



STUDENT DETAILS	
Family name*	First 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	
Are you lodging your student visa application <input type="checkbox"/> in Australia <input type="checkbox"/> Outside Australia	
Current Address *	
Street Name	City/Town/Suburb
Country	State
Postcode	Mobile/Phone
Email*	

ACADEMIC RECORD	
English Level: <input type="checkbox"/> IELTS <input type="checkbox"/> TOEFL <input type="checkbox"/> PTE <input type="checkbox"/> other	
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:	

OVERSEAS STUDENT HEALTH CARE COVER (OSHC)	
Would you like Scots to arrange OSHC for you - BUPA? <input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes please complete the following questions):	
OSHC Duration:	Months
OSHC type: <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family	
OSHC cover start date:	
OSHC cover end date:	

ACCOMMODATION AND AIRPORT PICK-UP	
Do you require airport pick-up? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require Scots to arrange accommodation for you? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, <input type="checkbox"/> Homestay <input type="checkbox"/> Student Apartment)	

PAYMENT INSTALLMENT (please specify, if required)	

CONTACT DETAILS	

STUDY AND BREAK PLAN (please fill the number of weeks in the following form)					
Course	Study	Break	Study	Break	Study

GENERAL ENGLISH (GE) - (6 levels, 10 weeks per level) CRICOS Course Code: 093611C	
<input type="checkbox"/> Morning	Start Date (dd/mm/yyyy):
<input type="checkbox"/> Evening	No. of weeks:
<input type="checkbox"/> Online	

IELTS PREPARATION (IELTS) - (1 level, 12 weeks per level) CRICOS course Code: 092780E	
<input type="checkbox"/> Morning	Start Date (dd/mm/yyyy):
<input type="checkbox"/> Evening	No. of weeks:
<input type="checkbox"/> Online	

CAMBRIDGE PREPARATION - (3 levels, 12 weeks per level) CRICOS Course Code: 093245J	
<input type="checkbox"/> Morning	Start Date (dd/mm/yyyy):
<input type="checkbox"/> Evening	No. of weeks:
<input type="checkbox"/> Online	

PTE Academic Preparation - (3 levels, 12 weeks per level) CRICOS Course Code: 093596G	
<input type="checkbox"/> Morning	Start Date (dd/mm/yyyy):
<input type="checkbox"/> Evening	No. of weeks:
<input type="checkbox"/> Online	

ENGLISH FOR ACADEMIC PURPOSES - (4 levels, 12 weeks per level) CRICOS Course Code: 092779J	
<input type="checkbox"/> Morning	Start Date (dd/mm/yyyy):
<input type="checkbox"/> Online	No. of weeks:
Pathway option	
<input type="checkbox"/> to Australian national institute of management and commerce (IMC) Undergraduate degree	
<input type="checkbox"/> to Australian national institute of management and commerce (IMC) Postgraduate degree	
<input type="checkbox"/> TAFE NSW Vocational studies or Undergraduate degree	

PRONUNCIATION & COMMUNICATION - (1 level, 10 weeks per level) CRICOS Course Code: 092779J	
<input type="checkbox"/> Morning	Start Date (dd/mm/yyyy):
<input type="checkbox"/> Evening	<input type="checkbox"/> 5 weeks <input type="checkbox"/> 10 weeks
<input type="checkbox"/> Online	

Please note under force majeure, such as COVID-19, we may not be able to deliver course on campus.

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. copy of your passport.
4. Return the completed application form and the necessary documents to:
Scots English College
G05 (Biomedical Building), 1 Central Avenue, Eveleigh, NSW 2015, 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 Home Affairs (DHA) www.homeaffairs.gov.au. Alternatively contact Student Services at Scots English College by email 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.

COURSES

Scots English College currently offers General English, Cambridge English, IELTS and Pronunciation & Communication courses. Due to the COVID-19 pandemic, some courses may temporarily be unavailable. For more course information, please refer to: 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 DHA. 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 June 2019. 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\$21,041 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.

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 <https://www.ombudsman.gov.au/> or phone 1300 362 072 for more information.

Scots English College Pty Ltd trading as Scots English College

ABN: 91 605 117 575 | CRICOS Provider Code: 03497A

Reception: G05 (Biomedical Building), 1 Central Avenue, Eveleigh, NSW 2015, Australia
Phone: +61 2 9146 6358 | Email: info@scotsenglish.edu.au | www.scotsenglish.edu.au