please contact the Principal Executive Officer: [enquiry@elspm.org.au](mailto:enquiry@elspm.org.au)

T: +61 3 9846 1622