



Bridge Business College

Levels 1-5 333 Kent St
 Sydney NSW 2000 AUSTRALIA
 Tel + 61 2 9299 4999 Fax + 61 2 9262 4654
 Email: admin@bridgebc.com.au
 Website: www.bridgebc.com.au
 ABN 98 054 574 819 Provider No. 01107C

Student Enrolment Form

Mr/Mrs/Ms/Miss	Family Name exactly as they appear on your passport	
Given Names exactly as they appear on your passport		Male / Female
Date of Birth / /	Nationality	Country of Birth

Contact Address Australian Law requires that you inform the College of your Australian contact details.

Email address:	
Telephone Home:	Mobile:

Will the visa application be lodged in Australia? YES / NO

If YES, what visa do you currently hold?	Passport Number
Visa expiry date: / /	Medibank Number (if applicable)

Proposed Course

General English	weeks	* 4 weeks enrolment is minimum
------------------------	--------------	--------------------------------

Proposed Course(s) please indicate with a tick:

	Cert II	Cert III	Cert IV	Diploma
Business				
Business (Human Resources)				
Tourism				

How long do you wish to study for? _____

Preferred Course Commencement Date

/ /	*English course starts every Monday *Please check our website for the intake dates for the Business courses
-----	--

What other Qualification(s) have you received in Australia? If so, will you apply for course exemptions?

--	--

Have you studied at Bridge Business College in the past? YES / NO

If YES, what course?	Course finish date / /
-----------------------------	-------------------------------

Current Level of English (Please tick):

<input type="checkbox"/> Advanced (ISLPR 4-5)	<input type="checkbox"/> Intermediate (ISLPR 3)	<input type="checkbox"/> Elementary – Pre Intermediate (ISLPR 0 – 2)
--	--	---

Please attach your **passport copy** and relevant documents (English proficiency certificate, academic documents.)

** All students at Bridge Business College must attend an Orientation to be informed of the conditions of their enrolment and the requirements of the Australian Government.

Calculation of Fees – In the table below please include only course fees that apply to you	
Full payment of \$AUD _____ by personal cheque, bank cheque, credit card, or bank transfer is enclosed:	
Details	Amount
Enrolment fee * non-refundable under any circumstances	\$
Course fee (English)	\$
Course fee (Business/HRM/Travel & Tourism)	\$
Overseas Student Health Cover (OSHC) *student visa only	\$
OSHC fee – 6 month single \$177 / family \$354 12 month single \$354 / family \$708 * These fees are current as from 5 June 2009 will be confirmed in the written agreement.	
TOTAL	

Cancellation and Refund's Policy

Payments

Payments for all fees must be in Australian Dollars by personal cheque, bank cheque, made payable to Bridge Business College or credit card or debit card or transferred to:

National Australia Bank
Bridge Business College Advance Fees Trust Account
Branch No: 082067, Account No: 52 578 2754, SWIFT Code: NATAAU 3302S

Cancellation and Refund of Course Fees

1. Notification of Cancellation - ITEMISED REFUND must be made in writing to Bridge Business College:
 - a) **Prior to the Course Commencement date**
 - Enrolment fee is not refundable
 - If 90 days or more written notification of cancellation is given before the course start date, **90%** course fee already paid will be refunded.
 - If 28 or more written notification of cancellation is given before the course start date, **75%** course fee already paid will be refunded
 - If 27 or less written notification of cancellation is given before the course start date, **50%** course fee already paid will be refunded.
 - b) **After the Course Commencement date**
 - Enrolment fee is not refundable
 - Courses fees will not be refunded after commencement of the course
 - c) **Exception**
 - Course fee is refunded in full (except Enrolment fee) if a valid visa application is rejected.
 - All fees will be refunded in case of Bridge Business College cancelling or ceasing to provide a course.
 - Special circumstances which Bridge Business College finds to be beyond the control of the student. All claims in this situation must have written evidence.
2. There are no refunds for public holidays or days you miss due to sickness or other reasons
3. There are no refunds for cancellation, withdrawal or a decision to change providers, after the commencement of the course
4. **There are no refunds for any student who breaches their visa conditions or fails to meet course requirements.**
5. In the case of provider default, refund cannot be covered by a written agreement. For international student such situations are covered by the ESOS Act 2000 and the ESOS Regulation 2001
6. Tuition fees are not transferable to another student or another institution.
7. **Commencement of the course is defined as the course start date in the first Enrolment form** submitted by the student or agent and not subsequent changes to the starting date.
8. Any changes of enrolment details requiring the creation of a new CoE(s) will attract Administration Fee
 - a) Before the visa approval - \$150.00 (Changing CoE fee)
 - b) After commencement date this also includes change of course - \$150.00
9. Where a visa has not been received in time to start a course on the agreed date, the student must contact Bridge Business College in writing and they will be offered another starting date without extra charge otherwise clause A , B above will apply.
10. All refunds will be in Australian Dollars (AUD) or equivalent foreign exchange value at the time of the refund. Payment of refunds will not be made directly to students in Australia but sent to the student's overseas address or through the Immigration agent.
11. Refund will be made within 28 day off receiving your written request.
12. 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 or pursue other legal remedies compatible with Commonwealth or State Laws .Students must keep their contact details, address in Australia up to date at all times and notify the College of any changes.
13. Students should go the following weblink and read about your rights as an International Student studying in Australia.
http://aei.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork.pdf.pdf
14. This refund policy may change over time in line with changes to college policy or government legislation.
15. This refund policy and our fees charged may change over time in line with changes to college policy or government legislation. The refunds referred to are net amounts only received by the College and do not include any service charge or commissions levied by your agent or intermediaries acting on your authority

I realise that refunds will be made following the Cancellation and Refund Policy outlined above.
I have read the Cancellation and Refund Policy and understand that my signature on the Enrolment Application constitutes an acceptance of the Cancellation and Refund conditions.

Signature: _____ Date: _____ / _____ / _____