



**SCOTS**  
ENGLISH COLLEGE

SCOTS ENGLISH COLLEGE PTY LTD TRADING AS SCOTS ENGLISH COLLEGE  
 ABN:91 605 117 575 CRICOS Provider Code: 03497A  
 Email: info@scotsenglish.edu.au Website: www.scotsenglish.edu.au  
 Address: Level 5, 127 Liverpool Street, Sydney NSW 2000, Australia  
 Phone: +61 2 9146 6358 Fax: +61 2 9146 6352

## STUDENT APPLICATION FORM

You are:  Overseas Student (Offshore)  Overseas Student in Australia (Onshore)  Resident student *All fields denoted by \* are compulsory*

### STUDENT DETAILS

First name*	
Family name*	
Country of Birth*	
Nationality/Country of passport*	
Date of Birth*	Gender (M/F)
Passport No*	Expiry Date*
Visa status* <input type="checkbox"/> Student visa <input type="checkbox"/> Tourist/Visitor <input type="checkbox"/> None <input type="checkbox"/> Working Holiday <input type="checkbox"/> Waiting for student visa <input type="checkbox"/> Other	
Are you applying for a student visa (and COE) to study at Scots?* <input type="checkbox"/> Yes <input type="checkbox"/> No	
City where your student visa application is to be lodged:	
Current Address *	
Street Name	City/Town/Suburb
Country	State
Postcode	Mobile/Tel
Email*	

### ACADEMIC RECORD

English Level:				
IELTS <input type="checkbox"/>	CAE <input type="checkbox"/>	FCE <input type="checkbox"/>	TOEIC <input type="checkbox"/>	TOEFL <input type="checkbox"/>
PTE <input type="checkbox"/>	BULATS <input type="checkbox"/>	NIL <input type="checkbox"/>	Other <input type="checkbox"/>	
Result:		When: dd/mm/yyyy		
Highest qualification*:				
State/ Country: _____ Graduation year: _____				
Do you plan on further study in Australia after Scots English College?				
<input type="checkbox"/> No <input type="checkbox"/> Yes (Preferred Course: _____)				
Preferred Institution Name: _____				

### ADDITIONAL SERVICES

Overseas Student Health Cover - BUPA:	<input type="checkbox"/> No <input type="checkbox"/> Yes
(if Yes please complete the following questions):	
OSHC Duration: _____ months	OSHC type: <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family
Airport Pick-up:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Homestay arrangement:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Share accommodation arrangement:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Special needs(e.g. dietary requirements, allergies to animals)	<input type="checkbox"/> No <input type="checkbox"/> Yes

### BREAKS

You may request a holiday break of up to four (4) weeks during your course.  
 For General English, you must complete 10 weeks of study; for other courses, 12 weeks of study before taking a holiday.  
 Holiday requests at the end of your course CoE period will not be granted.

No.	Start date (Monday only)	Finish date (Friday only)	Weeks

### AGENT NAME AND CONTACT DETAILS:


### GENERAL ENGLISH (GE)

CRICOS Course Code: 093611C  
(6 levels, 10 weeks per level)

Morning  Evening

Preferred Monday Start Date:

\_\_\_\_\_ (dd/mm/yyyy)

No. of weeks: \_\_\_\_\_

### ENGLISH FOR ACADEMIC PURPOSES (EAP)

CRICOS Course Code: 092779J  
(4 levels, 12 weeks per level)

Morning  Evening

Preferred Monday Start Date:

\_\_\_\_\_ (dd/mm/yyyy)

No. of weeks: \_\_\_\_\_

### IELTS PREPARATION (IELTS)

CRICOS course Code: 092780E  
(2 levels, 12 weeks per level)

Morning  Evening

Preferred Monday Start Date:

\_\_\_\_\_ (dd/mm/yyyy)

No. of weeks: \_\_\_\_\_

### CAMBRIDGE PREPARATION

CRICOS Course Code: 093245J  
(3 levels, 12 weeks per level)

Morning  Evening

PET  FCE  CAE

Preferred Monday Start Date:

\_\_\_\_\_ (dd/mm/yyyy)

No. of weeks: \_\_\_\_\_

### PTE ACADEMIC PREPARATION

CRICOS Course Code: 093596G  
(2 levels, 12 weeks per level)

Morning  Evening

Preferred Monday Start Date:

\_\_\_\_\_ (dd/mm/yyyy)

No. of weeks: \_\_\_\_\_

### DECLARATION

I declare all information I have given on this form is correct and complete. I have read, understand and accept the Terms and Conditions and the Cancellation and Refund Policy and agree to be bound by them. I also understand money may be withdrawn from my tuition fees to reimburse agent expenses and authorise deduction of the appropriate amount from fees paid. I enclose the required fees and authorise Scots English College to retain my tuition fees in accordance with the Refund Policy if I elect to cancel my enrolment at any time.

*This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection laws.*

*Scots English College reserves the right to require further information from the student pertaining to this application.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(NB: Parent / Guardian to sign if student is under 18 years of age at time of application. Please note only students 18 years above can be enrolled at admission date.)

