

**FORM MUST BE COMPLETED IN FULL - INCOMPLETE FORMS WILL NOT BE PROCESSED**

### Student Details

Surname/Family Name \_\_\_\_\_

Given Name(s) \_\_\_\_\_

Gender  Male  Female Date of Birth dd / mm / yyyy \_\_\_\_\_

Nationality \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile Number \_\_\_\_\_

Current Address \_\_\_\_\_

Suburb/Town/City \_\_\_\_\_ State \_\_\_\_\_

Postcode/Zipcode \_\_\_\_\_ Country \_\_\_\_\_

(Email address must be provided at all times)

How did you hear about Greenwich College?

- Agent  Advertising  Internet  Student  Friend
- Education Fair  Facebook  Other \_\_\_\_\_

### Visa

Passport Number \_\_\_\_\_

Which visa type do you plan to study under at Greenwich College?

Student\*  Working Holiday  Tourist  Other \_\_\_\_\_

\*Which city will you lodge your visa application in? \_\_\_\_\_

### Installment Plan Request

Number of Installments  One  Two  Three  Four

Government Funded

Requests will be processed in accordance with the Greenwich Installment plan policy.

### Overseas Student Health Cover (OSHC)

The Australian Government requires all overseas students studying on a student visa to have Overseas Student Health Cover (OSHC) for the total duration of your stay in Australia.

Do you want Greenwich College to arrange your OSHC?  No  Yes

(Please complete the following questions)

OSHC Duration \_\_\_\_ Months OSHC Cover Type  Single  Couple  Family  
(Couple & Family Cover: Please attach passport copies of all partners and family members)

### Special Needs

Do you have any special learning or physical needs? (e.g. hearing or sight impaired)

No  Yes (Please describe)

What extra support do you require? \_\_\_\_\_

### Accommodation and Airport Transfer

Do you want Greenwich College to arrange your Airport Transfer and Homestay Accommodation?  No  Yes

(Please complete the Accommodation and Airport Transfer application form)

### Agent Details

Are you applying through an Education Agent?  Yes  No

Agent's name \_\_\_\_\_

Email \_\_\_\_\_

Name of contact counsellor \_\_\_\_\_

I nominate this Education Agent to be my agent for the entire duration of my enrolment

Yes  No

### Home Country Emergency Contact Details

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile Number \_\_\_\_\_

## ENGLISH COURSES

Which course(s) do you want to study at Greenwich English College? Please note that student visa applicants cannot apply for part-time courses.

Course 1			Course 2			Course 3		
Campus	<input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne	Campus	<input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne	Campus	<input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne
<input type="checkbox"/> General English <input type="checkbox"/> EVS <input type="checkbox"/> EAP (day only)			<input type="checkbox"/> General English <input type="checkbox"/> EVS <input type="checkbox"/> EAP (day only)			<input type="checkbox"/> General English <input type="checkbox"/> EVS <input type="checkbox"/> EAP (day only)		
<input type="checkbox"/> Cambridge <input type="checkbox"/> Cambridge On-Demand <input type="checkbox"/> KET <input type="checkbox"/> PET <input type="checkbox"/> FCE <input type="checkbox"/> CAE <input type="checkbox"/> CPE			<input type="checkbox"/> Cambridge <input type="checkbox"/> Cambridge On-Demand <input type="checkbox"/> KET <input type="checkbox"/> PET <input type="checkbox"/> FCE <input type="checkbox"/> CAE <input type="checkbox"/> CPE			<input type="checkbox"/> Cambridge <input type="checkbox"/> Cambridge On-Demand <input type="checkbox"/> KET <input type="checkbox"/> PET <input type="checkbox"/> FCE <input type="checkbox"/> CAE <input type="checkbox"/> CPE		
<input type="checkbox"/> English for Business <input type="checkbox"/> Pronunciation in Context <input type="checkbox"/> English+ Creative Technology <input type="checkbox"/> IELTS Preparation			<input type="checkbox"/> English for Business <input type="checkbox"/> Pronunciation in Context <input type="checkbox"/> English+ Creative Technology <input type="checkbox"/> IELTS Preparation			<input type="checkbox"/> English for Business <input type="checkbox"/> Pronunciation in Context <input type="checkbox"/> English+ Creative Technology <input type="checkbox"/> IELTS Preparation		
Course Type <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time			Course Type <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time			Course Type <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time		
How many weeks			How many weeks			How many weeks		
Start Date			Start Date			Start Date		
Course 4			Course 5			Course 6		
Campus	<input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne	Campus	<input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne	Campus	<input type="checkbox"/> Sydney	<input type="checkbox"/> Melbourne
<input type="checkbox"/> General English <input type="checkbox"/> EVS <input type="checkbox"/> EAP (day only)			<input type="checkbox"/> General English <input type="checkbox"/> EVS <input type="checkbox"/> EAP (day only)			<input type="checkbox"/> General English <input type="checkbox"/> EVS <input type="checkbox"/> EAP (day only)		
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<input type="checkbox"/> English for Business <input type="checkbox"/> Pronunciation in Context <input type="checkbox"/> English+ Creative Technology <input type="checkbox"/> IELTS Preparation			<input type="checkbox"/> English for Business <input type="checkbox"/> Pronunciation in Context <input type="checkbox"/> English+ Creative Technology <input type="checkbox"/> IELTS Preparation			<input type="checkbox"/> English for Business <input type="checkbox"/> Pronunciation in Context <input type="checkbox"/> English+ Creative Technology <input type="checkbox"/> IELTS Preparation		
Course Type <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time			Course Type <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time			Course Type <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time		
How many weeks			How many weeks			How many weeks		
Start Date			Start Date			Start Date		

