



**Melbourne Language Centre Pty. Ltd**  
ABN 65-064-372-372  
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CRICOS Provider No. 00071G



## APPLICATION FOR ENROLMENT

(Effective 1 January 2010)

**The application is not valid unless signed and dated**  
**(Students under the age of 18 years require the signature of one parent/guardian)**

### Personal Information

Family Name: \_\_\_\_\_  
Given Names: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  Male  Female  
Country of Citizenship: \_\_\_\_\_  
Address in home country: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Address in Australia (if known): \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Type of Visa (student/tourist/working holiday): \_\_\_\_\_

### Overseas Student Health Cover (OSHC) (Now required for length of visa)

Do you have overseas health cover?  Yes  No

*(If yes, a copy should be forwarded with this application)*

If yes, what is the name of your provider?  
\_\_\_\_\_

Membership Number: \_\_\_\_\_

Membership Expiry Date: \_\_\_\_\_

### English Courses at Melbourne Language Centre

- General English (City) \_\_\_\_\_ weeks  
 General English Part-Time (City) \_\_\_\_\_ weeks  
 English for Academic Purposes (City) \_\_\_\_\_ weeks  
 English for Health Professionals (City) \_\_\_\_\_ weeks  
 English for High School Preparation (Carlton) \_\_\_\_\_ weeks  
 English for High School Preparation (Box Hill) \_\_\_\_\_ weeks  
 Saturday School (City) \_\_\_\_\_ weeks  
 Occupational English Test Preparation \_\_\_\_\_ weeks  
 IELTS (Full Time - City) \_\_\_\_\_ weeks  
 IELTS (Part Time - City) \_\_\_\_\_ weeks  
 IELTS (Single Classes) \_\_\_\_\_ classes

Proposed Start Date: \_\_\_\_\_

### Agent Stamp / Details

Agent No. \_\_\_\_\_  
Name of contact person: \_\_\_\_\_  
Ph: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_

### Educational Background

Level of education completed: \_\_\_\_\_

Present level of English (if known): \_\_\_\_\_

### Further Study in Australia after MLC

Will you continue to study after your course?

Yes  No

*If YES - where will you study?*

High School

University/TAFE: (Field of study/institution if known)  
\_\_\_\_\_

Have you already received a conditional letter of offer?

Yes  No

If NO - do you require assistance with placement?

Yes  No

Which school would you like to apply for  
\_\_\_\_\_

### Accommodation and Airport Pick-up

Airport pickup required:  Yes  No

Homestay required:  Yes  No

If yes, how many weeks of homestay? \_\_\_\_\_ weeks

From \_\_\_\_\_ to \_\_\_\_\_

Homestay accommodation will be confirmed on receipt of arrival details. We must receive this information at least two weeks before you arrive in Australia. If the Homestay accommodation is cancelled, the placement fee is non-refundable. Minimum Homestay period is 4 weeks. If you wish to leave the Homestay during the first 4 weeks, there is no refund. Two weeks notice is required if you wish to leave the Homestay. The cost for each additional night at the Homestay is A\$40. A homestay holding deposit of A\$100 per week will be charged when a student is on approved leave. Applicants, who are under 18 years old need to provide us with Guardian details (in Australia) if the Guardianship Australia Service has not been requested.

Course Intake	Payment (Please complete below)	
Every Monday Morning	<b>Compulsory Fees</b>	
	Enrolment Fee	\$200
<b>Tuition Fees (per week)</b>	Tuition Fee	
	Study Materials (Refer to the left column)	
	Keyboard Skills (Compulsory for 8wks+)	\$250
	High School Liaison** (Compulsory for 4wks+)	\$200
	Uniform** (Compulsory for 8wks+) (Three shirts and tie)	\$132
	General English (20 hrs instruction)	\$300
	General English Part-Time (10 hrs instruction)	\$230
English for Academic Purposes (25 hrs instruction)	\$340	
English for Health Professionals(20 hrs instruction)	\$300	
Saturday School (\$350 for 8 weeks)	\$ 50	
High School Preparation (25 hrs instruction)	\$360	
IELTS (Full Time)	\$340	
IELTS (Part Time)	\$180	
IELTS (Single Class incl enrolment and materials)	\$ 50	

