



# ENGLISH COLLEGE OF ADELAIDE

Level 5, 118 King William Street, Adelaide SA 5000 Australia  
Tel: 61-8-8410-3666

Email: [enrol@eca-jca.edu.au](mailto:enrol@eca-jca.edu.au) Website: [www.eca-jca.edu.au](http://www.eca-jca.edu.au)  
CRICOS Provider Code [00989E] CRICOS Provider Name: Japanese College of Adelaide P/L



## APPLICATION FORM 2022

PERSONAL DETAILS	
Family Name:	Given Names:
Title: Dr / Mr / Mrs / Ms / Miss Sex: M / F	Date of Birth (Day, Month, Year)
Country of Birth:	Nationality:
Address in home country:	
Postcode:	
Student Email address:	Student Current occupation:
Phone No: (home) (work) (mobile)	
Student Address in Australia:	
State: Postcode:	
Phone No: (home) (work) (mobile)	
EMERGENCY CONTACT	
Family Name:	Given Names:
Address:	
Postcode:	
Relationship:	Email address:
Phone No: (home) (work) (mobile)	
EDUCATION	
Highest educational qualification: (e.g. Elementary, High School, College, University Degree)	
Name of institution:	
Last year of English study (e.g. 2001):	Number of years of English study:
English level - self-evaluation: Beginner / Elementary / Intermediate / Advanced (Please circle one)	
English test completed: Type - IELTS / TOEFL / TOEIC / Other (please attach a scanned copy of your test)	
Score received:	Date received:
Reasons for studying English:	
COURSE DETAILS	
I wish to enroll for a: Full-Time course <input type="checkbox"/> 20 hrs p/wk	
Part-Time course <input type="checkbox"/> 14 hrs p/wk <input type="checkbox"/> 17.5 hrs p/wk	
Course:	<input type="checkbox"/> General English <input type="checkbox"/> English for Direct Entry
	<input type="checkbox"/> Business English <input type="checkbox"/> English for Academic Purposes
Course commencement date:	Length of course:
Visa type:	Expiry date:
Passport number (please attach a scanned copy of your passport) :	
How did you hear about our college? <input type="checkbox"/> Agent (name: ) <input type="checkbox"/> Exhibition	
<input type="checkbox"/> Magazine (name: ) <input type="checkbox"/> Website (name: ) <input type="checkbox"/> Friend <input type="checkbox"/> Other	
Why did you choose to study at the English College of Adelaide?	
FURTHER STUDY IN AUSTRALIA	
Are you enrolled (or planning to enroll) in a course for further study after your course at ECA? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", please provide details. Institution Name:	
Course:	Course Commencement Date:
OTHER SERVICES REQUIRED	
<b>ACCOMMODATION:</b> Homestay Accommodation / Share Accommodation / Dormitory Accommodation (If you require Accommodation placement please complete Accommodation Form)	
<b>AIRPORT PICKUP REQUIRED:</b> YES / NO (Please advise ECA of flight details as soon as confirmed)	
<b>OVERSEAS STUDENT HEALTH COVER (OSHC):</b> If you study on a student visa, you are required to have OSHC for the duration of your visa.	
I will organize my own OSHC <input type="checkbox"/> I request ECA to organize my OSHC <input type="checkbox"/> . Please tick one	
Do you require Single, Couple or Family OSHC? <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family	
Length of cover required: _____ months. Start date of OSHC cover: ____/____/____ (Date/Month/Year)	
*If Couple or Family OSHC is required, please give details of all members to be covered (Full Name, Date of Birth, Relationship, Sex). Please attach copies of family members passports.	



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## REFUND POLICY

- 1) If the course you are enrolled in is cancelled prior to commencement you will receive a full refund of all tuition fees.
- 2) If ECA receives certified evidence from Australian Immigration Authorities before commencement of the course that your visa application has been rejected, you will receive a full refund of tuition fees less \$300 administration fee. No refund of \$200 application fee and the \$200 accommodation placement fee. Refunds for 1) and 2) will be paid within two weeks.
- 3) If ECA receives written notification of the cancellation of your enrolment no later than 30 days before the commencement of your course for any reason other than the rejection of your visa application, you will receive a full refund of tuition fees less \$300 administration fee. No refund of \$200 application fee and \$200 accommodation placement fee. In the case of 3) refunds will be paid within four weeks of receipt of written claim.
- 4) If ECA receives written notification of your cancellation less than 30 days prior to the course commencement date, you will receive 70% of the tuition fees. No refund of \$200 application fee and \$200 accommodation placement fee. In the case of 4) refunds will be paid within four weeks of receipt of written claim.

