

Personal details (same as your passport)

Given names:	
Family name:	
Date of birth: DAY / MONTH / YEAR	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

Nationality/Citizenship

Nationality:	Country of birth:
Language spoken:	

Contact details

Address in Australia (if known):	
Tel (AUS):	Mobile (AUS):
Address overseas: (must be applicant's address - not agent's address)	
Tel (home):	
Email address:	

Visa information

What type of visa will you apply for to study at Hawthorn-Melbourne? <input type="checkbox"/> Student Visa <input type="checkbox"/> Visitor Visa <input type="checkbox"/> Other (please specify): _____
If you are applying for a Student Visa, where will you lodge your application? Country: _____ City: _____
Are you currently studying in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when is your course completion date? Course completion date: DAY / MONTH / YEAR
Have you studied in Australia during the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following information Institution: _____ Course completion date: DAY / MONTH / YEAR
If you are in Australia - what type of visa do you currently have? <input type="checkbox"/> Student Visa <input type="checkbox"/> Visitor Visa <input type="checkbox"/> Other (please specify): _____ (include a copy of your passport and current visa with your application)

English course requested

Entry to courses other than General English will depend upon the results of a placement test held on registration day.

Please indicate which course(s) you wish to apply for:	
<input type="checkbox"/> General English	<input type="checkbox"/> English for Business
<input type="checkbox"/> English for Academic Purposes	<input type="checkbox"/> UMELBP
<input type="checkbox"/> Intensive Academic Preparation	<input type="checkbox"/> FCE Exam Preparation
<input type="checkbox"/> IELTS Preparation	<input type="checkbox"/> CAE Exam Preparation
<input type="checkbox"/> High School Preparation Program	<input type="checkbox"/> Cambridge Exam
Start date (see page 20): DAY / MONTH / YEAR	
Weeks of study:	

English language proficiency

Have you completed an IELTS or TOEFL test? If yes:	
IELTS score:	DAY / MONTH / YEAR
TOEFL score:	DAY / MONTH / YEAR

Overseas Student Health Cover

If you currently have or previously have had Overseas Student Health Cover, please state your:

Provider:
Membership number:
Expiry date: DAY / MONTH / YEAR

If you require Overseas Student Health Cover, please indicate your preference:

<input type="checkbox"/> Single <input type="checkbox"/> Dual family <input type="checkbox"/> Multi family
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Accommodation and airport transfer

Do you wish to apply for:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Homestay	<input type="checkbox"/> Yes <input type="checkbox"/> No
Temporary accommodation on arrival in Melbourne	<input type="checkbox"/> Yes <input type="checkbox"/> No
Airport transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No

Agent details

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Signing

This application is not valid unless it is signed in English, signed in your own language and dated. **Agents must not sign the declaration on behalf of any student.**

For students 18 years and over:

I have read and understood these terms and conditions of enrolment. I agree to these terms and conditions and authorise Hawthorn-Melbourne to apply the monies payable in accordance with the enrolment form and these terms and conditions.

Signature in English:
Signature in own language:
Date: DAY / MONTH / YEAR

For students under 18 years:

I am the parent of the student named in the enrolment form. I have read and understood these terms and conditions of enrolment. I agree to these terms and conditions and authorise Hawthorn-Melbourne to apply the monies payable in accordance with the enrolment form and these terms and conditions.

Relation to applicant: <input type="checkbox"/> Father <input type="checkbox"/> Mother
Parent name:
Signature in English:
Signature in own language:
Date: DAY / MONTH / YEAR

If you do not wish to receive marketing or other offers from Hawthorn-Melbourne, please tell us by ticking this box.

Conditions of enrolment

The following sets out the terms and conditions of Your enrolment in a course with Hawthorn Learning Pty Ltd ABN 50 124 208 171 (Hawthorn-Melbourne). In these terms and conditions:

Course means a course offered by Hawthorn-Melbourne in which You are or will be enrolled;

ESOS Act means the Education Services for Overseas Students Act 2000;

National Code means the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students established under the ESOS Act;

Navitas means Navitas Limited ABN 69 109 613 309;

Navitas English Entity means Navitas English Pty Ltd ABN 51 003 916 701 or Navitas English Services Pty Ltd ABN 13 002 069 730;

Study Period means the number of weeks of pre-paid tuition, including multiple Courses, undertaken with Hawthorn-Melbourne; and

You means the student named in the enrolment form and, if the student is under 18 years of age, his or her parent or legal guardian named in the enrolment form and **Your** has a corresponding meaning.

