



## 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*	Student visa      Tourist/Visitor      Other
	Working Holiday      Waiting for student visa      None
Are you applying for a student visa (and COE) to study at Scots?*	
Yes      No	
Are you lodging your student visa application      in Australia      Outside Australia	
Current Address *	
Street Name	City/Town/Suburb
Country	State
Postcode	Mobile/Phone
Email*	

## ACADEMIC RECORD

English Level:	IELTS	TOEFL	PTE	other
Result:	When: dd/mm/yyyy			
Highest qualification*:				
State/ Country:	Graduation year:			
Street Name	City/Town/Suburb			
Do you plan on further study in Australia after Scots English College?				
Yes      No      (Preferred Course      )				
Preferred Institution Name:				

## OVERSEAS STUDENT HEALTH CARE COVER (OSHC)

Would you like Scots to arrange OSHC for you - Medibank? (if Yes please complete the following questions):		Yes	No
OSHC Duration:	Months		
OSHC type:	Single	Couple	Family
OSHC cover start date:			
OSHC cover end date:			

## ACCOMMODATION

Do you require airport pick-up?			
Do you require Scots to arrange accommodation for you?			
No	Yes (if yes,	Homestay	Student Apartment)

## PAYMENT INSTALLMENT (please specify, if required)

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## STUDY AND BREAK PLAN

(please fill the number of weeks in the following form)

Course	Study	Break	Study	Break	Study

## CONTACT DETAILS


## GENERAL ENGLISH (GE) - (6 levels, 10 weeks per level)

CRICOS Course Code: 093611C

Morning (08:00-13:30)	Start Date (dd/mm/yyyy):
Evening (16:00-21:30)	No. of weeks:

## IELTS PREPARATION (IELTS) - (1 level, 12 weeks per level)

CRICOS course Code: 092780E

Morning (08:00-13:30)	Start Date (dd/mm/yyyy):
Evening (16:00-21:30)	No. of weeks:

## PTE Academic Exam Preparation (2 levels, 12 weeks per level)

CRICOS Course Code: 093596G

Morning (08:00-13:30)	Start Date (dd/mm/yyyy):
Evening (16:00-21:30)	No. of weeks:

## CAMBRIDGE PREPARATION - (3 levels, 12 weeks per level)

CRICOS Course Code: 093245J

Morning (08:00-13:30)	Start Date (dd/mm/yyyy):
Evening (16:00-21:30)	No. of weeks:

## ENGLISH FOR ACADEMIC PURPOSES - (4 levels, 12 weeks per level)

CRICOS Course Code: 092779J

Morning (08:00-13:30)	Start Date (dd/mm/yyyy):
Evening (16:00-21:30)	No. of weeks:
Pathway option	to Australian national institute of management and commerce (IMC)   Undergraduate degree
	to Australian national institute of management and commerce (IMC)   Postgraduate degree
	TAFE NSW   Vocational studies or Undergraduate degree

## PRONUNCIATION & COMMUNICATION - (1 level, 10 weeks per level)

CRICOS Course Code: 092779J

Morning (08:00-13:30)	Start Date (dd/mm/yyyy):
Evening (16:00-21:30)	5 weeks      10 weeks

## ENGLISH JUNIOR PROGRAM - (1-4 weeks, Junior and High School)

Non-CRICOS course

Start Date (dd/mm/yyyy):
Number of weeks:

## FLUENCIATION - (Beginner-Advanced)

Non-CRICOS course

Start Date (dd/mm/yyyy):
End Date (dd/mm/yyyy):
Number of hours:

## PAYMENT INSTALLMENT (please specify, if required)

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**  
**CBD campus address (Level 5, 841 George Street, Haymarket, 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 Home Affairs (DHA) [www.homeaffairs.gov.au](http://www.homeaffairs.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 nongovernment 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](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 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](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