



## Personal Details

First Name	
Last Name	
Date of Birth (DD/MM/YYYY)	Gender <input type="radio"/> Male <input type="radio"/> Female
Country of Birth	Nationality
Passport No.	Passport Expiry

\* Please note that all students are required to be at least 18 years of age at the start of their program

## Contact Details

<b>Address (Australia)</b>	
State	Post Code
Contact Number	
Email Address	
<b>Overseas Contact Details</b>	
Country	
<b>In Case of Emergency</b>	
Contact Name	Relationship
Contact Number	

## Visa Details

Are you currently residing in Australia?	<input type="radio"/> Yes <input type="radio"/> No
<b>Current Visa Type</b>	
<input type="radio"/> Student Visa	<input type="radio"/> Tourist / Visitor Visa
<input type="radio"/> Other :	<input type="radio"/> Working Holiday Visa
Do you require a Visa application to be lodged overseas? <input type="radio"/> Yes <input type="radio"/> No	
If yes, and you are lodging your visa overseas, please specify your closest Australian Visa Office	
City	Country
Have you ever had a visa cancelled or refused? <input type="radio"/> Yes <input type="radio"/> No	
Number of Dependents : <input type="text"/>	

## Overseas Student Health Cover

Do you require Overseas Student Health Cover(OSHC)?	<input type="radio"/> Yes <input type="radio"/> No
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\* OSHC is compulsory for International Students

## Accommodation and Airport Pick-up

Do you require accommodation to be organised?	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Homestay	<input type="radio"/> Single Room
<input type="radio"/> Share Room	<input type="radio"/> Student Residence
if accommodation is required, you must complete an Accommodation Application Form This will be sent to you with the Letter of Offer.	
Do you require airport transfer on arrival? (AUD\$200 One-way) <input type="radio"/> Yes <input type="radio"/> No	

## Guardianship \* Please find more details in Pricelist.

Are you applying guardianship (application fee \$250/person)?	<input type="radio"/> Yes <input type="radio"/> No
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## English Programs Application Form

### How to apply

**Online** Apply online at times.nsw.edu.au

**By email / post**

Complete the Application Form below. Send the completed form to Times Academy admissions

**Email:** Info@times.nsw.edu.au **Post :** Level 4, 338 Pitt St, Sydney NSW 2000 Australia

**For more details, please call +61(2) 8316 6688**

## Current English Level

<input type="radio"/> Beginner	<input type="radio"/> Elementary	<input type="radio"/> Pre-Intermediate
<input type="radio"/> Intermediate	<input type="radio"/> Upper-Intermediate	<input type="radio"/> Advanced
<input type="radio"/> Other : <input type="text"/>		
Have you ever completed any of the following English tests? <input type="radio"/> Yes <input type="radio"/> No (IELTS, TOEFL, TOEIC, Cambridge Test, PTE)		
Name of test	Year of test	Test score

## Program Details

<input type="radio"/> <b>General English</b> CRICOS 089711M	<input type="radio"/> Morning <input type="radio"/> Afternoon	Start Date	Weeks
<input type="radio"/> <b>English for Academic Purposes</b> CRICOS 089712K	<input type="radio"/> Morning <input type="radio"/> Afternoon	Start Date	Weeks
<input type="radio"/> <b>English for High School Preparation</b> CRICOS 094446C	<input type="radio"/> Morning <input type="radio"/> Afternoon	Start Date	Weeks
<input type="radio"/> <b>English for Primary School Preparation</b> CRICOS 095819D *Enrolment fee AUD \$350	<input type="radio"/> Morning	Start Date	Weeks
Do you want the Student Visa break option(General English Only)? <input type="radio"/> Yes <input type="radio"/> No			
Break Weeks : <input type="text"/>			

Will you be continuing your studies in Australia at a vocational or Tertiary level?