Cancellation and refunds

Hawthorn-Melbourne complies with the Refunds and Transfers Policy and Code of Conduct of English Australia, the ESOS Act, the National Code and any applicable State and Territory requirements. The Hawthorn-Melbourne enrolment fee is payable once only and is only refundable in limited circumstances involving provider default. To the extent of any inconsistency between these Conditions of Enrolment which is to Your detriment and any national, State or Territory requirements with which Hawthorn-Melbourne must comply, the national or State or Territory requirement prevails.

Tuition

- If You provide Hawthorn-Melbourne with at least 4 weeks' written notice prior to commencement of the Study Period, Hawthorn-Melbourne will provide You with a full refund of tuition fees.
- If You provide Hawthorn-Melbourne with less than 4 weeks' written notice prior to commencement of the Study Period, Hawthorn-Melbourne will provide You with a full refund of tuition fees, less 30% cancellation fee.
- In circumstances other than where Hawthorn-Melbourne ceases to provide the Course, no refund is payable after You have commenced the Study Period.
- Except as required under the ESOS Act or the National Code, where You transfer from a more expensive Course to a less expensive Course, no refund of the difference is payable.
- If Your visa application is denied, a full refund of all pre-paid Course fees, less the enrolment fee, will be made provided that Hawthorn-Melbourne receives a copy of the Australian Embassy rejection letter.
- Hawthorn-Melbourne reserves the right to suspend or cancel Your enrolment because of:
 - (a) Your failure to pay an amount You were liable to pay to Hawthorn-Melbourne (directly or indirectly) in order to undertake a Course;
 - (b) You have breached a condition of Your student visa;
 - (c) if You are under 18 years of age, You refuse to maintain Your approved care arrangements without sufficient reason acceptable to Hawthorn-Melbourne; or
 - (d) behaviour

unacceptable to Hawthorn-Melbourne, including but not limited to behaviour as described in the Hawthorn-Melbourne Code of Conduct as published and displayed in centres and at hawthornenglish.com/policies.html. If Your enrolment is suspended or cancelled by Hawthorn-Melbourne in accordance with these Conditions of Enrolment, no refund of tuition fees is payable.

- If You transfer to a course at another educational institution (excluding English language studies) and You have met the institution's published IELTS or TOEFL score, or you have achieved a satisfactory level of English through Hawthorn-Melbourne's agreed pathways, You may be eligible for a transfer of the unused portion of pre-paid tuition fees, less an administration fee of 30%. You must provide Hawthorn-Melbourne with evidence acceptable to Hawthorn-Melbourne of valid enrolment from the new institution and Your current attendance rate at Hawthorn-Melbourne must be over 80%. Fees will only be transferred in full weeks. If you are granted a transfer, the remaining portion of Your tuition fees will be calculated from the commencement date of the new studies. You may not be released from enrolment at Hawthorn-Melbourne prior to the commencement date of the new studies.
- In addition, if You are under 18 years of age You must have written evidence acceptable to Hawthorn-Melbourne that Your parent or legal guardian supports the transfer and written confirmation that the new institution will accept responsibility for approving your accommodation, support and general welfare arrangements if You are not being cared for in Australia by a parent or suitable nominated relative or legal guardian.
- In addition, if You are sponsored by Your government, and Your government considers the transfer to be in Your best interests and You provide Your government's written support for the transfer acceptable to Hawthorn-Melbourne, then the remaining portion of Your tuition fees from the commencement date of the new studies may be transferred to the new course.
- If You are successful in gaining entry to another Navitas college (other than a Navitas English Entity) or Navitas university program, You may be eligible for a transfer of all remaining pre-paid

tuition fees to the new Navitas location (other than a Navitas English Entity).

