

PERSONAL DETAILS

Family Name

Given Name/s

Date of Birth / / Male Female Other

Education completed Occupation

Nationality Passport number

Address in Home Country

Phone Email

Address in Perth (if known)

Aus.Phone Email

On what type of visa will you commence your course?
 Student Visitor Working Holiday Other

Level of English
 Beginner Elementary Pre-Intermediate
 Intermediate Upper-Intermediate Advanced

Do you have any other English Test Result? Y/N Score

REQUESTED COURSES & DURATION

Commencement Date (dd/mm/yy)

ENGLISH

Academic English Program (AEP) weeks

General English Course (GEC) weeks

English for High School Preparation (11 - 17 years) weeks

Young Learners Program (8 - 10 years) weeks

High School Holiday Program weeks

BUSINESS

BSB40120 Cert. IV in Business - Foundation Studies (Uni Pathway) months

BSB50120 Diploma of Business (Uni Pathway) months

Global Business Skills (5, 10, 15 or 20 weeks) weeks

BSB40520 Certificate IV in Leadership and Management months

BSB50420 Diploma of Leadership and Management months

BSB40920 Certificate IV in Project Management Practice months

BSB50820 Diploma of Project Management months

TRAINING

40122 Certificate IV in Training and Assessment weeks

Cambridge CELTA weeks

Cambridge DELTA weeks

Other course? (please specify)

FURTHER STUDY IN AUSTRALIA

Will you take further study in Australia after your course?
 Yes No

Would you like Phoenix to arrange a place at a high school/university for you?
 Yes No

Do you have a preferred course of study after your English course?

FEES CALCULATION

| | |
|---|-------------------------|
| Enrolment Fee | \$ <input type="text"/> |
| Tuition weeks <input type="text"/> | \$ <input type="text"/> |
| Other Fees (eg Academic Service, Exam Fees) | \$ <input type="text"/> |
| Overseas Student Health Cover (Student Visa only) | \$ <input type="text"/> |
| Airport Meet & Greet Service | \$ <input type="text"/> |
| Homestay Accommodation Placement Fee | \$ <input type="text"/> |
| Homestay Accommodation Fee (4 wks in advance) | \$ <input type="text"/> |
| On campus accommodation (Beatty Lodge) | \$ <input type="text"/> |
| TOTAL | \$ <input type="text"/> |

NOTES:

- The Phoenix Identity Card offers discounts on transport and may be applied for on commencement.
- Estimated budget for text books is \$140 - \$150.
- All prices included in this document are in Australian Dollars and include GST where applicable.

ACCOMMODATION & AIRPORT PICKUP

Do you require Airport Pickup? Yes No

Do you want accommodation arranged for you? Yes No

Homestay* Own arrangement

On-campus Student Residence (Single, Twin, Triple- specify)

Are you willing to live with a homestay family
 with pets with children under 5 with smokers

Are there any foods you do not eat?

What are your hobbies/interests?

Do you suffer from any medical condition? (please specify)

Do you smoke? Yes No

*Please note: all homestay services are provided by Australian Homestay Network (AHN).

CARE & SUPERVISION (UNDER 18 YEARS ONLY)

All students under 18 years of age must have an adult carer in Australia.

Do you need Phoenix to arrange a carer? Yes No

If NO, you must provide your carer's details in Perth before arrival.

DECLARATION

I, declare that the information supplied in this application and supporting documentation is true and complete. I have read and understood the Terms & Conditions of Enrolment of Phoenix Academy and agree to these terms.

I understand that Phoenix Academy reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information.

DISCLAIMER: The information contained in this document was correct at the time of publication but the Academy reserves the right to make subsequent changes without notice.

