GROUP COLLEGES AUSTRALIA
ENROLMENT FORM

Please complete enrolment and return to:

By Mail:
Group Colleges Australia
Locked Bag 7
Redfern NSW 2016
Phone: +61 2 1300 422 422
Fax: +61 2 9310 1548

Or In Person:
Group Colleges Australia
GCA Towers, Tower 2
1 Lawson Square Redfern
Sydney NSW 2016

OR use enrolment form on the website: www.gca.edu.au

Personal details

Title:
( ) MR ( ) MRS ( ) MISS ( ) MS

Family Name:
First Name:

Date of Birth [as per passport]:

Nationality:
Passport No:

Type of Visa:
( ) Student ( ) Working Holiday ( ) Tourist ( ) Other
Visa No:

Contact details

Contact Details/Home Country: Australian Address:

Street:

Street:

Suburb/Town:

Suburb/Town:

Phone:
Phone:

Mobile:
Mobile:

Email:
Email:

NAME OF GUARDIAN
Relationship to Student:

Education

Number of Years at School:

Years

Details of your most recent educational qualification, e.g., Year 10, Year 11, year 12, Diploma, Degree:

Year Qualified:
Name of Qualification:

Country:
School:

Intended GCA course of study

Course Name:

Start Date:

Course Length:

Finish Date

Please note: GCA reserves the right to change conditions and prices at anytime without notice. Group Colleges Australia Pty Ltd.
ABN: 11 085 429 732 CRICOS Provider Code: 02571D
Fees Payable
(All prices are in Australian dollars):
ENROLMENT FEE: .............................................AUD$ 200.00
CoE FEE: ............................................................AUD$ 29.00 p.a.
MID-TERM ENROLMENT FEE: ..........................AUD$ 200.00
TUITION ENGLISH: ............................................AUD$ —
TUITION BUSINESS: ..........................................AUD$ —
STUDENT HEALTH COVER: ...............................AUD$ —
TOTAL:  ...............................................................AUD$ —

Conditions of Enrolment

1. PAYMENT OF FEES
For the purposes of payment of fees Group Colleges Australia (GCA) comprises Central College, Metro English College and UIC Sydney.

All payments are to be made to GCA Management Services Pty Ltd on behalf of GCA

Payment of fees in advance secures the student a place in their chosen course/s and fixes the price of the course/s for the period of time for which they have prepaid. Tuition fees can be varied at any time and prepayment allows the student protection from any tuition price rises during the period for which they have prepaid.

Prepaid monies are allocated by the College to resourcing the course delivery for at least the period anticipated by the student’s enrolment and prepaid period. The College has the expectation that a student will commence and continue a course and plans and staffs accordingly.

The DIAC requirement for a visa to be issued is the payment of a minimum of 6 months tuition fees, and overseas student health cover both of which must be made prior to commencement of study.

Direct Deposit:
Account Name: GCA Management Services Pty Ltd
BSB: 062 231 Account #: 10273972
The 6/7 digit Student Number must be provided as a reference when making a direct deposit. This is found on your “Offer Letter”. Please allow 3 - 5 business days for processing.

Payment Options – for Students in Australia
Online…

Preferred Payment Method
Student Biller Code: 0000055160
Unique Student Ref: xxxxxx

WARNING: All monies paid to this Unique Student Reference number will go to this student’s account ONLY.

Telephone & Internet Banking - BPAY.
Contact your bank, credit union or building society to make this payment from your cheque, savings, or credit card account. More info: http:\www.bpay.com.au

Telegraphic Transfer / Direct Deposit / Internet Banking
Please place student number followed by student name in purpose/description field. Payments missing the student number cannot be processed.

Beneficiary’s Full Name:
GCA Management Services Pty Ltd.

Beneficiary’s Account Number:
062-231 10-273-972.