## TERMS AND CONDITIONS

### HOW TO APPLY: *Please read this information carefully.*

1. Choose a course and check the Scots Brochure for all entry requirements.
2. After reading the Terms and Conditions, complete the Application Form.
3. Ensure you have attached all the relevant documents:
  - a. A certified true copy of qualifications (incl. IELTS test or equivalent) must be enclosed and translated into English if necessary.
  - b. A copy of your passport.
4. Return the completed application form and the necessary documents to:

### Scots English College

Level 5, 127 Liverpool Street, Sydney NSW 2000, Australia

5. If your application is successful, you will receive a letter of offer for the nominated course. We will advise you about fee payment (including the AUD\$200 registration fee), how to apply for your visa and arrangements for your airport pick-up and accommodation if required.
6. For information concerning student visas to Australia, please refer to the Australian Department of Immigration and Border Protection (DIBP) [www.border.gov.au](http://www.border.gov.au) or [www.border.gov.au](http://www.border.gov.au). Alternatively contact Student Services at Scots English College by email [info@scotsenglish.edu.au](mailto:info@scotsenglish.edu.au).
7. When we receive your fees and confirm you have signed our Terms & Conditions on the application form, we will send you an Electronic Confirmation of Enrolment. This is to be used to apply for your student visa.

## SCHOOL-AGED DEPENDANTS:

Students are advised that any school-aged dependents accompanying them may be required to pay full fees if they are enrolled in either a government or non-government school.

## COURSE:

Scots English College currently offers General English, EAP and IELTS courses. For more course information, please refer to: [www.scotsenglish.edu.au](http://www.scotsenglish.edu.au).

## ATTENDANCE:

You must attend a minimum of 20 scheduled course contact hours per week of face-to-face classes of English language instruction for the course and any other scheduled course contact hours required by the course. This means 100% attendance is required at all times. If your attendance falls below 80%, Scots English College is obliged to report you to DIBP. Read the Student Handbook for details.

## DISCIPLINE:

If you fail to comply with Scots English College policies and procedures, a three stage warning process is followed 1. Verbal. 2. Written. 3. Final written / action.

## USE OF PERSONAL INFORMATION:

All personal information provided to Scots English College, if requested, may be made available to the Australian government and designated authorities and, if relevant, the Tuition Protection Service (TPS) and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.

## CHANGE OF ADDRESS:

You are obliged to notify Scots English College within 7 days if you change your address while enrolled in the course.

## FEES AND COURSE DATES:

Fees & course dates are correct as of **January 2017**. The College reserves the right to vary these conditions at any time without notice.

## EXPULSION:

Scots English College reserves the right to expel students for serious discipline breaches.

## INDICATIVE COST OF LIVING (\$AUD):

The Australian government recommends that international students allow funds of approximately AUD\$18,610 per year to support their costs of living expenditure excluding their Tuition Fees. Costs of living expenditure means clothing, food and accommodation, transport, entertainment and travel costs and these costs can vary significantly depending on where you live in Australia.

## CANCELLATION AND REFUND POLICY:

Please refer to [www.scotsenglish.edu.au](http://www.scotsenglish.edu.au).

## PAYMENTS All fees should be made in AUSTRALIAN DOLLARS

Please pay by Bank cheque or Bank Draft payable to The Scots English College or by telegraphic transfer to:

Account name: Scots English College Pty Ltd  
BSB: 062 010  
Account number: 1096 4859  
Bank: Commonwealth Bank of Australia  
Branch: 431-439 Sussex Street, Sydney, NSW 2000 Australia

## STUDENT COMPLAINTS, GRIEVANCES AND APPEALS POLICY

If you have a complaint, grievance or an appeal about your studies, fees or any other matter, Scots English College has procedures to resolve these problems promptly as detailed in the Student Handbook.

### Step 1:

**Complaint** i.e. a problem about your class or studies ask your teacher or Student Services Officer

**Fees / Application for Refund** i.e. a question about the payment of course fees or any application for a refund ask the Student Services Officer

**Welfare / Personal Issue** i.e. a question about accommodation, health or safety ask the Student Services Officer

### Procedure

1. If you are not satisfied by Step 1 above, a *Student Complaint / Grievance / Appeal Form* will be given to you to complete.
2. The Student Services Officer will ensure the form is entered correctly and will attempt to resolve the problem and provide reasons for the decision. If you are not satisfied at this stage, your complaint/grievance/appeal will be referred to the Student Appeals Committee.
3. Scots English College has procedures to ensure that all complaints / grievances / appeals are dealt with in a constructive and timely manner.

### Student Appeal Committee (SAC)

The SAC comprises the Principal Administrator, the Director of Studies and an outside independent expert - preferably with experience in education. You can present your case directly to this committee and you will be given a written statement of the outcome and the reasons for the decision reached. You also have the right to bring along a friend or support person.

### Still have a problem?

You have other avenues of appeal against the decision made if you are still dissatisfied with the outcome of your complaint / grievance / appeal.

You can contact the Overseas Students Ombudsman if you wish to lodge an external appeal or complain about the decision. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. Refer to the Overseas Students Ombudsman website [www.oso.gov.au](http://www.oso.gov.au) or phone 1300 362 072 for more information.