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**MANAGEMENT COURSES**

Which course(s) do you want to study at Greenwich Management College?

- 21 January 2019     18 March 2019     13 May 2019     8 July 2019     2 September 2019  
 28 October 2019     20 January 2020     16 March 2020     11 May 2020     6 July 2020

COURSES	DAY			EVENING			FULL DAY		
	Syd	Melb	N. Syd	Syd	Melb	N. Syd	Syd	Melb	N. Syd
Certificate II in Business - BSB20115		2	2						
Certificate III in Business - BSB30115		2	2						
Certificate IV in Business - BSB40215			1						
Diploma of Business - BSB50215									3
Certificate IV in Leadership & Management - BSB42015									
Diploma of Leadership & Management - BSB51918									
Advanced Diploma of Leadership & Management - BSB61015							1	1	
Certificate IV in Project Management Practice - BSB41515									
Diploma of Project Management - BSB51415									
Advanced Diploma of Program Management - BSB61218									1
Certificate IV in Marketing & Communication - BSB42415									
Diploma of Marketing & Communication - BSB52415			2						
Diploma of Event Management - SIT50316									

**DO YOU HAVE A SPECIFIC TIMETABLE REQUEST?**

**■ TIMETABLES ARE SUBJECT TO AVAILABILITY**

1- From March 2019 2- From May 2019 3- From July 2019

Day Timetables will consist of 2 morning sessions - either Mon & Thurs or Tue & Wed (8:30-13:30)

Evening timetables will consist of 2 evening sessions - either Mon & Thurs or Tue & Wed (16:00-21:00)

Full Day timetables will consist of 1 full day session - either Friday all day or Saturday (08:30-19:30)

A final timetable will be allocated to the student in their orientation pack prior to their commencement (at least 2 weeks before the Orientation Day).

**■ IMPORTANT**

All students applying for a VET course must supply their Unique Student Identifier Number (USI).  
More information about USI's, including how to apply for your USI online, go to [www.usi.gov.au](http://www.usi.gov.au)

Unique Student Identifier Number (USI) \_\_\_\_\_

**ENTRY REQUIREMENTS**

**Students must be 16 years+ of age and over at time of study | Academic requirements: Australian year 10 or equivalent | English requirements: IELTS 5.5 or equivalent**

**For terms and conditions and how to apply:** [www.greenwichcollege.edu.au/how\\_to\\_apply](http://www.greenwichcollege.edu.au/how_to_apply)

**I CONFIRM I HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS AND PRIVACY NOTICE.**

STUDENT SIGNATURE [or electronic acknowledgement]

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]\*

..... DATE .....

..... DATE .....

\*Parental/Guardian Consent is required for all students under the age of 18.

## STUDENT STUDY INTENTION

The answers provided in this statement will be used by Greenwich College to undertake a preliminary assessment as to whether you are a Genuine Temporary Entrant (GTE) according to the College's standards. The following should be by no means considered as official guidelines from Department of Home Affairs (DHA) or that they will ensure a visa. Greenwich College is not a migration agent and any comments presented in this document are internal process.

Please note the Department of Home Affairs will undertake their own determination of the GTE. Further information on the GTE criteria can be located on the Department's website: [www.homeaffairs.gov.au/](http://www.homeaffairs.gov.au/)

You must answer all the questions below as thoroughly and as accurately as you can.

- Relationship status:  Single  Married  De facto
- Do you have any dependents? Yes  No  If yes, how many? \_\_\_\_\_ If no, go to question 4.
- Have you or your dependents had any previous Visa application rejections? Yes  No
- Have you already lived in Australia on a student visa? Yes  No  If yes, for how long? \_\_\_\_\_
- Have you already studied a VET course in Australia? If so, which course and when did you finish? \_\_\_\_\_
- Do you have family ties in Australia? If Yes, who? \_\_\_\_\_

**YES** (Examples of what you may include to Department of Home Affairs - family certificates, marriage certificates, spouse employment)

**NO** (If no, how does the applicant intend to meet this criterion)

7. List your last qualification and year of graduation:

Qualification	Year of Graduation
1	

8. Employment: Which best describes your current employment status? (How does the applicant intend to prove their status?)