Beneficiary’s Full Street Address:
Tower 2, 1 Lawson Square Redfern NSW 2016

Country of Beneficiary:
Australia

Beneficiary’s Swift Code:
CTBAAU2S

Beneficiary’s Bank Details:
Commonwealth Bank, Redfern Sydney NSW 2016

Country in which Beneficiary’s bank is located:
Australia

Purpose of Transfer:
STUDENT NUMBER followed by STUDENT NAME

2. REFUND AND CANCELLATION POLICY
For the purposes of this refund policy Group Colleges Australia (GCA) comprises Central College, Metro English College and UIC Sydney.

(a) Cancellation prior to commencement of any course:
Students who have not started any course with GCA and wish to cancel their enrolment must apply for a refund in writing. Applications for refunds must be addressed to:

General Manager,
Group Colleges Australia
Locked Bag 7
Redfern NSW
2016 Australia

Cancellation fees apply even if a course is not commenced. Cancellation fees are:

- 10% of tuition fee for notice of more than 70 days
  – equivalent to a 90% refund
- 30% of tuition fee for notice of between 28 and 70 days
  – equivalent to a 70% refund
- 100% of tuition fee for notice of less than 28 days
  – no refund

The enrolment fee and any government fees and charges (CoE fees) are not refundable.

The refund will be made within four weeks of receipt of written notification.

If you enrol through an agent, any refund that might be payable will be paid through that agent. Where a student is unable to commence the course on time, the student (or agent) must contact the College to arrange another commencement date.

**Exception**

If a student visa is rejected by DIAC (Department Immigration and Citizenship), all paid tuition fees and overseas student health cover fees will be refunded in full upon proof of visa rejection. The enrolment fee and any other associated government fees and charges are not refundable if a visa is rejected.

(b) Cancellation after commencement of any course:

No fees will be refunded after the commencement of any one of the courses in which the student has enrolled at Group Colleges Australia, even if the student has prepaid the entire course. This policy applies regardless of the reason for the cancellation and includes, but is not limited to, the following:

- NO REFUND of fees will be granted in the event of cancellation, withdrawal or a decision to change providers or study plans, after the commencement of any one course or subsequent course in which the student has enrolled at GCA;
- NO REFUND will be given to any student who breaches their visa conditions or fails to meet course requirements;
- NO REFUND will be given to any student who is suspended and or expelled for breaching GCA rules and or the College’s Code of Conduct;

Tuition fees are not transferable to another student or another institution.

**Exception**

In the unlikely event that GCA is unable to deliver your course in full:

- you will be offered a refund of all the tuition money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided;
- the refund will be paid to you within 2 weeks of the day on which the course ceased being provided;
- alternatively, you may be offered enrolment in a suitable alternative course by GCA at no extra cost to you;
- you have the right to choose whether you would prefer a full refund of tuition fees, or to accept a place in another course;
- if you choose placement in another course, we will ask you to sign a document to indicate you accept the placement;
- if GCA is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS) [ACPET TAS] will place you in a suitable alternative course at no extra tuition fee cost to you;
- finally if ACPET TAS cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course; or
- if this is not possible, you will be eligible for a refund as calculated by the Fund Manager. In accordance with the requirements of National Code 43, GCA acknowledges the right of a student to involve independent third parties for the resolution of disputes, including action under Australia’s consumer protection laws. The registered provider’s dispute resolution processes do not circumscribe the student’s right to pursue other legal remedies.

3. DEFERMENT, SUSPENSION or CANCELLATION OF ENROLMENT

In accordance with the National Code GCA, may defer, temporarily suspend or cancel the enrolment of a student on the grounds of:

- compassionate or compelling circumstances (for example, illness where a medical certificate states that the student is unable to attend classes);
- misbehaviour by the student;
- breach of Clauses E to K inclusive of the GCA Code of Conduct set out in Paragraph 9 below; and
- failure to pay the student fees by the scheduled due dates.

Consequences of deferment, suspension or cancellation of enrolment

- If the provider does defer, suspend or cancel the enrolment it may affect the student visa;
- The student has the right to access the College’s internal complaints and appeals process within 20 working days of notification that he/she has been suspended or expelled;
- The student may be excluded from classes during this 20 day period or any further period of the appeals process.

