



APPLICATION FOR ENROLMENT

Personal Details

Student ID:

Family Name

Given Name(s)

Date of Birth (DD/MM/YYYY) Male / Female

Nationality Passport Number

Visa Type Student Visa / Non Student Visa
Global Opportunities

Home address HS-27, 2nd Floor, Kailash Colony Main Market, New Delhi 110048
Ph: 91-29237795, 29247796, 32427795
Fax: 91-11-41632038
Email: helpdesk@global-opportunities.net

Contact number

Are you currently studying in Australia?
If yes, Australian home address

Contact number

E-mail address

English is my first language Yes No

English was the language of instruction during my secondary or tertiary study Yes No

I have completed a test of English Language proficiency
Yes No

If you answered 'yes' to any of the above questions, documentary evidence must be provided.
If you answered 'no' to any of the above questions, you must sit an approved English test and advise results before Confirmation of Enrolment can be issued. Otherwise you may like to apply for admission to Hales Institute's accredited ELICOS programs.

Academic Course Preferences

Course name / code number(s)
A
B

Course commencement date / completion date
A
B

Duration of course/s
A
B

Tuition fees

A
B

Previous Studies

Highest level of education attained

Name of school / institution

Country

Date / year completed

How did you hear about Hales Institute?

Pre-enrolment conditions

1. I have read and understood the conditions of enrolment.
2. I am aware the enrolment fee of \$100 applies and is non-refundable.
3. I understand that if my visa application is not granted, a full refund of tuition fees will be made, provided that sufficient evidence of visa refusal is provided to the institute by the Australian authorities within a specified time.
4. I am aware that I must make tuition fee payments as agreed. Not paying on time may restrict services or withhold documentation.
5. I understand that I must pay separate additional costs for textbooks, excursions and course materials.
6. I am aware contact hours are allocated on a term by term basis and at no time will preference be given.
7. I am aware all English language students must successfully complete a vocational placement test before commencing a vocational course at Hales Institute. I have read and understood the English language requirements outlined in the enrolment procedure on the institute's website.
8. I understand that Australian law requires student visa holders to inform Hales Institute of any changes of address immediately.
9. I am aware and agree that any photos or testimonials of me which are used by the institute remain the property of Hales Institute.
10. I am aware that I enrolled in a full time course and must attend 80% of classes to comply with visa regulations.

Declaration by Applicant

I am aware of the conditions as they relate to my admission and agree to pay all fees for which I am liable. I have read and agree to the conditions related to Hales Institute's Conditions of Enrolment and Refund Policy. I declare the information supplied by me on this form is true and correct in every particular.

Applicant's signature:

Date: / /

Return the completed form and all supporting documentation to:

Hales Institute
Level 3, 55 Swanston Street, Melbourne 3000 Australia
Tel: +61 3 9639 0000 Fax: +61 3 9650 6476
E-mail: info@hales.edu.au Website: www.hales.edu.au
Postal address: PO Box 29, Flinders Lane Post Office
Melbourne 8009 Australia

Australian Business Colleges Pty. Ltd. T/A Hales Institute
A.C.N. 050 235 384 A.B.N. 57 050 235 384
RTO Provider Code: 3843 CRICOS: 01191B

Any information provided to Hales may be made available to the Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund



Since 1910

CONDITIONS OF ENROLMENT

(International Students)

1. Performance and Conduct

(a) The quality of each student's performance including the attainment of the Institute's standards and the Department of Immigration & Multicultural Affairs' requirements is an essential condition of continued enrolment. Such performance shall be under continual review.

(b) In the event of unsatisfactory performance, misconduct, or failure to pay tuition fees and fee instalments when due, the Institute reserves the right to suspend or terminate a student and to withhold the student's marks and certificates.

[Misconduct includes but is not limited to: breach of these conditions; misbehaviour; unauthorised absenteeism; dereliction of studies; undermining the Institute; disrespect for the property, privacy and rights of fellow students, of instructors and of the Institute.]

2. Refund Policy

(a) There shall be no refund of registration fees.

(b) There shall be no refund of tuition fees except where:

(i) prior to the commencement date set out in this Application for Enrolment, the Institute receives the student's written application for withdrawal from the course incorporating documentary evidence of rejection of the student's visa application from the appropriate Australian Authorities, then a full refund will apply; or

(ii) more than 30 days prior to the commencement date set out in this Application for Enrolment, the Institute receives the student's written application for withdrawal from the course, then 70% of the fees will be refunded; or

(iii) prior to the commencement date set out in this Application for Enrolment but within 30 days of that commencement date, the Institute receives the student's written application for withdrawal from the course, then no refund will apply; or

(iv) in the unlikely event of default by Australian Business Colleges Pty Ltd t/a Hales Institute, such situations are covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

3. Cancellation of Confirmation of Enrolment

Where a student fails to commence the course within 14 days of the scheduled commencement date, confirmation of enrolment shall be cancelled and the Department of Immigration & Citizenship notified accordingly. A cancellation fee of one term payment or equivalent will be incurred.

4. Cancellation of enrolment

Where a student withdraws from a course (a) a cancellation fee of one term payment or equivalent will be incurred (b) the balance of the remaining weeks in ELICOS is payable. Failure to comply will result in no formal documentation provided to the student by Hales Institute.

5. Resources & receipts

Students are required:

(a) to purchase their own resources when needed throughout their course; and

(b) to keep copies of receipts or records of receipt numbers for all payments to the Institute.

6. Timetables

The Institute reserves the right to change timetables during the course but will maintain daily time frames within the span of 8.00 a.m. and

8.00 p.m. Monday to Saturday.

7. Students' additional rights including rights under Education Services for Overseas Students Act 2000

These conditions of enrolment do not remove students' rights:

PLEASE READ THIS CONDITIONS CAREFULLY BEFORE YOU SIGN.

I, _____

(Print Name)

acknowledge that I have read, understand and agree to be bound by, this Agreement and the terms and conditions of my entry visa to Australia.

Signature of Student

(Student to Sign)

Date

/

/

Witness to Signature

(Hales representative to sign & PRINT NAME)

Date

/

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