

STUDENT ENROLMENT FORM (PTE/IELTS/OET)

Student No: 2016 /



SECTION 1 - STUDENT DETAILS

Personal Information:

Surname
Date of Birth
Given Name(s)
Gender
Nationality

Address Details:

Street Number
Suburb
Street Name
State
Post Code

Email and Phone:

Mobile Number
Email Address
Landline Phone
STD Code
Number

SECTION 2 - ENGLISH PROFICIENCY

Please Select and Tick A or B Below (Tick 1 only)

A: I Have a Current English Test Score:

I have taken a formal English Language Proficiency Test in the last 6 months
Date of Test (dd/mm/yyyy):
Score:

B: I Do Not Have a Current English Test Score:

I have taken a Pre-Enrolment Assessment at English Wise
Date of Assessment (dd/mm/yyyy):
Score:

SECTION 3 - COURSE DETAILS

I wish to enrol for a Week Coaching Course at English Wise effective for the dates below:

Course Start Date: (dd/mm/yyyy)
Course End Date: (dd/mm/yyyy)

SECTION 4 - FEE DETAILS

I understand that the fee payable for my course is \$ I also understand that this amount includes any discount and/or referral credit/s that I may be entitled to. (Note: All dates in dd/mm/yyyy)

Deposit Paid: \$ Receipt No: Date: Paid By:
Balance Paid: \$ Receipt No: Date: Paid By:

SECTION 5 – COURSE SCHEDULE & TIMETABLE

My Weekly Schedule for PTE Coaching is:

Tuesday Wednesday Thursday Friday Saturday Sunday

My Weekly Schedule for IELTS Coaching is:

Tuesday Wednesday Thursday Friday Saturday Sunday

My Weekly Schedule for OET Coaching is:

SECTION 6 – EMERGENCY CONTACT DETAILS

Contact details of a family member or friend we can contact in an emergency. This must include an Australian contact.

Surname or Family Name

Relationship to Student

Street Number

Suburb

Mobile Number

Email Address

First Name

Specify 'Other'

Street Name

State

Post Code

Landline Number

SECTION 7 – TERMS AND CONDITIONS

1. Course Fee

English Wise reserves the right to set, review, and vary its course fees without notice. You are required to pay your course fee in full prior to commencing your course.

Note: You do not have to pay any course fee or deposit to avail our demo or sample class

3. Deferring Your Enrolment

Unless agreed to expressly in writing prior to accepting your enrolment, you can only defer the course of your choice for a period not exceeding 30 calendar days from the date you pay the Course Fee Deposit. If you do not commence your course within these 30 days, you will forfeit your Course Fee Allowance and will need to apply fresh for enrolment at English Wise.

5. English Language Proficiency Criteria

English Wise will NOT enrol a student without first assessing their English Proficiency at time of enrolment. This can be done by either:

- The student presents their official transcript (no older than 6 months prior to date of enrolment) of the English Language Proficiency Test of their choice; or
- The student pays for, and sits a supervised, formal, and scored assessment version of the English Proficiency Test of their choice at English Wise's premises under supervision by its instructors or other appropriate personnel

7. Refund Policy

English Wise will offer you a refund under 2 circumstances only. These circumstances and your maximum refund amount are as below:

1. you cancel your enrolment prior to your course commencing; will

2. Course Fee Deposit

If you wish to defer your enrolment but wish to avail any discount or other offer/s that may be current at the time, you must pay a Course Fee Deposit of no less than \$100. Non-payment of Course Fee Deposit will entail you paying the relevant course fee that will be applicable at the time when you commence your course.

Note: The Course Fee Deposit is a non-refundable payment you make to English Wise to secure your enrolment and special discount/s (if any)

4. Paying Your Course Fee

To secure your enrolment at English Wise, you must pay your Course Fee in full (less any Course Fee Deposit you may have paid) in a period not exceeding 7 calendar days from the date on the Proforma Invoice English Wise will send you by email. It is your responsibility to monitor your email regularly. Whilst every effort will be made by English Wise to offer you a course seat, English Wise is not responsible for your failure to pay your course fee in full due to your non-monitoring of your nominated email.