For full details see:

☐ I understand and accept ☐ I do not accept
4. ENTRY REQUIREMENTS
All GCA Colleges have entry requirements – please ensure you are aware of and have complied with these requirements.
☐ I understand and accept  ☐ I do not accept

5. PRIVACY ACT
Students are advised that their personal information may be provided to Commonwealth or State agencies and the Fund Manager of the College's Tuition Assurance Fund.

A student's financial and attendance status may be provided to the student's agent and parents of all Group Colleges Australia Colleges In all aspects, Group Colleges Australia complies with the Federal Privacy Act.

☐ I understand and accept  ☐ I do not accept

6. DISCLAIMER
Students permit GCA to use photographs or videos taken of them or their work while engaged in GCA activities on or off GCA property for promotional purposes. Students will not receive any monetary or other forms of remuneration and these materials will remain the property of Group Colleges Australia.

☐ I understand and accept  ☐ I do not accept

7. ELECTRONIC COMMUNICATION (Email)
GCA communicates with all students via the student email system. I understand and agree that written notices regarding my attendance or course progress (under Standard 10.6 and 11.6) will be sent to me electronically via my student email account.

☐ I understand and accept  ☐ I do not accept

8. COLLEGE CODE OF CONDUCT
The Standard – Code of Conduct

A. All members of the College should respect themselves, other members and property of the College.

B. Each member of the College is entitled to an equal opportunity to all resources for their work and learning.

C. Students are expected to maintain a reasonable standard of conduct at all times. This includes time spent on campus and time spent off campus on school-related activities such as sport or excursions.

D. All members of the College are entitled to a safe learning and working environment free from racial discrimination, sexual harassment and occupational hazards.

E. The College does not tolerate physical, verbal or emotional harassment from any member of the College community.

F. Dangerous items, such as knives, flammable and corrosive substances and any other illegal weapons or substances are prohibited on College premises.

G. Health laws prohibit smoking anywhere in public buildings.

H. Health laws prohibit spitting in buildings and public places. Spitting is forbidden on campus.

☐ I understand and accept  ☐ I do not accept

I. Alcohol and drugs are prohibited on campus. Students found with, or under the influence of, any quantity of alcohol, drugs or any illegal substances on campus will be expelled.

J. Students will be expelled if they engage in any criminal activity or behave in a manner to endanger the safety of any other student or a member of staff at the College.

K. Students must act ethically and honestly at all times. Students found cheating during examinations or plagiarising assignments may be expelled.

L. The College does not support a discipline policy that includes corporal punishment. At no time will a student be physically punished for breaking any aspect of the discipline code.

M. The College does not implicitly or explicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the school.

The College reserves the right to suspend or expel any student who in any way breaches the College Code of Conduct or any of the associated College rules. The College has the right to ask for a student to produce their student identification card when on campus.

☐ I understand and accept  ☐ I do not accept

9. STUDENT UNDERTAKING DECLARATION AND AGREEMENT

1. I DECLARE that I am a bona fide student enrolled and attending a course at Group Colleges Australia (name of College enrolled in) under student number 999999.

2. I UNDERTAKE that whenever I attend and/or participate in a sporting, entertainment or cultural event which has been promoted, advertised, organised/ supported and/or conducted by GCA and/or any of its member, organisations, I will thoroughly acquaint myself and at all times abide by and comply with the laws/rules and recommended procedures that govern/apply to and/or by which that sporting/ entertainment or cultural event takes place.

Release from liability

I UNDERSTAND the inherent dangers and risks of physical injury occurring in the course of sporting events and possible injury, harm or loss occurring when attending entertainment, cultural or other events, and I HEREBY AGREE to indemnify and hold harmless and to keep indemnified and held harmless Group Colleges Pty Ltd and its servants and agents from time to time from any and all liability, claims for damages, loss or compensation both to me personally and/or any of my personal property, which I may suffer or incur as a result of, in the course of or arising from such sporting, entertainment, cultural or other event, or my attendance and/or participation in any such event.

☐ I understand and accept  ☐ I do not accept

SIGNATURE AND DATE