Student Signature: Date:

Signature of the Parent/Guardian (if under 18 years) Date:

Representative Stamp

APPLICATION FORM (Part B)

Terms & Conditions of Enrolment

HOW TO ENROL

- Send your completed **Application Form** to our representative in your country or direct to:
The Registrar, Phoenix Academy
PO Box 256, Leederville 6903, Western Australia
Or fax or email to: The Registrar, +61 8 9235 6005 or admissions@phoenix.wa.edu.au
Or apply online at: <http://www.phoenix.wa.edu.au>
- We will send you an **Offer of Study** detailing the terms of payment.
- On acceptance of your Offer of Study and receipt of fees, Phoenix Academy will send you pre-arrival information along with accommodation information. For student visa applications, a **Confirmation of Enrolment (COE)** will be sent to you. Take the COE to an Australian embassy to apply for a Student Visa.

CONDITIONS OF ENROLMENT

- Tuition fees and all other fees (e.g. Overseas Student Health Cover) are to be paid according to your Offer of Study.
- For Airport Transfer and Homestay requests please provide flight details (number, date, arrival time) at least 2 weeks before you arrive in Australia. Phoenix Academy will confirm the details with you and send full homestay arrangements.
- For student visas, when selecting a commencement date please allow at least 6 to 8 weeks for visa processing.
- Any changes to enrolment details must be notified to Phoenix Academy in writing.
- Students having chosen to start their course online will be deemed to have commenced their enrolment (studies) and fees are payable from that date.
- Students under 18 years old are required to have a local Carer/Guardian (please see below for details).
- Phoenix Academy reserves the right to change its fees and conditions at any time without notice.
- Change of address: Student Visa holders are required under the terms of their visa to notify Phoenix Academy of any change of address during their study at Phoenix Academy.
- Conditions under which the Academy may suspend or cancel your enrolment:
 - Non-payment of fees
 - Misbehaviour or misconduct
 - Failure to meet course prerequisites
 - Failure to meet satisfactory attendance
 - Failure to meet satisfactory course progress
- The Department Home Affairs (DHA) regulation states that students on student visas must attend 80% of their classes to satisfy immigration requirements. Should your attendance fall below this level, you may be at risk of having your visa cancelled. Attendance at Phoenix Academy is based on the actual days of study from the date of commencement, and is calculated as a percentage at the end of every class week. Should your attendance fall below 80%, Phoenix Academy reserves the right to cancel or suspend your enrolment, which may put your visa at risk.
- Students enrolled in an Award Course Program (e.g. Diploma of Business) must achieve satisfactory course progress. Students who fail to maintain satisfactory course progress may be at risk of their visa being suspended or cancelled. Please refer to Student Progress Monitoring Policy on our website at www.phoenix.wa.edu.au
- Student wanting to withdraw, cancel, defer, or transfer to another provider must submit a formal request in writing to the Registrar.
- A LATE PAYMENT FEE up to \$500 may be charged on outstanding fees. Interest calculated on a daily basis, using the current bank rate, may also be charged on outstanding fees.
- Any photos or videos taken on the premises of Phoenix Academy by students and/or Phoenix Academy staff may be used for promotional purposes.
- Information collected on this form is subject to the Information Collection Statement below.

ADDITIONAL CONDITIONS (UNDER 18 YEARS ONLY)

Students enrolled in the Phoenix Young Learners or High School Preparation Program (under 18 years old) will be required to live with a Phoenix homestay family who act as the local carer or show evidence of living with a Phoenix approved responsible adult who will act as guardian.

METHOD OF PAYMENT

Bank Transfer Bank Draft Bank Cheque Cash
Credit card: Master/Visa (3.4%) American Express (1.05%)

All transfers should be made to:

Name: Phoenix Academy Trust Account
Bank Name: Commonwealth Bank of Australia
Branch: 201 Sussex St, Floor 27, Sydney NSW 2000, Australia
Branch No: 066-000 **Account No:** 1340 2673 **SWIFT CODE:** CTBAU25

All payments must be made in Australian dollars and students are responsible for paying all bank charges;

Email to accounts@phoenix.wa.edu.au or fax copy of payment details to +61 8 9235 6005

PHOENIX ACADEMY CRICOS PROVIDER CODE: 00066D

Keyseq Pty Ltd t/a Phoenix Academy. ABN 45 009 405 298.