Yes  No  Not Sure

Name of Institution	Starting Date
Courses <input type="text"/>	

## Application Checklist

### Please include:

- a copy of your current passport
- a copy of your current visa (if you hold one)
- a copy of any further studies offer to an Australian institution: university, Foundation studies, TAFE/VET (if you hold one)
- a copy of your official English test results: IELTS, TOEIC, PTE or Cambridge (if available)
- a signed and dated Application Form

## Account Details \* Reference please use Your Name & Student Number

<b>Name of Bank</b>	Commonwealth Bank Australia		
<b>Account Name</b>	Times Academy		
<b>Account Number</b>	1238 8030	<b>BSB</b>	06 2006
<b>Bank SWIFT Code</b>	CTBAAU2S	<b>Reference:</b>	Student Name and ID

## Agent's Stamp

## Official Use Only

# English Programs Application Form-2017

## HOW TO APPLY

### A STEP-BY-STEP GUIDE TO APPLY:

1. Choose a course and check the course outline for English and academic entry requirements.
2. After reading the terms & conditions and the Student Handbook available from our website, complete the enrolment form.
3. Ensure you have attached all the relevant documents. For example, Certified copies of your passport, education qualifications, English qualifications, working experience (if relevant).
4. Return your application form, and the necessary documents to Times Academy

## STUDENT DECLARATION

- I am aware of the extent of the tuition and living costs associated with studying in the course and I am prepared to meet these costs. I have read and understood my responsibilities regarding the Overseas Student Health Cover and my student visa requirements.
- I will be bound by the rules and procedures of Times Academy, (as varied from time to time), and to pay the prescribed tuition fees for which I am liable. I am aware that failure to pay the charge when it becomes due could lead to suspension from the course and the cancellation of my student visa.
- I understand that my personal information may be shared with the Australian Government, designated authorities, the Tuition Protection Service and the ESOS Assurance Fund Manager. This information may include personal and contact details, course enrolment details and changes and circumstances of any suspected breach by the student of a student visa condition.
- I understand that if my attendance is not satisfactory and does not improve after being warned, the college is required to inform the appropriate government departments of this and my visa may be cancelled.
- I accept that as an international student, I am only allowed to defer commencement or suspend my studies for medical reasons (in which case a doctor's certificate will be required) or in the case of exceptional compassionate circumstances.
- I understand that if I provide incorrect or incomplete information, this may result in cancellation of my enrolment.
- I understand that I am obliged to notify Times Academy within seven days of any change of address while I am enrolled in the course.
- I have read, understood and agree to abide by the conditions of the agreement outlined above and acknowledge and understand Times Academy's Refund Policy.
- I acknowledge Times Academy's right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.
- I am aware that school aged dependants accompanying me will be required to pay full fees at a private or government school in Australia.
- I have read and understand the pre-enrolment booklet available on Times Academy's Website.

I certify that all information I have provided on this form is true and correct. "This agreement and the availability of complaints and appeals processes, does not remove the right of the students to take action under Australia's consumer protection laws"

## Student Signature

Print Name

Date

(DD/MM/YYYY)

## FEES

A non-refundable Enrolment/Application fee of \$200.00 (exclusive of Tuition fees, material fees and CoE issue fee) is required at the time of enrolment and this guarantees your place in the course. The enrolment deadline is 10 working days after the commencement of course.

Tuition fees DO NOT cover the charges for application fee, textbooks, stationery, and re assessment fees.

Students, who fall behind in the payment of their fees or fail to pay their tuition fee on the due date, may be charged a late payment fee of \$120.00 per term late payment fee or may be refused training and assessment services and any requests until such times as the fees are paid and up-to-date.

For more information on fees and a complete schedule of charges, please visit our website [www.times.nsw.edu.au](http://www.times.nsw.edu.au) or contact at [info@times.nsw.edu.au](mailto:info@times.nsw.edu.au).

Please note that students will be required to maintain Academic Progress in consultation with the Director of Studies. Should fees remain overdue for more than one day after the due date Times Academy will inform the student of their intention to report them for non-payment of fees to DIBP via PRISMS.

## CANCELLATION AND REFUND POLICY

The request for refund must be made in writing to the Principal Administrator by using the Refund Request Form. The tuition fees will be refunded only under the following circumstances as stated below:

Enrolment/application fee is non-refundable

Times Academy will refund within 28 days and without deduction, all tuition fees paid where the Times Academy refuses the student's application for admission.

Times Academy agrees to refund within 28 days and without deduction, all tuition fees paid where the student produces the original student visa rejection letter from the Department of Immigration and Border Protection (DIBP). If a student withdraws from a course 28 days or more before the course start date, 70% refund of tuition fees less administration fee of \$200.

If a student withdraws from a course in less than 28 days before the course start date, 50% refund of tuition fees less administration fee of \$200.

