

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

**BEFORE COMPLETING THIS FORM PLEASE READ THE TERMS AND CONDITIONS  
WHEN COMPLETING THIS FORM, PLEASE WRITE IN ENGLISH AND EMAIL TO**

[manager@elspm.org.au](mailto:manager@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	
PASSPORT NUMBER	
RELIGION	
HOME ADDRESS	
POSTCODE	
COUNTRY	
TELEPHONE	
PERSONAL EMAIL (This will be used for future correspondence)	
ARE YOU APPLYING FOR A STUDENT VISA?	
INTENDED ADDRESS in AUSTRALIA	
HIGHEST LEVEL OF STUDY /FIELD OF STUDY	
IELTS or other test RESULTS (Please attach a copy)	

**MINISTRY GOVERNING AUTHORITY INFORMATION**

CONGREGATION /CHURCH  
 AUTHORITY

PROVINCIAL / SPONSOR

RELATIONSHIP TO STUDENT

BUSINESS ADDRESS

BUSINESS EMAIL

BUSINESS TELEPHONE

**EMERGENCY CONTACT DETAILS Overseas**

FAMILY NAME

GIVEN NAME

ADDRESS DETAILS

TELEPHONE NUMBER

EMAIL ADDRESS

RELATIONSHIP TO APPLICANT

**EMERGENCY CONTACT DETAILS in Australia**

FAMILY NAME

GIVEN NAME

ADDRESS DETAILS

TELEPHONE NUMBER

EMAIL ADDRESS

RELATIONSHIP TO APPLICANT

## CONTRACT OF ENROLMENT

Please ensure terms and conditions of enrolment have been read

SIGNATURE OF STUDENT	
	DATE:
SIGNATURE OF MINISTRY GOVERNING AUTHORITY (Provincial or Regional Office)	
	DATE:
SIGNATURE OF PRINCIPAL EXECUTIVE OFFICER (ELSPM)/ ACADEMIC MANAGER	
	DATE:

## GENERAL INFORMATION

### SEMESTER DATES

SEMESTER	2021	2022	2023
1	25 <sup>th</sup> January – 25 <sup>th</sup> June	17 <sup>th</sup> January – 17 <sup>th</sup> June	16 <sup>th</sup> January – 16 <sup>th</sup> June
2	19 <sup>th</sup> July -17 <sup>th</sup> December	18 <sup>th</sup> July – 16 <sup>th</sup> December	17 <sup>th</sup> July – 15 <sup>th</sup> December

Dates are subject to change as Australian borders are opened to overseas students. No student will be disadvantaged by changes in course dates.

ELSPM abides by relevant COVID-19 restrictions in relation to face to face teaching. When possible, classes run face to face as well as online. Students are encouraged to begin their studies online while waiting for a visa to arrive in Melbourne. Full time attendance remains at 20 hours per week. This is achieved through a combination of class attendance and independent work.



### 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. 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 ELSPM and to work regularly and systematically through the course in accordance with instructions found in the Student Handbook.
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 fee, Course deposit 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 ELSPM within 14 days of the student receiving notification of a visa application rejection.
  - 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 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 ELSPM rules.

#### Privacy statement

The information on this form is collected for the primary purpose of supporting your enrolment. Other purposes of collection include the creation of a record on the student database, attending to administrative matters, corresponding with you, and statistical analyses. Personal information may be disclosed to authorised bodies and the permitted purposes for which such personal information may be used, as authorised by the Higher Education Support Act 2003 and ELICOS requirements. Information relating to the studies of seminarians and members of religious orders may also be disclosed to your seminary and/or religious superior.

You have a right to access personal information that ELSPM holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the Academic Manager at [manager@elspm.org.au](mailto:manager@elspm.org.au)

## FEE STRUCTURE

Schedule of Fees (All prices quoted in Australian Dollars)

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

<b>TUITION FEES</b>	<b>2021</b>	<b>2022</b>	<b>Predicted 2023</b>
Enrolment Fee	\$180.00	\$190.00	\$200.00
Tuition Fees	\$5,700 Per semester (20 weeks)	\$5,900.00 Per semester (20 weeks)	\$6,000.00 Per semester (20 weeks)

All-inclusive final fixed fee amount, including Tuition Fees; Learning Resources and Books. Students are responsible for their own Excursion fees.

## PAYMENT METHODS

Payment must be made by telegraphic transfer or directly to our bank account

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

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 – approx. \$700(per year)
- Department of Immigration and Border Patrol (DIBP) Student Visa Fee - \$1320 as at September 2019
- Registered Migration Consultant Fees – Between \$1,000 and \$2500.00 depending on the country of origin
- Medicals for Visa Application – approx. \$300
- Accommodation costs
- Weekly living costs – Between \$80 and \$120 (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.homeaffairs.gov.au/trav/visa-1>

## 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 [manager@elspm.org.au](mailto:manager@elspm.org.au) together with a copy of the **Bio page of your passport**. Please include a copy of any official Language assessments such as IELTS, TOEFL
2. You will then be asked to pay half your fees.
3. You will be sent a Letter of Offer and a Confirmation of Enrolment (CoE)
4. Once your visa is approved, please notify us so that Orientation days can be arranged.

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

If you choose to make a student visa application with an agent that is registered to assist in making visa applications to the Department of Immigration and Border Control (DIBP), then our recommended Registered Migration Agents are

**Century Ocean Pty Ltd**

**Visa and Migration Consulting Director – Mr. Ryan McBride (MARN: 1173128)**

**Phone: + 61 8 8410 4984      email: [info@centuryocean.com.au](mailto:info@centuryocean.com.au)**

**OR**

**Carroll & O’Dea Lawyers**

**Yee Mei Chow, Associate (Immigration Law), NSW Legal Practitioner**

**Ph: +61 2 8226 7329      email: [ymchow@codea.com.au](mailto:ymchow@codea.com.au)**

**Please note that full payment of tuition fees must be received at the commencement of studies.**

**Please ensure you have completed:**

- |   |                          |
|---|--------------------------|
| <b>All sections of the Application form</b>                     | <input type="checkbox"/> |
| <b>Attached Bio Page of Passport</b>                            | <input type="checkbox"/> |
| <b>Paid Enrolment Fee</b>                                       | <input type="checkbox"/> |
| <b>Received a Letter of Offer and Confirmation of Enrolment</b> | <input type="checkbox"/> |
| <b>Applied for a Student Visa</b>                               | <input type="checkbox"/> |
| <b>Notified ELSPM Manager of your arrival date</b>              | <input type="checkbox"/> |

**For further information please contact**

**Principal Executive Office**

**or Academic Manager on [manager@elspm.org.au](mailto:manager@elspm.org.au)**