- Full-time employee  Part time employee  Business Owner  Work in Family Business  Unemployed - seeking work

Company Name	Job Title	Main Responsibilities	Dates Worked
1			

9. How does the course of study link to your current employment? Is it going to contribute to getting better employment when you return?

- Work demands high level of English proficiency  To upskill in my existing job  To get a promotion  
 This course is a requirement of my job  To help get a job  For a career change

10. Why do you want to travel to Australia and study at Greenwich compared to studying in your home country or other providers?

- Studying at Greenwich allows me to fast-track to EB, Cambridge FCE, CAE, IELTS high-level achievement in learning English  
 Greenwich offers the largest range of exam preparation courses such as: Cambridge & IELTS courses in Australia.  
 Develop Cross-cultural understanding by living in Australia  
 The courses of my interest are not available in my country  
 Immerse 100% in an English environment to maximize the learning process

11. Do you have access to sufficient funds to support you and your dependents (if any) for the TOTAL period of your stay in Australia? Yes  No

12. How are you going to fund your studies and stay in Australia?  Self-funded  Parent  Spouse  Bank loan

13. Please check student visa financial requirements at <https://www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-Living-Costs-and-Evidence-of-Funds> - you will be able to check if you are required to provide proof of financial capacity with your visa application. You can also check the evidence options and the amounts required under each option.

14. I have checked the website and understand the financial requirements for a student visa Yes  No

Expense	Per person	Amount required in AUD			
Travel	Applicant	Return airfare to Australia	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Dependants	One return airfare to Australia per person	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable
Tuition	Applicant	Course fees for one academic year	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Dependants	School fees for dependant(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable
Living 12 months living cost	Applicant	\$20.290 per year	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Partner	\$7.100 per year	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable
	Dependants	\$3.040 per year	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not applicable

15. Do you understand that when you enter Australia under the student visa scheme you are required to return home upon the completion of your studies? Yes  No

16. Evidence of your ties to your home country. Please tick any that is relevant  Job Offer  Enrolment at University  Family ties

Family business  Property ownership

### Application Checklist

#### All Applicants

- Completed application form  
 Proof of meeting English entry level  
 Proof of meeting academic entry level  
 Proof of identity

#### Student Visa Holders

- Passport copy  
 Completed GTE Checklist and accompanying documents

### Declaration

I declare that all information provided in this application form is correct and that I have read and understood, and agree to be bound by the [Terms and Conditions](#) in the link to Greenwich College Website found below. I understand that acceptance into any course(s) at Greenwich College is subject to meeting the course entry requirements and submitting full payment of fees a minimum of 14 days prior to the commencement date of the course, and that the issuance of any offer of admission from Greenwich College constitutes a written agreement between me, the applicant, and Greenwich College in accordance with the Terms and Conditions contained within this document. I confirm that I am 18 years older or that I am the parent or legal guardian of the afore mentioned student.

dd / mm / yyyy

Signature of Applicant

Date

## ENROLMENT PROCEDURE

1. Send a completed application form to Greenwich College or enrol online at [www.greenwichcollege.edu.au](http://www.greenwichcollege.edu.au)
2. Greenwich College reserves the right to request evidence supporting your application including financial documents.
3. Greenwich College will send you a Letter of Offer. Please take a moment to read through the Letter of Offer document (which includes the Letter of Offer, Student Invoice, and Course Acceptance Agreement). Once you have confirmed that all details are correct and agree to the Greenwich College Terms and Conditions of Enrolment, please sign and return the Course Acceptance Agreement along with payment.
4. Arrange payment of fees due immediately or at least 14 days prior to the commencement date of the course. Greenwich College recommends early payment as places in some courses are limited and subject to availability at the time of payment. Please note that your place in the course will not be confirmed until receipt of the required payment and confirmation by Greenwich College.
5. If you are enrolled in a Greenwich English College course, for the dates of all payments refer to the due dates for fees on the Student Invoice. All payments for courses of 24 weeks or less must be received before or on the due date, which will be two weeks prior to the course commencement date. All payments for courses of 25 weeks or more are aligned to the TPS legislation and must be received on, and not before the due dates listed on the Student Invoice.
6. If you are enrolled in a Greenwich Management College course, for the dates of all payments refer to the due dates for fees on the Student Invoice. All fees are incurred on a term by term basis and need to be paid prior to the commencement date of each particular term.
7. Upon payment of fees, Greenwich College will issue the necessary documents for you to study at Greenwich College.
8. All applicants who want to travel, work, and/or study in Australia must obtain a valid visa.
9. In addition to study related expenses, the Australian Government suggests that students have access to at least AU\$18,610 per annum for living-related expenses in Australia.
10. For information on visa requirements to come to Australia, contact the Australian Embassy, Consulate or High Commission in your country, or the Department of Immigration and Border Protection (DIBP) website [www.border.gov.au](http://www.border.gov.au)
11. For all students aged under 18 years all documents must be signed by a parent or legal guardian.

