

# APPLICATION FORM

## PERSONAL DETAILS

Family Name

Given Name/s

Date of Birth  /  /  Male  Female

Occupation

Education completed

Nationality

Address in Home Country

Tel/Fax/Email

Address in Perth (if known)

Tel/Fax/Email

(tick the boxes that apply to you)

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 an IELTS / TOEFL score / other English Test Result?

How did you hear about Phoenix?

Seminar/Exhibition  Internet  Friend/Colleague

Newspaper/Magazine  Agent  Other

## REQUESTED COURSES & DURATION

Commencement Date  /  /  (dy/mth/yr)

Preferred campus  Perth City  Perth Beach (Fremantle)

General English Course (GEC)  weeks

English for High School Preparation  weeks

English for Academic Purposes/Cert III/IV EAP\*  weeks

Exam Courses\* (FCE, CAE)  weeks

English for Business Purposes  weeks

Vocational Training (Dip TESOL, CELTA, DELTA, TAA)  weeks

Work Options\*(Demi Pair / Au Pair / Internship / Job Club)  weeks

Other (please specify)

\*Prerequisite language requirements apply

## 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

Enrolment Fee (including Phoenix Club Card A\$ 195\*)  A\$ 190 or  A\$ 195\*

Tuition Fee for  weeks  A\$

Overseas Student Health Cover (student visa only)  A\$

Airport Meet & Greet Service  A\$

Accommodation Placement Fee  A\$

Accommodation Fee (4 wks in advance)  A\$

Other Fees (eg FCE Exam Fees; Demi Pair placement)  A\$

TOTAL  A\$

\* Phoenix Club Card - entitles card holder to a wide range of discounts on food, entertainment, travel and retail.

Note: Estimated budget for text books is A\$125 - A\$155

## ACCOMMODATION & AIRPORT PICKUP

Do you require Airport Pickup? Yes  No

Do you want accommodation arranged for you? Yes  No

Homestay  Hostel/Hotel  Own arrangement

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

Do you smoke?  Yes  No

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)

## 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 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. I agree that I have read and agree to be bound by the Conditions of Enrolment, including the Cancellation and Refund Policy of Phoenix Academy.

Privacy Statement: I understand that the information provided in this form will be used for the purposes of and in relation to my enrolment at Phoenix. Where the privacy principles apply, Phoenix restricts access to staff members who may need the information in carrying out their responsibilities in the academic and/or personal interest of the student. Phoenix does not provide, by commercial arrangement or otherwise, the personal information of students except in the following cases:

- when authorised in writing by the student to do so
- where required or authorised by law to government and regulatory authorities; credit reporting and fraud-checking agencies; or to your authorised representative (e.g. legal representative). Information provided may be made available to Commonwealth and State Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice.

Student Signature:  Date:

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

Representative Stamp

# CONDITIONS OF ENROLMENT

## HOW TO ENROL

The Enrolment Fee and the Homestay Placement Fee should be sent, together with your completed enrolment form, to our representative in your country or directly to:

The Registrar, Phoenix Academy  
PO Box 256, Leederville 6903, Western Australia

**Or fax or email to:** The Registrar, +61 8 9227 5540 or admissions@phoenixela.com.au

**Or apply online at:** <http://www.phoenixacademy.com.au>

## CONDITION OF ENROLMENT

1. Tuition fees and Overseas Student Health Cover (O.S.H.C) are to be paid at least one month prior to commencement date of the course. Payment details are on the application form in this brochure.
2. On receipt of your fees, Phoenix Academy will send you a receipt and Confirmation of Enrolment (COE). Take the COE to an Australian Embassy to apply for a student visa.
3. For Airport Transfer and Homestay requests please provide flight details (number, date, arrival time) at least two weeks before you arrive in Australia. Phoenix Academy will confirm the details with you and send full homestay arrangements.
4. For student visas, when selecting a commencement date please allow at least four weeks for visa processing.
5. Any changes to enrolment details must be notified to Phoenix Academy in writing.
6. Students under 18 years old are required to have a local Carer/Guardian (please see below for details).
7. Phoenix Academy reserves the right to change its fees and conditions at any time without notice.
8. 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.
9. Conditions under which the Academy may suspend or cancel your enrolment:
  - Non-payment of fees
  - Misbehaviour or misconduct
  - Failure to meet course pre-requisites
10. A LATE PAYMENT FEE up to \$500 will be charged on outstanding fees. Interest calculated on a daily basis, using the current bank rate, may also be charged on outstanding fees.

## ADDITIONAL CONDITIONS (UNDER 18 YEARS ONLY)

Students enrolled in the Phoenix 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 relative who will act as guardian.

## METHOD OF PAYMENT

Bank Transfer  Bank Draft  Bank Cheque  Cash

All transfers should be made to:

**Name:** Phoenix Academy Trust Account  
**Bank Name:** Bank of Western Australia Ltd  
**Branch:** 149 Oxford Street, Leederville 6007, Western Australia  
**Branch No:** 306-058  
**Account No:** 052 903 3

All payments must be made in Australian dollars and students are responsible for paying all bank charges; fax copy of payment details to +61 8 9227 5540.

## 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 studying on a student visa who wish to gain employment must obtain a work visa which permits them to work a maximum of 20 hours per week during their course. Spouses who accompany student visa holders may be able to work under certain circumstances.

### Health Cover

It is a requirement of the Department of Immigration and Citizenship (DIAC) 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 2007; 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 Registration Authorities and Providers of Education and Training to Overseas Students 2007. 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 Assurance Scheme and the ESOS Assurance Fund Manager. 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 Business Manager, 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
If the student withdraws <b>up to 4 weeks before</b> course commencement	90% of tuition fees paid except an Administration Fee of up to A\$600
If the student withdraws <b>0 to 4 weeks before</b> course commencement	50% of tuition fees paid except an Administration Fee of up to A\$600
If the student withdraws and leaves the course <b>0 to 4 weeks after</b> course commencement	30% of tuition fees paid except an Administration Fee of up to A\$600
If the <b>course is 12 weeks or less</b> and the student withdraws and leaves the course <b>0 to 4 weeks after</b> course commencement	No refund is given
If the student withdraws <b>after Week 4</b> of the course	Any refund is at the discretion of Phoenix
If the student cancels <b>Homestay</b> accommodation <b>up to 2 weeks before</b> they wish to leave the house	100% of accommodation fees paid except the Placement Fee of up to A\$180
If the student cancels <b>Homestay</b> accommodation <b>less than 2 weeks before</b> they wish to leave the house	No refund is given
If the student withdraws from <b>Student Residence</b> accommodation: 2 weeks or more before course commencement	100% of accommodation fees paid
2 weeks or less before course commencement	70% of accommodation fees paid
After course commencement	No refund
In the event that Phoenix Academy defaults on any course offered and paid for by the student	Phoenix will pay 100% of tuition fees (except an Administration Fee of \$240) within 2 weeks after the default date
If a student breaches international visa conditions of 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 week block

## CHECKLIST

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

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