All refunds will be forwarded directly to your bank account in your home country, or, if you enrolled through an agent, the refund will be paid through that agent. Any bank charges incurred will be deducted from the refund. All refund requests must be submitted using official ECA forms.

No refunds will be given except in the circumstances described in 1), 2), 3) and 4) above.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

## PAYMENT OF FEES

Invoices must be paid on the due date. In order to receive a COE, payment must be made in full for courses of 24 or fewer weeks. For courses longer than 24 weeks, 50% of the tuition fee must be paid. Second payment must be made no later than 2 weeks before the beginning of the second study period. Payment must be made in Australian dollars only, by bank draft or postal note, payable to the English College of Adelaide. Personal cheques cannot be accepted. Payment may be made by Telegraphic Transfer directly to:

### NON-STUDENT VISA STUDENTS

**Account Name:** English College of Adelaide  
**Bank Name:** Commonwealth Bank of Australia  
**Branch Address:** 96 King William Street, Adelaide, South Australia 5000  
**BSB/Account No:** 06 5000 / 1005 1953 Swift Code: ctbaau2s

### STUDENT VISA STUDENTS

**Account Name:** English College of Adelaide Student Fee Trust Account  
**Branch Name:** Commonwealth Bank of Australia  
**Branch Address:** 96 King William Street, Adelaide, South Australia 5000  
**BSB/Account No:** 06 5000 / 1009 7046 Swift Code: ctbaau2s

## PAYMENT DETAILS

APPLICATION FEE	A\$ .....
TUITION FEE ( _____ weeks )	A\$ .....
ACCOMMODATION PLACEMENT FEE (non-refundable)	A\$ .....
ACCOMMODATION FEE (first 2 weeks in advance)	A\$ .....
AIRPORT PICKUP	A\$ .....
OVERSEAS STUDENT HEALTH COVER	A\$ .....
MATERIALS	A\$ .....
TOTAL PAYMENT DUE	A\$ .....

## GROUNDINGS FOR DEFERMENT, SUSPENSION OR CANCELLATION OF ENROLMENT

- 1) The National Code 2018 outlines a limited number of situations in which you may request a suspension or deferral of your studies.
- 2) You may request a deferral or suspension of your studies when:
  - you can document a death in your immediate family
  - you can document a medical or psychological condition which prevents you from studying
  - you can document the experience of a traumatic event which has made studying difficult.
- 3) Your course can be suspended or cancelled by ECA if attendance or behavior requirements are not met. Australian immigration rules require good attendance as a requirement of a student visa. If through absence or lateness your attendance drops to 85%, you will receive an attendance warning letter. This letter will require you to meet with the ECA director to explain your poor attendance. At this point, the ECA director will work with you to find a way to improve your attendance. If it drops below 80%, ECA will send you a final warning letter. You will then have 20 working days to appeal through the internal appeals process. If the internal appeals process indicates that the attendance was reported correctly and that you do not have any evidence of medical reasons for your poor attendance, you will be reported to DIBP and your student visa will be cancelled. You will have 28 days to report to DIBP. You may decide to use the external appeals process. However, you will not be able to attend classes at this point.
- 4) Enrolment at ECA may also be suspended or cancelled for failure to pay course fees. You will have 20 working days to appeal this decision.
- 5) Deferral or suspension of your course may affect your visa. Please consult DIBP for further information.

## EDUCATION SERVICES FOR OVERSEAS STUDENTS (ESOS)

The Education Services for Overseas Students (ESOS) legislation helps students resolve disputes, seek refunds or study elsewhere if their education institution does not meet its responsibilities. More information on the ESOS act and legislative framework can be found at <https://internationaleducation.gov.au/Regulatory-Information/Pages/Information-for-Students.aspx>

## DECLARATION This must be signed by the student or guardian

I, (insert name) ....., understand that the information I have provided on this form may be given to agencies of the Australian Commonwealth and State Governments and other bodies, as required by law. I agree that if this application is accepted, I will be bound by the English College of Adelaide's 1) Conditions of Enrolment 2) Refund Policy 3) Grounds for Deferral, Suspension or Cancellation of Enrolment <http://eca-jca.edu.au/conditions-of-enrolment-and-refund-policy/> which I have read and understood.

## SIGNATURE OF STUDENT

(Parent/Guardian's signature if student is under 18)

.....

DATE:                    /                    /                     
Day                    Month                    Year