## TERMS & CONDITIONS OF ENROLMENT

**All students enrolling at Greenwich English College Pty Ltd (hence referred to as Greenwich College) in ELICOS courses will be offered maximum enrollment length of 52 weeks tuition. Students will be able to extend their studies closer to the end date of their last course.**

1. Greenwich College is bound by the legislation of the Australian Government in their responsibilities to overseas students. Details of this legal framework, the Education Services for Overseas Students Act 2000 (ESOS Act), the Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012, National Code 2018 and other associated legislations can be found at [aei.gov.au](http://aei.gov.au)
2. Greenwich College is not bound to accept any application. If Greenwich College rejects the application, then fees paid will be refunded in accordance with the Terms and Conditions of Enrollment.
3. All fees are payable to Greenwich College in Australian dollars only. A credit card transaction fee (2%) applies to all payments made by credit card. If you are overdue with your fee payment, extra charges may apply.
4. Greenwich College Terms and Conditions of Enrollment (and Cancellation and Refund Policy) may differ from that of a Representative of Greenwich College Services Agreement. You are advised to confirm with the Representative the Terms and Conditions relating to fees paid for their services.
5. Greenwich College will be closed during all public holidays and Teacher's day each year. Compensation will not be made for weeks comprising these dates. The school will also be closed for one week during Christmas break.
6. Course and/or course fees paid cannot be transferred to another student.
7. Greenwich College reserves the right to change its schedule of fees, Terms and Conditions of Enrollment, course schedule, and/or class locations at any time without notice.
8. All fees paid are subject to the Cancellation and Refund Policy. It is the responsibility of the student to notify Greenwich College of any circumstances that may affect their enrollment as early as possible. Cancellation and/or change fees may apply in accordance with the Terms and Conditions of Enrollment.
9. All course cancellation requests must be made in writing and be accompanied by supporting documentation. Requests are to be forwarded to the Admissions and Enrolment Department at Greenwich College.
10. Compassionate and compelling reasons for cancellations and/or course suspension requests are defined as referring to the death of close family (the term close family refers to spouse / partner, children, parents, grandparents and siblings), serious and/or chronic psychosomatic or terminal disease, life threatening health condition and

## TERMS & CONDITIONS OF ENROLMENT

long term medical treatment. Additionally, major political upheaval or natural disaster in the home country requiring emergency travel and traumatic experience such as involvement in or witnessing of a serious accident or crime can be considered as compassionate and compelling reasons. All the above need to be supported by relevant documentation.

11. The terms Application fee and Enrollment fee both refer to the amount paid to the College for processing applications for enrollment.
12. Where a refund is due, Greenwich College will provide the student or the Representative of Greenwich College with a Refund Statement. The Refund Statement will list the amount and reasons for the refund, clearly explaining how the amount has been calculated with specific reference to the Terms and Conditions of Enrollment.
13. All refunds will be paid to the account from which the original payment was received in so far as this is practicable unless advised otherwise by the student and/or their assigned and/or legal representative.
14. Refunds will be processed within 28 days once received by Greenwich College. Refunds will be paid in Australian dollars only. If the refund payment is declined all costs incurred will be charged to the receiving party and will be deducted from the original refund amount.
15. Any school-aged dependents accompanying overseas students to Australia will be obliged to attend either a government or non-government school unless they are exempt from this. Enrollment must be maintained whilst in Australia and fees may apply. For further information, please check with DHA.
16. Greenwich College is subject to the Privacy Act (1998) and abides by the EU GDPR 2018 which regulates how your personal information is collected, handled, and used. The information provided by you (including but not limited to your contact details) in all forms of correspondence between you and Greenwich College may be shared between Greenwich College and the Australian Government and designated authorities. The information may also be used for general communication with you and for promoting compliance between you and Greenwich College. The ESOS Act further outlines circumstances in which this information may be shared.
17. This agreement, and the availability of Greenwich College complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws.
18. By submitting an application for enrollment with Greenwich English College and/or Greenwich Management College, you consent to Greenwich English College and/or Greenwich Management College checking your immigration record through VEVO on DHA site.

19. All Greenwich College policies and procedures are available on the college's website. By submitting an application form the applicant confirms that they have read, understood and agree to follow them.

### HEALTH INSURANCE COVER

1. Immigration requires that the student has adequate health insurance while in Australia, that is from the date they arrive in the country until the date they depart. When Greenwich College is asked to arrange health insurance policy for a student, the length of enrollment and the most likely date of arrival are taken into consideration.
2. For the start date, unless Greenwich College is provided with specific dates of arrival, the health cover is set as two weeks prior to course commencement date. For the end date, if the enrollment is up to 10 months, then, the health cover will finish 30 calendar days after the course end date. If the enrollment is longer than 10 months then the health cover is for 60 calendar days after course end date. The health cover end date after the course end date is based on the number of weeks of holiday DHA allows based on your enrolment duration.
3. The start and end day of health cover should always be a Monday and in some cases it might be necessary to add one or two more weeks to cover the duration of stay if there are holidays included at the end of the course enrollment.
4. Greenwich College receives the cost for the total duration of the health cover from the health insurance provider portal.
5. It is the student's responsibility to collect their health cover policy certificate from the Student Services at Greenwich College upon arrival and activate the policy as described in their policy certificate.
6. Greenwich College, its teachers, management, or staff cannot be held responsible at any point if the student fails to collect their policy certificate and/or activate their policy as described in their policy certificate.

