

# Enrolment Form

## Centre

Which centre are you applying for?  Cairns  Townsville

## Personal details

Family Name \_\_\_\_\_ Given Name(s) \_\_\_\_\_ Title \_\_\_\_\_ (Dr Mr Mrs Miss)  
Date of Birth \_\_\_\_\_ (Day)/ \_\_\_\_\_ (Month)/ \_\_\_\_\_ (Year) Age \_\_\_\_\_ Gender  Male  Female  
Country of Birth \_\_\_\_\_ Passport No. \_\_\_\_\_ Date of Expiry \_\_\_\_\_ (Day)/ \_\_\_\_\_ (Month)/ \_\_\_\_\_ (Year)  
Permanent Address in Home Country \_\_\_\_\_

Telephone \_\_\_\_\_ Facsimile \_\_\_\_\_ Email \_\_\_\_\_  
What type of visa are you applying for?  Student  Working Holiday  Tourist  Other \_\_\_\_\_  
After your English course, do you plan further study at?  University  TAFE  What is your latest IELTS/TOEFL score? \_\_\_\_\_

## Course Enrolment Details

In which course do you wish to enrol? \_\_\_\_\_  
When do you want to start your course? Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Total number of study weeks \_\_\_\_\_  
Do you want to study?  Full-time (5 hours/day)  Part-time (3 hours/day) Name of Agent \_\_\_\_\_

**Note:** James Cook ELC courses are offered to international students in accordance with the Australian Government's Education Services for Overseas Students (ESOS) Act 2000 - Student Visa holders must study full-time on campus on CRICOS registered courses only.

## Accommodation Options

Homestay  Student Lodge (Cairns only) Do you require pick-up on arrival?  Yes  No  
Or drop-off for departure?  Yes  No  
When do you want to start your accommodation? Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_ Total number of accommodation weeks \_\_\_\_\_

## Overseas Health Cover

**Note: Student Visa holders must have health cover for the period of their visa**

Do you have Overseas Student Health Cover (OSHC)?  Yes (please attach a copy)  No  
If no, do you want James Cook ELC to arrange OSHC?  Yes  Single Cover  Family Cover  No

## Payment Details

Tuition Fee _____	Weeks _____	AUD \$ _____
Book Fee _____	Weeks _____	AUD \$ _____
Enrolment Fee _____		AUD \$ _____
Overseas Student Health Cover _____	Weeks _____	AUD \$ _____
Accommodation Placement Fee _____		AUD \$ _____
Accommodation Fee _____	Weeks _____	AUD \$ _____
	Nights _____	AUD \$ _____
Airport Fee _____		AUD \$ _____
Under 18 Guardianship Fee _____	Weeks _____	AUD \$ _____
	<b>Total Amount Due</b>	AUD \$ _____

You will be provided with a reference number and options of payment with your Letter of Acceptance.

## Privacy Information

Personal information may be made available to Australian Commonwealth and State agencies and the ESOS Assurance Fund Manager.

## How Did You Hear About Us?

Agent  Internet  James Cook ELC Website  JCU  TAFE  Friend  Other \_\_\_\_\_

# Enrolment Form

## Cairns Campus

PO Box 1188 Smithfield Qld 4878 Australia  
Telephone +61 7 4042 1664  
Facsimile +61 7 4042 1665  
Enquiry@jcelc.edu.au  
www.jcelc.edu.au

## Under 18 Student Requirements

- Option one:** I am residing in Australia with my parent(s), the person who has legal custody of me or the person nominated by my parent(s) or person having custody of me in accordance with Australian student visa regulations.
- Option two:** Until the age of 18, I will live in James Cook English Language Centre approved homestay accommodation and my parent(s) or legal guardian will have a written agreement with a guardianship provider to ensure the provision of appropriate arrangements for my accommodation, support, general welfare, and as a condition of my acceptance and enrolment at James Cook English Language Centre, I will provide James Cook English Language Centre with a signed copy of the guardianship agreement.

**Note:** James Cook English Language Centre requires the following guardianship information from all students aged under 18.

Name of Guardian(s) \_\_\_\_\_  
Address \_\_\_\_\_  
Town/Suburb \_\_\_\_\_ Postcode \_\_\_\_\_ State \_\_\_\_\_  
Day contact telephone number \_\_\_\_\_ Mobile \_\_\_\_\_  
Email address \_\_\_\_\_  
Parent's signature in acceptance of guardianship \_\_\_\_\_

## Refunds

The enrolment fee is non-refundable except in the event that James Cook English Language Centre/King's International College is unable to run a course for which a student has enrolled. In such a case, it is fully refundable. All refund requests must be made in writing to the Principal Administrator and must be accompanied by official documentary evidence as to the grounds of the request. The full Tuition Fee Refund Policy can be read in the Student Handbook at [www.jcelc.edu.au](http://www.jcelc.edu.au). 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.

## Declaration

I declare that:

- The information I have provided on this form is complete and correct, and I will notify James Cook English Language Centre/King's International College of any change of address while enrolled in the course.
- I have read and accepted the James Cook English Language Centre Fees, Refund Policy and Conditions of Acceptance in the Student Handbook at [www.jcelc.edu.au](http://www.jcelc.edu.au)
- James Cook English Language Centre/King's International College is able to provide information to my representative agent or parent/guardian in relation to attendance, academic performance, fees payment, welfare, and other associated student issues.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Name \_\_\_\_\_

## Enrolment Procedures

1. Contact your nearest Australian Embassy or Consulate for visa application requirements.
2. Complete and sign this enrolment form and send to:  
James Cook English Language Centre  
PO Box 1188  
Smithfield Qld 4878  
Australia  
Facsimile: +61 7 4042 1665  
Enquiries: [enquiry@jcelc.au](mailto:enquiry@jcelc.au)  
Online enrolment: [www.jcelc.edu.au](http://www.jcelc.edu.au)
3. James Cook English Language Centre will issue you a Letter of Acceptance and confirm the amount to be paid in full.
4. Students applying for a Student Visa will receive their Confirmation of Enrolment (CoE) only when full payment is received.