



TOWNSVILLE INTERNATIONAL ENGLISH SCHOOL ENROLMENT FORM

PERSONAL DETAILS		ADDRESS AND CONTACT DETAILS	
Family Name:		Email:	
Given Name: Preferred name:		Address in Home country:	
Gender: M/F Date of Birth:			
Country:			
Language:			
Passport no. (Please attach copy @):			
Type of Visa: Tourist <input type="checkbox"/> Working holiday <input type="checkbox"/>		Address in Australia: * You must notify TIES of any change of address while enrolled in the course.	
Hobbies/Interests:			
How did you find out about TIES? Agent <input type="checkbox"/> _____		Telephone (Australia): Mob: Home:	
Google search <input type="checkbox"/> Facebook <input type="checkbox"/> Friend <input type="checkbox"/>		Special considerations:	
		Newspaper <input type="checkbox"/> Backpacker <input type="checkbox"/> sign <input type="checkbox"/> other <input type="checkbox"/>	
COURSES (FULL-TIME – 22hrs)		COURSES (PART-TIME)	
<input type="checkbox"/> General English		<input type="checkbox"/> Part – time English (General or IELTS - 14hrs)	
<input type="checkbox"/> Academic English		<input type="checkbox"/> Backpacker English (General - 8hrs)	
<input type="checkbox"/> IELTS Preparation:		<input type="checkbox"/> Night Classes (General English -4hrs)	
<input type="checkbox"/> English + Bonus: Tennis: <input type="checkbox"/> Scuba Diving: <input type="checkbox"/> Golf: <input type="checkbox"/>		<input type="checkbox"/> Afterschool ESL or EEP – Children (2hrs)	
		<input type="checkbox"/> Study Tour	
		<input type="checkbox"/> One on One	
		<input type="checkbox"/> LOTE (2hrs)	
START DATE (TUESDAY):		FINISH DATE (FRIDAY):	
		LENGTH OF COURSE (weeks):	
EDUCATION			
English Level (Results from TIES online English Test): Level: %: Date:			
Previous English Exam Results (Please attach @): IELTS: TOEFL: TOEIC: OTHER: DATE OF EXAM:			
Will you be continuing your studies after you have finished your course? Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure <input type="checkbox"/>			
Name of institution:		Start Date: Courses:	
ACCOMMODATION			
Do you require accommodation arrangement? Yes <input type="checkbox"/> No <input type="checkbox"/>		Backpacker: Students pays directly to the Backpacker	
If Yes then how many weeks? _____		Share-house: Student pays directly to the share-house	
Type: Homestay <input type="checkbox"/> Backpacker <input type="checkbox"/> Share-house <input type="checkbox"/>		Homestay: Student makes payment to TIES	
Airport Pick-up (one-way-\$60): <input type="checkbox"/> Flight arrival date (dd/mm/yyyy): Flight arrival time: Flight No.			
HOMESTAY REQUIREMENTS			
Homestay includes Breakfast and Dinner during the week and includes 3 meals on the weekends			
Do you have Allergies? Yes <input type="checkbox"/> No <input type="checkbox"/> details:			
Do you have a health problem? Yes <input type="checkbox"/> No <input type="checkbox"/> details:			
Do you have any special food requirements? Yes <input type="checkbox"/> No <input type="checkbox"/> details:			
Would you like a family that has pets? Yes <input type="checkbox"/> No <input type="checkbox"/> details:			
Would you like a family with children? Yes <input type="checkbox"/> No <input type="checkbox"/> details:			
Do you have any special requests? Yes <input type="checkbox"/> No <input type="checkbox"/> details:			
SUMMARY OF FEES (See study options)			
<input type="checkbox"/> Enrolment and materials fee:\$A _____		<input type="checkbox"/> Homestay accommodation fee _____ weeks: \$A	
<input type="checkbox"/> Tuition fee _____ weeks :\$A _____		<input type="checkbox"/> Air-port pick-up \$60 (one way) : \$A _____	
<input type="checkbox"/> Accommodation booking fee:\$A _____		<input type="checkbox"/> Total fees: \$A _____	
DECLARATION			
I confirm that I have read, understood and agree to the terms and conditions of enrolment (including refund policy). I acknowledge and agree that; this is an application only to study at Townsville International English School (i.e. it does not guarantee a place). I will adhere to the code of conduct at TIES and I will notify TIES of any change of address while enrolled in the course.			
Signature: (Student) (Parent/Guardian):			
		Date:	



