



GROUP COLLEGES AUSTRALIA ENROLMENT FORM

Please complete enrolment and return to:

By Mail or In Person:

GCA Admissions Centre
Suite 1305 / Level 13
99 Bathurst Street
SYDNEY NSW 2000
AUSTRALIA
Ph. +61 2 9261 4161 Fax. +61 2 9267 8498
www.gca.edu.au
info@gca.edu.au

Personal Details	
Title: () MR () Mrs () MISS () MS	
Family Name:	First Name:
Date of Birth [as per passport]:	Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Nationality:	Passport No:
Type of Visa: () Student () Working Holiday () Tourist () Other	
Visa number:	
Contact Details	
Home Country:	Australian Address
Street:	Street:
Suburb/Town: Postcode:	Suburb/Town: Postcode:
Phone:	Phone:
Mobile:	Mobile:
Email:	Email:
Postal Address: Same as Australian address <input type="checkbox"/>	Different <input type="checkbox"/> [please provide details below]
Emergency Contact / Guardian	
Name:	Relationship to Student:
Street:	Suburb/Town: Postcode:
Phone:	Email:
Intended GCA course of study	
Course Name:	Start Date:
Course Length:	Finish Date:



Language and Cultural Diversity	
In which country were you born?	Australia <input type="checkbox"/>
	Other - please specify
Do you speak a language other than English at home?	<input type="checkbox"/> No <input type="checkbox"/> Other – please specify
How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
Are you of Aboriginal or Torres Strait Islander Origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
Disability	
Do you consider yourself to have a disability?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please indicate the area of disability, impairment	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other
Education	
What was your highest completed school level?	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or equivalent <input type="checkbox"/> Never attended School
In which year did you complete that level?	
Have you successfully completed any of the following qualifications?	<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates other than the above
Employment	
From the following categories, choose which best describes your career employment status.	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment\



Study Reason

From the following categories, which best describes your main reason for undertaking this course? (tick one box only.)

- To get a job
- To develop my existing business
- To start my own business
- To try a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- Other reasons

Fees Payable

(All prices are in Australian dollars):

ENROLMENT FEE:AUD\$ 200.00
 CoE FEE: (varied by course duration).....AUD\$ —
 MID-TERM ENROLMENT FEE:AUD\$ 200.00
 STUDENT HEALTH COVER (1year for single):.....AUD\$ 429.00

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

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 UBSS.

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 DIAB (Department Immigration and Border Protection), 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.

Payment Options

Credit Card/ Debit Card (**Mastercard & Visa Only**) (in keeping with best industry practices no cash will be accepted).

2. REFUND AND CANCELLATION POLICY

For the purposes of this refund policy Group Colleges Australia (GCA) comprises Central College, Metro English College and UBSS.

(a) Cancellation prior to commencement of any course:

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 DIBP, 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 8.3, 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.

(c) Fraudulent Documentation

Where fraudulent or forged documentation has been submitted, the full first study period tuition fee paid in each college (UBSS, Central College and Metro English College) will be retained by Group Colleges Australia. This includes visa rejections due to fraudulent documents.

I understand and accept I do not accept

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:

- a) compassionate or compelling circumstances (for example, illness where a medical certificate states that the student is unable to attend classes);
- b) misbehaviour by the student;
- c) breach of Clauses E to K inclusive of the GCA Code of Conduct set out in Paragraph 8 below; and
- d) failure to pay the student fees by the scheduled due dates. Consequences of deferment, suspension or cancellation of enrolment

(a) If the provider does defer, suspend or cancel the enrolment it may affect the student visa;

(b) 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;

(c) The student may be excluded from classes during this 20 day period or any further period of the appeals process.

For full details see:

<http://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSQuickInformation/ESOSEasyGuide/Pages/ESOSEasyGuide.aspx>

http://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSQuickInformation/Documents/Easy_Guide_to_ESOS.pdf

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 MyGCA

GCA communicates with all students via the student MyGCA account. 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 MyGCA 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. 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 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.
Conduct or any of the associated College rules.

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