- Course fees are not transferable to another person nor to another English language centre, except for a Navitas English Entity.
- You will not be allowed to transfer to another institution in the first 6 months of Your studies at Hawthorn-Melbourne (except for situations outlined above).
- In circumstances other than where Hawthorn-Melbourne ceases to provide a Course, refunds will be paid within 4 weeks of Hawthorn-Melbourne receiving written request.
- Hawthorn-Melbourne reserves the right to cancel a Course due to insufficient numbers. In this event, unless Hawthorn-Melbourne arranges for You to be offered a place in an alternative course at Hawthorn-Melbourne's expense and You accept that offer in writing, Hawthorn-Melbourne will refund all Course money You have paid to date for the cancelled Course within 2 weeks of the date on which Hawthorn-Melbourne ceases to provide the Course.
- In the unlikely event of Provider default resulting in Hawthorn-Melbourne being unable to deliver all Courses in full in which You have enrolled, unless Hawthorn-Melbourne arranges for You to be offered a place in an alternative course at Hawthorn-Melbourne's expense and You accept that offer in writing, You will be entitled to a full refund of all Course money You have paid to date. The refund will be paid within 2 weeks of the date on which Hawthorn-Melbourne ceases to provide the Course.
- Entry to all Courses is subject to Your placement test, as well as IELTS or TOEFL results.

Deferrals/Postponements

- If You have paid tuition fees for a Course, Hawthorn-Melbourne may allow You to defer or postpone Your commencement of that Course in the following circumstances:
 - If You give Hawthorn-Melbourne at least 28 days' written notice before the commencement of the Course (You will have to pay any increase in tuition fees from the time of deferral to Your commencement of the Course);
 - If You cannot start your Course on the agreed start date because there is a delay in



receiving Your student visa before Your Course commences; or

- If You have compassionate or compelling circumstances, such as: death in your immediate family (father, mother, child, sibling, spouse only); natural disaster in your home country; You or Your dependant family member is seriously ill; You become pregnant; or You become a victim of a serious crime or trauma.
- Approval for deferral or postponement of a Course is at the sole discretion of Hawthorn-Melbourne. You must provide Hawthorn-Melbourne with documented evidence in support of your application for deferral or postponement as required by Hawthorn-Melbourne. If approved, deferral or postponement may only be granted for a maximum of six months from the date permission is granted. Unless expressly stated otherwise in these terms and conditions, You will not be entitled to any further deferral, postponement, refund or transfer of fees.

Accommodation

- No refund will be made on the accommodation placement fee.
- If You wish to leave Your Homestay at any time, You are required to give 2 weeks' notice to Your homestay family.
- The Accommodation Placement Fee will be charged for every Accommodation Placement arranged by Hawthorn-Melbourne.
- An additional fee of \$200 is charged for registering parent-nominated homestay hosts who are not already registered with Hawthorn-Melbourne.

Airport transfer

No refund of airport transfer fees will be made if You do not notify Hawthorn-Melbourne of Your flight details or any change of details at least 2 working days before arrival.

Representative

If You enrol through a representative, the refund may be paid to that representative. Monies will be refunded in the currency in which they were paid.

Change of address

You must advise Hawthorn-Melbourne of Your current residential address on arrival and if You change Your address You must notify Hawthorn-Melbourne immediately. Your failure to notify Hawthorn-Melbourne that You have changed Your address may result in automatic cancellation of Your visa without prior notice.

Young student care arrangements

If You are under 18 years of age, the parent or legal guardian named in the enrolment form must nominate, in writing, either:

- a suitable relative (agreed by DIAC at the time of the visa application), living in the city in which You will be studying and who will be responsible for Your welfare whilst studying at Hawthorn-Melbourne; or
- request that Hawthorn-Melbourne make arrangements for Your care and welfare (including registering family friends as hosts)

Indemnity and release

In consideration of Hawthorn-Melbourne accepting Your application for enrolment as a student and providing tuition to You, You will not hold Hawthorn-Melbourne, its related bodies corporate, their employees or agents liable for nor make any claim against any of them, and indemnify each of them against, any loss, damage, death, injury or liability which You may suffer or cause, in connection with Your association with Hawthorn-Melbourne, including:

- Your attendance at any premises owned, operated or controlled by Hawthorn-Melbourne;
- Your attendance at any activity, whether sporting, cultural, recreational or otherwise, organised by or on behalf of or with the assistance of Hawthorn-Melbourne or any activity of which Hawthorn-Melbourne has any knowledge; and
- any accommodation, whether short-term or long-term, arranged for You by Hawthorn-Melbourne.