### STUDENT CODE OF CONDUCT

1. You agree to be bound by and comply with the Greenwich College Terms and Conditions of Enrollment, the student code of conduct, the conditions pertinent to your visa, and all relevant government legislation.
2. You must hold a valid visa to study at Greenwich College and ensure that you comply with the requirements of that visa.
3. You must notify Greenwich College of your residential address, contact details and contact person in an emergency while in Australia and studying with Greenwich College and any changes to your residential address, contact details and/or contact person in case of an emergency within 7 days while enrolled at Greenwich College. It is your responsibility to ensure that the contact details provided to the college are up to date at all times.



## TERMS & CONDITIONS OF ENROLMENT

- Greenwich College recommends all students have appropriate insurance whilst in Australia to cover any incident, injury, loss or similar. Student visa holders must hold the appropriate health insurance as required by their visa.
  - Greenwich College will not be held responsible for any loss, accident, mishap or damage related to your personal belongings.
  - You agree to follow all lawful and reasonable instructions given by Greenwich College staff while on College premises and/or while participating in excursions, extracurricular activities and/or events organised by Greenwich College.
  - You agree to behave in a safe, responsible and appropriate manner at all times, and will not undertake any activity or action that may be deemed dangerous and/or beyond your ability to carry out safely, while on College premises and/or while participating in excursions, extracurricular activities and/or events organised by Greenwich College.
  - You agree to take sole responsibility for your own safety and actions while on College premises and/or while participating in excursions, extracurricular activities and/or events organised by Greenwich College. You understand that neither Greenwich College, its teachers, management, nor staff are responsible for your actions or safety. You will not hold Greenwich College, its teachers, management, or staff responsible for any mishap, loss, accident, or injury.
  - Photographs, videos, testimonials and/or course work provided by you and/or taken by or on behalf of Greenwich College may be used by or on behalf of Greenwich College for marketing and promotional purposes. You need to advise Greenwich College in writing if you do not wish these to be used.
  - Failure to comply with any of the Terms and Conditions of Enrollment may result in you being dismissed and/or suspended from your course and/or Greenwich College.
  - Where the student has breached a condition of their visa, fails to pay an amount payable to Greenwich College for the course, and/or fails to comply with the Student Code of Conduct or Terms and Conditions of Enrollment resulting in dismissal and/or suspension from a course at Greenwich College, no refund of fees will be made. You may also be required to pay for any damages and/or disruptions caused, and/or reported to the relevant government authorities, which could result in the cancellation of your visa.
- guide them through the requirements they need to satisfy in order for their request to be approved.
  - All enrolment cancellations and refunds require approval of the General Manager and/or the Operations manager. The complete cancellation cover sheet needs to be completed by an Enrolment Officer and presented to the General Manager and /or the Operations Manager together with the supporting evidence. Once the cancellation is approved by the General Manager and/or the Operations Manager, the cancellation is processed on the student management system and PRISMS. All documents are to be scanned and uploaded in the student file for future reference by the Admissions and Enrolment Officer. The outcome of the cancellation application is sent to student via e-mail.
  - If the student's enrollment is going to be suspended and/or cancelled without the student's request and/or because of the student being reported for poor attendance, poor academic performance, non-payment or any other reason, the student and/or their agent will be notified 3 times via email within a 15-day period prior to suspension and/or cancellation of enrollment and notification to the relevant government department. It is the student's and/or agent's responsibility to respond to these notifications and to provide Greenwich College with the correct residential and/or contact details. Should there be no response to the notifications by either the student or the agent, these will be considered as received and accepted on the date that they have been sent. In this case no refund whatsoever will be given.
  - Below is the complete Cancellation and Refund policy. This is regularly updated so as to ensure compliance with the Education Services for Overseas Students Act 2000 (ESOS Act), the Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012, National Code 2018 and other associated legislations as well as any specifications deriving from and/or supplementing the above. It is the student's responsibility to ensure that they are informed of the updates in the Cancellation and Refund policy. (Policy No 3, available on the company website)

### CANCELLATION & SUSPENSION OF ENROLMENT AND REFUND PROCEDURE (Procedure No 3, available on the company website)

- All decisions relating to changes to the status of student's enrollment and refund of fees need to be made with consideration of the Cancellation and Refund Policy (Policy No 3, available on the company website) agreed by students at the time of accepting the Letter of Offer.
- Students who wish to Cancel or Suspend their enrollment are required to complete the Enrollment Cancellation/Suspension Request Form and submit it together with supporting documentation to Student Services. The form is designed to

### CANCELLATION AND REFUND POLICY – STUDENT DEFAULT (Policy No 3, available on the company website)

- The student will be deemed to have defaulted where a student cancels their course, does not start on the course commencement date, and/or fails to notify Greenwich College in writing of any circumstances that may affect the enrollment or their ability to comply with the Terms and Conditions of Enrollment.
- Where the student defaults, Greenwich College will refund fees paid in accordance with the Cancellation and Refund Policy within 28 days of the effective notice date. Effective notice date is considered to be the date that the request is received by the Greenwich College Admissions Department.
- All requests must be made in writing and must be accompanied

## TERMS & CONDITIONS OF ENROLMENT

by supporting documentation. Requests are to be forwarded to the Admissions and Enrolment Department at Greenwich College and are not deemed effective until confirmed by Greenwich College.