6. Our Expectation From Students

All English Wise students, must comply with the following:

- Must commence their classes on the date stated in their enrolment form. If this is not possible, students must inform English Wise in writing at least 48 hours prior to commencement of class
- Is subject to the Terms and Conditions set by English Wise and reviewed from time to time, of which this summary forms a part
- Must not engage in any activity that endangers their safety and that of other students, instructors, and other staff at English Wise
- Must ensure requirements are met and maintained for their own welfare and that of any other person
- Must pay the required course fee when their enrolment is accepted, and always prior to commencement of classes
- Must inform English Wise immediately of any changes to their visa status, and if they wish to defer/suspend/withdraw from their course

entitle you to a refund of any course fee paid less \$100 processing and administration charges; or

2. you cancel your enrolment within 4 calendar days of your course commencing: will entitle you to a refund of 75% of course fee paid less \$100 processing and administration charges

Note: English Wise will NOT refund any amount after 5 or more calendar days from the commencement of your course. ALL refunds MUST be applied in writing to the Director, English Wise.

9. Processing Refunds

Regardless of your payment method to English Wise, ALL refunds will be paid by Electronic Funds Transfer (EFT) only after an initial processing period of 3 calendar days subsequent to English Wise agreeing to provide you a refund of course fee paid in accordance with Refund Policy above.

11. Complaints Procedure

- All complaints must be provided to the Director, English Wise in writing. An email to the effect will also suffice.
- If the complaint concerns a criminal offence, the Director, English Wise is obliged to inform NSW Police immediately
- For all other complaints, the student must provide the Director with at least 24 business hours to investigate and gather facts in relation to the complaint
- Ideally, all non-criminal complaints will be attempted to be resolved with relevant staff or student/s at the earliest opportunity

The complaints procedure herein is available to every student in the event of a grievance in relation to a refund claim. However, this agreement, and availability of complaints process does not take away the student's right to further action under Australia's consumer protection laws or pursue other remedies

8. Disclaimer

English Wise does not represent or guarantee that any student will:

- Be accepted for enrolment at English Wise, regardless of their score in the English Language Proficiency Criteria;
- Successfully complete English Wise course/s undertaken;
- Successfully achieve desired score in the English Proficiency Test of their choice after completing their course at English Wise

English Wise accepts no liability for any unexpected interruption in services through events such as staff strikes, electricity failure, floods, and other similar events and which may cause a cancellation of classes. Fee refunds will not be provided for classes missed due to such events

10. Breach of Terms and Conditions

Any breach of terms and conditions mentioned herein, or revised and announced by English Wise from time to time, may result in the termination of the student's enrolment, with or without notice.

12. English Wise Declaration

English Wise will not disclose your information to any 3rd parties. English Wise reserves the right to use particular information, including but not limited to, your name, gender, age, photo (if provided), English Proficiency Test Scores etc. for use in their internal and external communications, including but not limited to marketing and promotional activities online, on digital platforms, newspapers, magazines etc.

SECTION 8 – STUDENT DECLARATION

- I declare that all information provided in this enrolment form is correct, and that I have read and understand and agree to be bound by the Terms and Conditions relating to this enrolment form in Section 6 on pages 2 and 3 of this form.
- I agree that in the event that false, inaccurate, or misleading information is provided, English Wise reserves the right to cancel my enrolment without cause and injury to itself
- I understand that the signed enrolment form constitutes a written agreement between the student and English Wise
- I agree to pay the applicable course fee set out in Section 5 of this form prior to the commencement of classes
- I understand that on acceptance of enrolment by English Wise, I must comply with the terms and conditions of enrolment, and English Wise Student Discipline Policy
- I understand and consent that personal information provided by the student to English Wise may be made available to Commonwealth and State agencies pursuant to obligations under relevant statute and regulations, and to any contractor/s engaged by English Wise to provide advice or services in connection with any aspect of English Wise's courses or programs.
- I consent to being contacted by English Wise or its contractor/s in connection with this application by text message, email, or other electronic means, and note that I may, at any time, opt out of being contacted by any such electronic means by informing English Wise to that effect in writing.
- I agree that if there is any difference in meaning of provisions of the English version and any translated version/s of this form or the terms and conditions herein, the English version is to prevail.

SECTION 9 – SIGNATURES

Student Signature

Student Photo

English Wise (Signature)

Student Name

English Wise (Name)

Shivi Bhalla, Director

Date (dd/mm/yyyy)

Date (dd/mm/yyyy)