If a student visa extension is refused, Times Academy will return unused tuition fees within 28 days.

NO REFUND will be made to any student who withdraws after the commencement of the course or during the course.

NO REFUND of unused tuition fees of the following term/s will be made to any current student who wants to withdraw from study. Deferment, Suspension or Cancellation of Enrolment Application Form must be received at least 28 days prior to the commencement of the following term/s. For deferment, No refund will be applicable unless visa has not been granted.

NO REFUND will be given after an approved deferment or suspension.

In the case of default by Times Academy, the provisions of the ESOS Act 2000 and the ESOS Regulations 2001 apply. For further information about the ESOS Act please see <http://aei.gov.au/AEI/ESOS/default.htm>

Tuition fees **will be not refunded** under the following circumstances:

Student whose enrolment is terminated for failure to comply Times Academy's policies and procedures and the requirements of their Student Visa by DIBP.

Does not commence (i.e. Does not arrive, or has not arranged with us for a later start because of health or compassionate reason)

**No refunds will be paid to a third party unless it is indicated at the time the refund application is lodged, that any refunds due are payable to a third party.**

Requests for refund should be made in writing to the PEO with documented evidence of the reason for withdrawal. Eligible refunds will be refunded within 28 days of receipt of the claim. The \$200 enrolment/application fee is not refundable.

All refunds will include a statement explaining how the refund amount was calculated.

Refund will only be given to the person who paid the tuition fees. For example, if the tuition fee was paid by an agent or parents, the money will only be refunded to either the agent or parents.

This refund policy does not remove students' rights to take further action under the Australian Consumer Protection Laws.

The Times Academy's dispute-resolution processes do not circumscribe a student's right to pursue other legal remedies.

Times Academy staff are responsible for referring all enquiries regarding fees, charges and refunds to the Principal Administrator.

## DEFAULT

- Under the Tuition Protection Service (TPS) framework, if Times Academy is unable to fulfil its obligations to complete a course. The new TPS framework will facilitate the placement of students in the first instance, and where this is not possible, provides a refund of unexpended tuition fees (i.e. tuition the student has paid for but has not been delivered by the provider). This replaced the previous combination of Tuition Protection Services and the ESOS Assurance Fund.
- Times Academy defaults if the course they offer does not start on the agreed starting day.
- Times Academy defaults if the course stops being provided after it starts and before it is completed or the course is not provided fully to the student because the registered provider has had a sanction imposed.
- If Times Academy defaults, we will refund to the student within 14 days after the default day and receipt of your Refund Application Form.
- Times Academy will give the student a statement that explains how the refund amount has been worked out.
- Times Academy dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
- This agreement and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- The refund policy is subject to review from time to time.
- The College recommends that you read the ESOS Framework Information, which provides legislative protection for International students, available at <https://www.aei.gov.au>

## ARRIVAL AND ORIENTATION

Students are required to attend the orientation session. The Orientation session is usually held on the Monday on the commencement date and starts at 8.45 am.

## ATTENDANCE/ACADEMIC PROGRESS

Regular attendance of a minimum of 20 hours per week is a requirement for all students. All overseas students must attend a minimum of 80% at all times during your study periods. Students must also maintain satisfactory academic progress at all times.

## CHANGE OF ADDRESS AND CONTACT DETAILS

Upon arriving in Australia you are required to advise us of your residential and email address, telephone number and of any subsequent changes to these contact details. It is your responsibility to ensure that you always update your contact details at the College to ensure you receive important information about your course, fees receipts and any other important information.

## INDICATIVE COST OF LIVING IN AUSTRALIA (\$AUD)

According to [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au) The figure below is an estimate only to give an indication of the basic rate of living costs under the Migration regulations. The cost can vary significantly depending on where you live in Australia. Costs of Living (excluding Tuition Fees) \$18,610 a year (this includes clothing, food, accommodation, transport, entertainment and Travel costs). You should be prepared in case your living costs are greater than the figure above.

## DISCLOSURE PERSONAL INFORMATION

Information is collected during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007, to ensure student compliance with the conditions of their visa and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service and the ESOS Assurance Fund Manager. In other instances information collected during your enrolment can be disclosed without your consent where authorised or required by law, this may include the circumstance of any suspected breach by the student of a student visa condition.