4. If you cancel your enrollment in courses delivered by Greenwich English College and/or Greenwich Management College more than 28 days prior to the course commencement date, Greenwich College will refund full tuition, material fees paid less \$250 cancellation fee.
5. If you cancel your enrolment in courses delivered by Greenwich English College and/or Greenwich Management College more than 28 days prior to the course commencement date of any courses including courses offered by Greenwich English College if they precede courses offered by Greenwich Management College, Greenwich College will refund tuition and material fees paid less \$250 cancellation fee.
6. If you cancel your enrolment between 28 days and 14 days prior to the course commencement date, Greenwich College will refund 75% of tuition fees and material fees paid.
7. If you cancel your enrolment between 14 days and 7 days prior to the course commencement date, Greenwich College will refund 50% of tuition fees and material fees paid.
8. If you cancel a course comprising of free weeks only, a cancellation fee of \$50 will apply.
9. If you cancel a course after commencement date all outstanding and / or due fees until the effective cancellation date must be paid in full.
10. If you cancel a course on and/or after the due payment date, the due fees and any outstanding fees until the date of the cancellation effective date must be paid in full.
11. If you wish to defer your course start date, you must notify Greenwich College more than 14 days' prior the course commencement date or charges will apply. Where you are granted a course deferment and later cancel, any refund amounts or cancellation fees will be calculated based on the original course commencement date. Student visa holders should note that any deferral will require a change of eCoE and may impact on their visa status. Fees might apply for changes of eCOE's.
12. If you wish to defer your course for more than 3 months, then a change in fees might apply.
13. If you cancel your enrollment less than 7 days prior, on or after your course commencement date, fail to notify of any circumstances that may affect the enrollment, and/or if you fail to commence the course on the agreed upon date, no refunds whatsoever will be given.
14. If you are enrolled in more than one Greenwich English College and/or Greenwich Management College course, the Cancellation and Refund Policy will apply based on the proposed or actual commencement date of your earliest course.
15. If you are on an instalment plan, any fees due until the cancellation effective date must be paid by the due date. If

your instalment plan falls under the Tuition Protection Service regulations, you must make any subsequent payments on the due date and not before. If you fail to make payment by this due date, Greenwich College may immediately cancel your enrollment and notify Department of Home Affairs (DHA) of your course cancellation.

16. Under the ESOS Act, Greenwich College must notify the TPS Director of the default within 5 business days of the default occurring.
17. In all cases under the Cancellation and Refund Policy, the application/enrollment fee, instalment fee, credit card transaction fee, and accommodation placement fee are non-refundable. If no application/enrollment fee and/or installment fee has been applied as a result of a promotion, it will be deducted from the refund amount when cancellation is requested.
18. All other fees are subject to the Cancellation and Refund Policy. (Policy No 3, available on the company website)

### CANCELLATION AND REFUND POLICY (Policy No 3, available on the company website) – VISA REJECTION

1. If your application for a visa to study in Australia is rejected due to fraudulent and/or forged documents, and/or fraudulent or incomplete information or any other reason considered as unlawful by DHA, as this is stated in the visa non-grant letter, there will be no refund whatsoever of any money paid to Greenwich College.
2. If your application for a visa to study in Australia is rejected before the commencement date of the course and Greenwich College receives notification in writing and a copy of the Australian Embassy rejection letter at least 48 hours prior to the commencement date, Greenwich College will refund in full all tuition fees paid.
3. If Greenwich College receives the notification and the rejection letter less than 48 hours prior to the commencement date, a full refund of all pre-paid tuition fees, minus the lesser of \$500 or 5% of the total prepaid tuition fees will be paid.
4. If your application for a visa to study in Australia is delayed and Greenwich College is notified in writing accompanied by supporting documentation at least 48 hours prior to the commencement date, Greenwich College will allow you to defer your course.
5. If Greenwich College receives notification of visa rejection after the course commencement and no classes have been attended, a full refund of all pre-paid tuition fees, minus the lesser of \$500 or 5% of the total prepaid tuition fees will be paid.
6. If Greenwich College receives notification of visa rejection less than 48 hours prior to the commencement date and the full amount of the tuition fees has been paid, a full refund of all pre-paid tuition fees, minus the lesser of \$500 or 5% of the equivalent amount of the first instalment, if there was an instalment plan, based on the length of the enrolment will be paid.

