

APPLICATION FOR ENROLMENT

NB: All fields marked ➤ are **mandatory**. Details must be entered before an application can be processed.

Title	➤Family Name (Surname)	➤Given Names

➤Australian Address (if already in Australia)	AND/OR Home Country Address (Do not use agent address)
Post Code	Country:

Telephone Numbers	Home Country Telephone Numbers
Home:	Home:
Mobile:	Mobile:
Email Address	Visa Type: <input type="checkbox"/> Student Visa <input type="checkbox"/> Other _____
➤Date of Birth (dd/mm/yyyy) / / Sex M / F	Visa Number:
➤Passport Number	Visa Expiry Date (dd/mm/yyyy): / /

Do you need AMI to organise:

NB: OSHC cannot be processed until Visa information is received.

- ☐ Homestay Accommodation
☐ Airport Transport ☐ Pickup ☐ Return

- ☐ Overseas Student Health Cover
How many months? _____ ☐ Single ☐ Family

Do you have a pre-existing medical or learning condition that could require special consideration?

- ☐ No ☐ Yes (Provide details) _____

How did you hear about AMI?

- ☐ Agent ☐ Friend ☐ Exhibition ☐ Website
☐ Print advertising ☐ AMI Window ☐ Other _____

➤ COURSE

Minimum class numbers apply to all AMI Courses

ENGLISH COURSES *

FULL-TIME Monday to Friday			
<input type="checkbox"/> General English	Textbooks not included	15 th October 2007 7 th January 2008 19 th March 2008	_____ weeks
<input type="checkbox"/> English for Academic Purposes	Textbooks not included	7 th Jan 2008 17 th March 2008 26 th May 2008	10 weeks
<input type="checkbox"/> IELTS	Textbooks not included	Please Enquire	_____ weeks Min 5 wks

- Holiday Breaks – Public Holidays, Easter Break and Christmas Holidays
- School will be closed 23 Dec 2006 – 7 Jan 2007

➤ Start Date

Specific Intake dates for EAP courses can be found on the AMI website.

EMERGENCY CONTACT DETAILS IN AUSTRALIA

AGENCY DETAILS

Name:	Contact Name:
Relationship to student:	Agency Name:
Tel & Address:	Agency Address:

I declare the above information to be true and correct. If accepted I agree to be bound by the Terms & Conditions of enrolment.

Signature: _____ Date: _____



TERMS AND CONDITIONS

1. On acceptance of the Application for admission to AMI Education, subject to payment of required fees, a binding contract is created between the applicant and AMI Education. Applicants have to be 18 years old and above at course commencement.

ENROLMENT & ATTENDANCE

2. The Applicant confirms that all the information provided in this application is complete and correct.
3. Applications for admission shall be not be deemed as accepted until all required fees have been receipted by AMI Education.
4. AMI Education reserves the right to discontinue or alter any course date, tuition or service fee, location, timetable or staffing without prior notice.
5. The Applicant agrees to be bound by the rules and regulations of AMI Education in force during any and all enrolments and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show due concern for other students. Changes to student enrolment and/or any breaches by the student of enrolment conditions will be reported to the Department as required under the ESOS Act 2000 and the National Code and AMI Education reserves the right to request updates from the Department on any action taken.
6. AMI Education may vary such conditions of enrolment as may be necessary to comply with any law or regulation of the Commonwealth of Australia or the States.
7. All information given to AMI Education by the Applicant may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager as required.
8. Transfer of courses within AMI Education is not usually granted unless in exceptional cases. All transfers must be approved by the Director of Studies.
9. Transfer to other educational institutions will be treated as a withdrawal from AMI Education and the relevant government authorities will be so advised.

FEES & PAYMENTS

10. All course fees and charges are payable in Australian dollars in accordance with the current Fee Schedule.
11. All fees and charges must be paid in full in advance by the date shown on the Student Quotation.
12. Where an application is withdrawn or cancelled, written notification must be provided. Any request for refund must be forwarded in writing to the Senior Administrator detailing reason for withdrawal and preferred method of payment before any refund can be made. This request must be received within ten (10) working days of notification of withdrawal from the course. Where a refund is due, tuition fees will be refunded less
 - any tuition fees earned through tuition
 - any commission paid to an agent or representative (if applicable)
 - a Withdrawal Administration Fee of \$200.00Refunds will be issued within two (2) weeks of receipt of the written request. Refunds will be issued in accordance with the policy shown below:
 - a. Enrolment Administration fee Not refundable
 - b. Tuition fees – full time courses
 - i. Visa refused prior to commencement (official confirmation required) Full refund
 - ii. Course cancellation by AMI Education & no alternative offered Full refund
 - iii. Course cancellation by AMI Education & alternative offers not accepted by student Full refund
 - iv. Notice received 10 weeks+ prior to course commencement Full refund
 - v. Notice received 4 - 10 weeks prior to course commencement 70% refund
 - vi. Notice received less than 4 weeks prior to course commencement 40% refund
 - vii. Withdrawal less than 4 weeks after course commencement 30% refund
 - viii. Withdrawal 4 weeks or more after course commencement No refund
 - ix. Student expelled for breach of college rules or visa conditions No refund
 - c. Overseas Student Health Cover Per OSHC provider conditions
13. If an enrolled student obtains permission to transfer to another course within AMI Education all unearned fees paid will be credited to the new course. Transfers will attract a new Administration Fee at the rate current at date of transfer.
14. Situations of provider default are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

GENERAL

15. The laws of the Commonwealth of Australia and the States govern the contract between the Applicant and AMI Education.
16. This agreement does not remove the right to take further action under Australia's consumer protection laws. AMI Education's dispute resolution procedures do not circumscribe the student's right to pursue other legal remedies.

I _____ have read and fully understood and accept the above Terms & Conditions in full.
(print name)

SIGNATURE OF APPLICANT

DATE