Study Materials' fee	
General English, English for Academic Purposes, IELTS (Full Time), English for Health Professionals (OET Preparation), High School Preparation	
1 - 5 weeks	\$100
6 - 20 weeks	\$200
21 weeks & over	\$300

Overseas Student Health Cover+ (for length of visa)	
Up to 3 months	\$97.20
Up to 6 months	\$194.40
Up to 9 months	\$291.60
Up to 12 months	\$388.80
2011 Up to 12 months	\$429

### MLC Refund Policy

I agree to be bound by the Melbourne Language Centre's Refund Policy as described below:

- Applications for refunds must be made in writing to Melbourne Language Centre 20 working days prior to commencement of course;
- Refunds will be issued within 28 days of receipt of a written application and will include a statement including how the refund was calculated;
- Enrolment Fees are only refundable upon provider default;
- There will be no refund if cancellation occurs after course commencement, except in cases of visa rejection.
- Homestay, homestay placement and airport transfer fees are not refundable if cancelled less than two weeks before arrival;
- Early termination of homestay is subject to a 10% cancellation fee on monies paid;
- Fees will be refunded in full if proof of visa rejection is provided; Visa refusal refunds are calculated in accordance with ESOS Regulation 3.19(2) & (3);
- Melbourne Language Centre reserves the right to cancel or not offer a program. If any program is cancelled and/or not offered, in accordance with sections 27 and 29 of the *Education Services for Overseas Students Act 2000*, and the ESOS regulations 2001 (as amended), one of the following options will be offered:
  1. Fees will be refunded in full, within two (2) weeks from the date of default; or
  2. An alternative course or part course can be arranged at the providers' expense. If accepted by the student the payment of course fees will be paid to the alternative provider within two (2) weeks from the date of notice of default.
- Notice of student cancellation must be received in writing before course commencement, fees will be refunded less:
  1. Fees paid to a representative (if applicable); and
  2. A cancellation fee of 20% of course tuition fees.
- Tuition fees are not transferable to another person;
- Refunds will be paid to the person who enters into the written agreement with the centre.

This policy and the availability of Melbourne Language Centre Complaints and Appeals Policy do not remove from students the right to take further action under Australian Consumer Protection laws or to pursue other legal remedies.

Additional Service Fees	
Airport Meeting & Transfer	
• Tullamarine airport (arrival only)*	\$109*
• (arrival & departure)*	\$190*
• Avalon airport (arrival only)*	\$180*
• (arrival & departure)*	\$320*
Homestay Placement	
Homestay (Includes breakfast, lunch & Dinner)	\$200
• under 18 years	\$270 p/w
• over 18 years	\$240 p/w

\* incl.10% GST

\*\* High School Preparation course only

**TOTAL**

+ Students must maintain valid Overseas Student Health Care insurance throughout their enrolments.

**NOTE: Melbourne Language Centre reserves the right to discontinue or alter any course date, tuition or service fee, location, timetable or staffing without prior notice. (This will constitute as provider default)**

### Student Declaration

- I declare that I have provided **all** the required information and that the information are true, reliable and accurate.
- I understand and I have been fully advised of the terms of this Application, the fees, the refund conditions and other important information relating to my chosen course (through my education agent/MLC's brochures/MLC's website/the student prospectus as available on the website). I hereby agree to be a student of MLC.
- I understand that the information I provide to MLC may be made available to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other circumstances, information collected on this form or during my enrolment can be disclosed without my prior consent where authorised or required by law.
- I understand that MLC is required, under s19 of the ESOS Act 2000, to report to the Department of Immigration and Citizenship about: changes to student's enrolment; and any breach by students of student visa conditions relating to attendance or satisfactory academic progress.

Applicant/Guardian Signature \_\_\_\_\_

Applicant/Guardian Name \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_