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7. If Greenwich College receives notification of visa rejection after the course commencement and no classes have been attended, and the full amount of the tuition fees has been paid, a full refund of all pre-paid tuition fees, minus the lesser of \$500 or 5% of the equivalent amount of the first instalment, if there was an instalment plan, based on the length of the enrolment will be paid.
8. If you have deferred your commencement date and your visa application is rejected prior to the deferred course commencement date and Greenwich College receives notification in writing and a copy of the Australian Embassy rejection letter at least 48 hours prior to the deferred commencement date, Greenwich College will refund in full all tuition fees paid.
9. If you have deferred your commencement date and your visa application is rejected prior to the deferred course commencement date and Greenwich College receives notification in writing and a copy of the Australian Embassy rejection letter less than 48 hours prior to the deferred commencement date, a full refund of all pre-paid tuition fees, minus the lesser of \$500 or 5% of the total prepaid tuition fees will be paid.
10. If Greenwich College receives notification of visa rejection after the deferred course commencement and no classes have been attended, a full refund of all pre-paid tuition fees, minus the lesser of \$500 or 5% of the total prepaid tuition fees will be paid.
11. If Greenwich College receives notification of visa rejection less than 48 hours prior to the deferred commencement date and the full amount of the tuition fees has been paid, a full refund of all pre-paid tuition fees, minus the lesser of \$500 or 5% of the equivalent amount of the first instalment, if there was an instalment plan, based on the length of the enrolment will be paid.
12. If Greenwich College receives notification of visa rejection after the deferred course commencement and no classes have been attended, and the full amount of the tuition fees has been paid, a full refund of all pre-paid tuition fees, minus the lesser of \$500 or 5% of the equivalent amount of the first instalment, if there was an instalment plan, based on the length of the enrolment will be paid.
13. If you commence a course at Greenwich College and subsequently your visa application is rejected, a refund of the portion of tuition fees which you have paid but for which tuition has not yet been received will be paid.
14. In all cases under the Cancellation and Refund Policy, the application/enrollment fee, instalment fee, credit card transaction fee, and accommodation placement fee are non-refundable. If no application/enrollment fee and/or installment fee has been applied as a result of a promotion, it will be deducted from the refund amount when cancellation is requested.
15. All other fees are subject to the Cancellation and Refund Policy.

### CANCELLATION AND REFUND POLICY (Policy No 3, available on the company website) – COLLEGE DEFAULT

1. Greenwich College reserves the right to cancel a course and/or enrollment prior to the commencement date of a course. This will be classed as 'College Default'.
2. Greenwich College will be deemed to have defaulted where a course does not start on the agreed date, or if a course is not delivered in full.
3. Where Greenwich College defaults, a refund of the portion of tuition fees paid but for which tuition has not yet been received, will be paid within 14 days of the date of default. Alternatively, you may be offered enrollment in an alternative comparable course offered by Greenwich College at no extra cost.
4. You must submit a formal request to indicate the preference of either a full refund of unexpended pre-paid tuition fees or to accept a place in another course.
5. Where Greenwich College is unable to provide a refund or offer you an alternative course, the Tuition Protection Service (TPS) operated by the Australian Government will assist you in finding an alternative course or to get a refund if a suitable alternative is not found. For more information, visit the TPS website [www.tps.gov.au](http://www.tps.gov.au)
6. In all cases under the Cancellation and Refund Policy the application fee, instalment fee, credit card transaction fee, and accommodation placement fee are non-refundable
7. All other fees are subject to the Cancellation and Refund Policy.

### CANCELLATION OF ENROLMENT AND TRANSFER TO ANOTHER PROVIDER POLICY (National Code 2018 and Policy No 8, available on the company website) AND PROCEDURE

1. If you wish to cancel your enrollment and transfer to another provider, Greenwich College must receive a written request and accompanying supporting documents at least four (4) weeks prior to the effective cancellation date.
2. You must have completed at least six (6) months of your primary course. The principal course is the main course of study to be undertaken by an overseas student where the student visa has been issued for multiple courses, and is usually the final course of study. The first six months is calculated as six calendar months from the date an overseas student commences their principal course.
3. The transfer restriction applies to a student during all courses they undertake prior to the principal course.
4. Greenwich College may approve a written request for transfer to another provider prior to the completion of six (6) months of the primary course if it deems this to be in the student's best interest.
5. Circumstances which will be considered as the student's best interest could be, but not limited to, any conditions that negatively affect student's attendance and progress in any course, compelling and compassionate reasons, change of career, evidence that the student's reasonable expectations about their current course have not been met.



## TERMS & CONDITIONS OF ENROLMENT

6. In order for a release to be granted, a valid letter of offer of enrollment from another provider must be submitted along with all other supporting documents and all tuition fees until the effective date of cancellation must be paid.
7. If a student is released based on poor academic performance but are to be reported for this reason, they will still be reported even if they transfer.