RTO Code: 50030 | CRICO Code: 00066D

GENERAL INFORMATION

Dependants: Student's dependants can enrol in a government or registered non-government high school as long as they meet the criteria set by the Department of Education (DOE). Depending on the school (government or non-government) and type of application (visa class of the parent and dependant) different fees and enrolment processes may apply.

Employment: Students on a Student Visa are entitled to work 48 hours per fortnight during study periods and full-time in holidays. Spouses who accompany student visa holders may be able to work under certain circumstances. For more information, contact the Department Home Affairs (DHA).

Health Cover: It is a requirement of the Department Home Affairs (DHA) that holders of student visas should have Overseas Student Health Cover (OSHC). For newly arrived students, this cover is arranged by Phoenix Academy as part of the admissions process. Full information, including how to claim a refund of medical expenses is provided during Orientation.

Information Collection: Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS). In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

REFUND POLICY

All requests for a refund should be submitted in writing (with supporting documentation) to the Registrar, Phoenix Academy.

A notice of withdrawal due to:

- illness or disability
- death of a close family member (parent, sibling, spouse, child)
- political or civil event that prevents acquittal

may be accepted as grounds for partial refund of fees. Supporting documentary evidence must be provided.

In all cases:

- refunds of tuition and accommodation fees will be in accordance with the Western Australian Government's Policy Guidelines for institutions providing courses to international students and Commonwealth Education Services for Overseas Students Act 2000. These documents are available to students on request.
- Phoenix will give the student a statement that explains how the refund amount has been worked out.
- Refund calculations are based on a maximum 24 week course block(s), or the course duration, whichever is the lesser.
- The refund (if any) will be paid within four weeks after receiving a written claim by the student.

This agreement does not remove the right to take further action under Australia's consumer protection laws. In the case of any disputes, Phoenix's Dispute Resolution processes do not circumscribe the student's right to pursue other legal remedies.

| Refund Policy | Amount Refunded |
|--|---|
| If we offer a place at Phoenix the i. Enrolment Fee and ii. Homestay Placement Fee are non-refundable | No refund |
| If the visa application is unsuccessful and the student notifies Phoenix in writing within 14 days of refusal from the Embassy | 100% of tuition fees paid except an Administration Fee of up to \$500 |
| If the student withdraws up to 4 weeks before course commencement | 90% of tuition fees paid except an Administration Fee of up to \$500 |
| If the student withdraws 0 to 4 weeks before course commencement | 50% of tuition fees paid except an Administration Fee of up to \$500 |
| If the student withdraws and leaves the course 0 to 4 weeks after course commencement | 30% of tuition fees paid except an Administration Fee of up to \$500 |
| If the course is 12 weeks or less and the student withdraws and leaves the course 0 to 4 weeks after course commencement | No refund is given |
| If the student withdraws after Week 4 of the course commencement | Any refund is at the discretion of Phoenix |
| If the student cancels Homestay accommodation up to 2 weeks before they wish to leave the house | 100% of accommodation fees paid except the Placement Fee |
| If the student cancels Homestay accommodation less than 2 weeks before they wish to leave the house | No refund is given |
| If the student withdraws from Student Residence accommodation: Beatty Lodge | |
| 28 days or more prior to check in - 22 to 27 days prior to check in - 14 to 21 days prior to check in - Less than 14 days prior to check in | 100% of room payment paid 50% of room payment paid 25% or room payment paid No refund |
| ii. In the event that Phoenix Academy defaults of any courses offered and paid for by the student | Phoenix Academy will: Either offer the student an alternative place at the provider's expense, that is accepted by student in writing OR refund the student the unused portion of the prepaid fees. |
| If a student fails to notify the correct flight details or any change of details at least 2 days prior to arrival. | No refund of airport pickup fees |
| If a student breaches international visa conditions or the rules of the provider and is terminated from the course | No refund of the first 24 week block and 40% of the fees applicable to a subsequent 24 weeks block. |

CHECKLIST

- Completed all sections of the Application Form
- Read and understood the Conditions of Enrolment & the Cancellations & Refund Policy
- Attached copies of Academic transcripts (where relevant to your application)
- Signed the declaration