TOWNSVILLE INTERNATIONAL ENGLISH SCHOOL

ENROLMENT FORM

TERMS AND CONDITIONS OF ENROLMENT

- All fees must be paid in advance. Final confirmation of booking cannot be assumed or made until all fees have been received. If a student arrives in Townsville and their fees have not been received, we cannot guarantee that the student will be able to start the course.
- All prices are valid until the end of 2011.
- I agree to waive and release all claims against Townsville International English School (TIES), its directors and its appointed agents for any loss, accident, injury, delay or expense resulting from participation in any of its courses, airport transfers, excursions and all types of accommodation arrangements. I also release TIES, its directors and its appointed agents and agree to indemnify TIES, its directors and its appointed agents with regard to any financial obligations or liabilities that I may personally incur or any damage or injury to the person or property of others that I may cause while enrolled in TIES courses.
- I understand that my enrolment at TIES may be terminated at the discretion of TIES, its owners and its appointed agents without refund of fees at my own cost if I do not adhere to the rules, standards and discipline code of TIES.
- If I become ill, injured, or incapacitated, TIES, its directors, teachers, appointed agents and Homestay family members may take such action as any of them considers necessary, including securing medical treatment for me and transporting me back to my country at my own expense. I release them from all liability related to such actions.
- I agree that the laws of Australia shall apply to this agreement and I agree to submit to the jurisdiction of the Australian law.
- I agree to allow TIES to provide my personal information to Commonwealth and State agencies and the ESOS Assurance Fund Manager should it be required to do so
- Extra homestay accommodation (owing to flight arrival/departure dates etc.) is charged at \$A30 per night.
- Writing materials are not included in the price.
- Photographs, videos and testimonials provided by the student or taken by TIES may be used in promotional material including Facebook/internet.

CANCELLATION AND REFUND POLICY

- All requests for refunds must be made in writing to the Director, Townsville International English School, PO Box 2219, Townsville, 4810. If you are withdrawing from a course due to illness, a medical certificate must accompany your letter.
- Tuition fees are non transferable to other students or institutions.
- All refunds will be paid in the same currency in which the fees were paid and refunded only to the person who entered into the contract with TIES. However, if the person gives written consent to pay the refund to someone else this will be appropriate.
- Refunds will be paid within 14 days of notification.
- The enrolment, accommodation placement fees and air-port pick-up fees are non-refundable.
- Bank charges will be deducted from refunds when occurred.
- 100% of the tuition fees will be refunded if a visa application is rejected. You must notify TIES within 28 days of visa rejection.
- 100% of the tuition fees will be refunded if you cancel your enrolment in writing 4 or more weeks before the commencement of your course.
- 50% of the tuition fees will be refunded if you cancel your enrolment in writing less than 4 weeks before the commencement of your course.
- Refunds will not be granted once a course has commenced.
- TIES reserves the right to expel a student who does not adhere to the discipline code of behaviour of the school. No refund will be given.
- The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.
- Nothing in the School's Dispute Resolution Policy negates the right of any overseas student to pursue other legal remedies.

ENROLMENT PROCEDURES

TOURIST OR WORKING HOLIDAY VISA APPLICATIONS

1. Send a completed and **signed** Enrolment Form to Townsville International English School.
2. Pay the total cost of your course (payments must be made before your course start date and before TIES can finalise any arrangements for your stay).
3. TIES will send the student pre-arrival information, a student handbook and information about orientation.
4. Student makes travel/ and or accommodation arrangements. Student purchases their own travel/health insurance.
5. Student arrives in Australia
6. Student completes orientation on the Monday before their class starts.
7. Student starts classes