If You are under 18 years of age, the parent or legal guardian named in the enrolment form requests that Hawthorn-Melbourne enrol You as a student of Hawthorn-Melbourne. In consideration of Hawthorn-Melbourne agreeing to enrol You, the parent or legal guardian:

- guarantees Your obligations under these terms and conditions of enrolment;
- will not hold Hawthorn-Melbourne, its related bodies corporate, their employees or agents liable for nor make any claim against any of them in connection with Your association with Hawthorn-Melbourne, including the matters set out in paragraphs (a) – (c) above; and
- indemnifies each of them against any loss, damage, death, injury or liability which You may suffer or cause in connection with Your association with Hawthorn-Melbourne, including the matters set out in paragraphs (a) – (c) above.

These terms and conditions, and the availability of complaints and appeals processes, do not remove Your right to take action under Australia's consumer protection laws.

These terms and conditions are governed in all respects by and interpreted in accordance with the laws of the state in which the centre You attend is located in the Commonwealth of Australia.

Privacy

The information You provide on this enrolment form and otherwise in connection with Your enrolment (including personal information, Course enrolment details and changes, Course progress details, and the circumstances of any suspected breach by You of a student visa condition) will be used to process Your enrolment at Hawthorn-Melbourne, provide You with educational services and, in the case of Homestay students, to enable Hawthorn-Melbourne and a Homestay provider to provide You with Homestay facilities. Your enrolment may be delayed if the information provided is incomplete. This information will be dealt with in accordance with the Privacy Act 1988 and Hawthorn-Melbourne's privacy policy and is available for Your review by contacting the Hawthorn-Melbourne Privacy Officer. It may be made available by Hawthorn-Melbourne to the Australian government (for example to Australian immigration and education authorities) in connection with Your visa, as required by the

National Code or the ESOS Act, if required, to the Tuition Assurance Scheme and the ESOS Assurance Fund Manager or, in the case of students who have booked Homestay, to Your Homestay provider, or in the case of students who have nominated to study further in Australia, to Your further studies institution. Hawthorn-Melbourne may send You information about its programs or other related courses. You may request not to receive further information at any time.

Other terms

- It is a condition of Your enrolment at Hawthorn-Melbourne that You comply with all Hawthorn-Melbourne regulations and policies as notified to You by Hawthorn-Melbourne.
- Hawthorn-Melbourne may, by notice to You in writing, which notice may be given on the Hawthorn-Melbourne website, vary these terms and conditions or any Hawthorn-Melbourne regulations or policies. A variation takes effect on the day specified in a notice.
- If You are applying for an ATTC Course, You may need to take a separate entry test.
- Hawthorn-Melbourne reserves the right to change start dates (with Your agreement), Course curricula, Course timetables and any programs at any time.
- All prices are stated in Australian Dollars (AU\$) and subject to change without notice.
- Hawthorn-Melbourne is closed on official public holidays and other dates listed in the Fees and Dates section of the Hawthorn-Melbourne brochure.
- 10% Goods and Services Tax (GST) applies to Airport Transfer and Accommodation Placements Fees.
- Hawthorn-Melbourne is fully accredited by NEAS.
- Photographs, videos and testimonials provided by You or taken by Hawthorn-Melbourne may be used for marketing and promotion purposes.

Contact

All requests for refunds, deferrals, postponements or transfers must be made in writing addressed to:

Admissions Manager
Hawthorn-Melbourne
442 Auburn Road
Hawthorn VIC 3122 Australia

- Supporting documents as specified by Hawthorn-Melbourne must be included with the request. If You are under 18, the written request must be made by the parent or legal guardian who signed Your original enrolment form. Hawthorn-Melbourne will:
 - Notify You in writing of the outcome of the request within 10 working days and where necessary, give reasons for the outcome.
 - Notify the Department of Immigration and Citizenship (DIAC) of any change to Your study plan for which a student visa has been granted.

A refund, transfer, deferral, postponement, suspension or cancellation of Your Course may affect Your student visa. DIAC will assess Your situation individually in accordance with the DIAC student visa policies. You are advised to seek advice from DIAC before making any changes to Your Course. For more information visit the DIAC website at immi.gov.au or phone 131881.