### ACCOMMODATION AND AIRPORT TRANSFER

**TERMS AND CONDITIONS** (Also included in the relevant form available in the company website)

1. All accommodation and airport transfer requests must be made on Accommodation and Airport Transfer Application Form.
2. Accommodation and airport transfer requests will only be processed by Greenwich College upon receipt of full payment and final confirmation of your arrival details. Greenwich College cannot guarantee that any accommodation and/or airport transfer requests will be met unless full payment and arrival details are received a minimum of 14 days prior to your arrival date.
3. Greenwich College will endeavor to place you in accommodation that best matches your request, however, accommodation is subject to availability and Greenwich College cannot guarantee that such requests can be met.
4. You are required to give a minimum of 14 days' notice to Greenwich College before moving out of and/or changing your arranged accommodation. Additional fees may apply.
5. If you wish to extend your accommodation arrangements (subject to availability) then accommodation fees for the duration of the extra stay must be paid in advance.
6. You are required to live in accordance with the guidelines set by the accommodation provider. Contact Greenwich College for a copy of the guidelines.
7. Accommodation and airport transfer fees are subject to the Cancellation and Refund Policy.
8. Students with flights arriving later than 23:30 will need to book a hotel and check in on the following morning in Homestay accommodation. Airport transfer remains available.
9. All students aged under 18 years at time of commencement must stay at a Homestay residence until they turn 18.

**ACCOMMODATION CANCELLATION AND REFUND POLICY - STUDENT DEFAULT** (Also included in the relevant form available in the company website)

1. If you cancel your accommodation more than 14 days prior to the accommodation commencement date, Greenwich College will refund all accommodation fees paid
2. If you cancel your accommodation between 14 days and 7 days prior to the accommodation commencement date, Greenwich College will refund 50% of accommodation fees paid
3. If you cancel your accommodation booking less than 7 days prior, on or after the accommodation commencement date, Greenwich College will charge a cancellation fee equivalent

to 4 weeks' accommodation or 100% of accommodation fees paid if less than 4 weeks

4. If you cancel your airport transfer more than 7 days prior to the requested airport transfer date, Greenwich College will refund all airport transfer fees paid
5. If you cancel your airport transfer 7 days or less prior to the requested airport transfer date or if you fail to arrive at the specified date and time, no refund of airport transfer fees paid will be given
6. In all cases under the Cancellation and Refund Policy the credit card transaction fee and accommodation placement fee are non-refundable
7. All other fees are subject to the Cancellation and Refund Policy.

**ACCOMMODATION CANCELLATION AND REFUND POLICY - COLLEGE DEFAULT** (Also included in the relevant form available in the company website)

1. Where Greenwich College defaults, a refund of the portion of accommodation fees paid but for which accommodation has not yet been received, will be paid within 14 days of the date of default
2. Where Greenwich College defaults, a refund, of the unexpended airport transfer fees paid will be paid within 14 days of the date of default
3. If you receive an airport transfer and subsequently Greenwich College defaults, no refund whatsoever will be given
4. In all cases under the Cancellation and Refund Policy the credit card transaction fee and accommodation placement fee are non-refundable
5. All other fees are subject to the Cancellation and Refund Policy
6. If you cancel your airport transfer 7 days or less prior to the requested airport transfer date or if you fail to arrive at the specified date and time, no refund of airport transfer fees paid will be given
7. In all cases under the Cancellation and Refund Policy the credit card transaction fee and accommodation placement fee are non-refundable
8. All other fees are subject to the Cancellation and Refund Policy.

**GREENWICH MANAGEMENT COLLEGE TERMS AND CONDITIONS - ENTRY REQUIREMENTS**

- Greenwich Management College enrolls students who are 18 years of age and over. All applicants must have completed:
- Australian Year 10 or equivalent at minimum or
- Have relevant vocational experience
- Applicants who have completed the majority of their qualifications in a language other than English must have:
- IELTS 5.5 or equivalent or
- Direct entry on passing Greenwich English College Placement Test or
- Direct entry from a college approved by Greenwich Management College

## TERMS & CONDITIONS OF ENROLMENT

### RECOGNITION OF PRIOR LEARNING (RPL)

If applicants for a GMC course consider that they have already acquired the outcomes of this qualification or unit/s of competency, they may formally apply at Greenwich Management College to have these skills recognised. This is an assessment process that involves the assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the outcomes of an individual application for RPL.

### CREDIT TRANSFER

If applicants for a GMC course consider that they have already acquired the outcomes of (a) unit/s of competency, they may formally apply at Greenwich Management College to have these recognised. This is an assessment process that involves the assessment of the units studied based on TGA (training.gov.au) guidelines and directions regarding the relevant unit(s) of competency.

Greenwich College will inform in writing of the outcome of the credit transfer request. The learner needs to submit a written form with all the relevant evidence and required fees.

## PRIVACY NOTICE AND STUDENT DECLARATION PRIVACY NOTICE

Under the Data Provision Requirements 2012, Greenwich English College Pty Ltd is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Greenwich English College Pty Ltd for statistical, administrative, regulatory and research purposes. Greenwich English College Pty Ltd may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).



**REDHILL** EDUCATION

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