

## APPLICATION FORM

**Important Information:** Before completing the application form, please ensure you read and understand Ashley English Language Institute's policies and procedures regarding course enrolment, refund policy, and privacy. This form is intended for all prospective students, including both international and domestic applicants

### AGENCY DETAILS

Are you applying through an Education Agent? Yes (complete below details) No (Proceed to your applicant details)

Agent's Name

Phone:

Email:

Name of contact counsellor

I nominate this Education Agent to be my agent for the entire duration of my enrolment:  Yes  No

### APPLICANT DETAILS

Mr  Mrs  Ms  Miss  Given Name  Family Name

Date of Birth  /  /  Gender M  F  Other

Phone  Email  Passport Number

Nationality (as shown on passport)  Place of Birth

Address

Have you studied at AELI before?  Yes (Add your student number)   No

### NAME OF EMERGENCY CONTACT

Name  Relationship  Mobile

Address  Email

### VISA DETAILS

Are you applying for a student visa?

Yes City which visa application will be lodged  No What type of visa are you studying on? Working

Holiday/Tourist/Student or Other

What visa type will you have while studying? Student  Tourist  Working Holiday  Other

Do you require OSHC to be arranged by AELI?  Yes  No

Do you have any Medical Conditions?

Where are you applying for your Visa?  Overseas  Australia

Choose English Language Course:  General English  EAP

### OVERSEAS STUDENT HEALTH COVER (OSHC)

The Australian Government requires all overseas students studying on a student visa to have Overseas Student Health Cover (OSHC) for the total duration of your stay in Australia.

Do you require OSHC to be arranged by AELI?  Yes (If yes complete the below details)  No

OSHC Duration: Months  OSHC Cover Type: Single Couple Family

(Couple & Family Cover: Please attach passport copies of all partners and family members)

Do you have any Medical Conditions?

### 2025 COURSE START DATES

Jan 01  Jan 08  Jan 15  Jan 22  Jan 29  Feb 05  Feb 12  Feb 19  Feb 26  Mar 04   
 Mar 11  Mar 18  Mar 25  Apr 01  Apr 08  Apr 15  Apr 22  Apr 29  May 06  May 13   
 May 20  May 27  Jun 03  Jun 10  Jun 17  Jun 24  Jul 01  Jul 08  Jul 15  Jul 22   
 Jul 29  Aug 05  Aug 12  Aug 19  Aug 26  Sep 02  Sep 09  Sep 16  Sep 23  Sep 30   
 Oct 07  Oct 14  Oct 21  Oct 28  Nov 04  Nov 11  Nov 18  Nov 25  Dec 02  Dec 09   
 Dec 16  Dec 23  Dec 30

NOTE: Our intake starts on Mondays of every week and classes run on Fridays, Saturdays, and Sundays

How long do you want to study English for? Number of weeks

Course commencement date (DD/MM/YYYY)  /  /

(Only for future intakes)

### PREVIOUS QUALIFICATION

Select the applicable boxes:

Year 10 or Equivalent  Year 11 or Equivalent  Year 12 or Equivalent

Certificate II  Certificate III  Certificate IV

Diploma  Advanced Diploma  Bachelor Degree or Higher

In which year, did you complete the highest level of qualification:

## ACCOMODATION & AIRPORT TRANSFER

Do you want AELI to arrange your Airport Transfer and Homestay Accommodation?

- Yes (Complete the Accommodation and Airport Transfer form on our website)  
 No

Please note that all students aged under 18 years at time of commencement must stay at a Homestay residence until they turn 18.

## COURSE DETAILS

ELICOS Course you intend to study: General English/EAP/IELTS/PTE/OTE

## ENGLISH PROFICIENCY

Select the applicable boxes:

Have you undertaken an international English test in the last 2 years? (IELTS/TOEFL/PTE)  Yes  No

If yes, please indicate your results: Score  Band  L  R  W  S

Please indicate your present level of English:

Elementary  Pre-Intermediate  Intermediate  Upper Intermediate

GE LEVELS / EAP LEVELS	
ELEMENTARY / EAP 1 LEVEL	12 weeks
PRE-INTERMEDIATE / EAP 2 LEVEL	12 weeks
INTERMEDIATE / EAP 3 LEVEL	12 weeks
UPPER-INTERMEDIATE / EAP 4 LEVEL	12 weeks
<b>TUITION FEE</b>	<b>Au \$300 / PER WEEK</b>
<b>ENROLMENT FEE</b>	<b>Au \$300</b>
<b>MATERIAL FEE PER LEVEL</b>	<b>Au \$100</b>

## ASHLEY ENGLISH LANGUAGE INSTITUTE (AELI) TERMS AND CONDITIONS

1.0 Overseas Students are required to provide their current Australian address to the AELI at all times. Students are required to notify the AELI any change of details within 7 days. 2.0 All due care is to be taken with AELI equipment, facilities and property at all times 3.0 AELI reserves the right to expel students for serious breaches of discipline 4.0 Course Entry Requirements For entry into a AELI program, international students must be: • 16 years of age or older at the time of course commencement • Fulfil any specific course requirements • 5.0 Application Fees- AELI course applicants must pay a \$300 non-refundable application fee and \$100 per Level non-refundable material fee. This can be paid at the same time as paying for Tuition Fees. For more information on the breakdown of fees, please see the information at [www.ashley.nsw.edu.au](http://www.ashley.nsw.edu.au) 6.0 Tuition Fees Tuition Fees DO NOT cover application fees, material fees i.e. student workbooks, accommodation, living expenses, uniforms, stationery and equipment. No student is required to pay more than 50% of the total course fees before the agreed commencement date. No amount adding to over 50% is required until two weeks before the commencement of the second study period. This also applies to payments

made through any third party. For more information on the breakdown of fees, please refer [www.ashley.nsw.edu.au](http://www.ashley.nsw.edu.au).

7.0 Other Fees and Charges All other fees and charges related to the program, including material fees is stipulated in the specific programs at [www.ashley.nsw.edu.au](http://www.ashley.nsw.edu.au)

8.0 Transfer of Fees No fees will be transferred to other external institutions or persons.

9.0 Refund Policy AELI will go over the Refund Policy with you in detail prior to enrolment. If your application is successful, AELI will forward you a Letter of Offer and Student Acceptance Agreement. The agreement specifies AELI's Refund Policy and must be signed and agreed by you prior to AELI accepting any fees or accepting your enrolment. As required by Australian Consumer Law, you are entitled to a cooling off period, where you are permitted to cancel your course without penalty (in writing or by email to [admin@ashley.nsw.edu.au](mailto:admin@ashley.nsw.edu.au)) within 10 business days of accepting AELI's offer. In this instance, a full refund of prepaid tuition fees will be provided, less the Application Fee.

10.0 Enrolment and Induction All confirmed Students are required to attend orientation prior to commencing their studies. Students will be informed on the details of their orientation once their enrolment is confirmed.

11.0 Attendance Regular attendance (at least 80% at all times) is a requirement for all students. International students must attend a full-time study load (20 hours per week). AELI monitors attendance regularly. If at any time your attendance drops below 80% during enrolment, then you will also be notified in writing for unsatisfactory attendance.

You may appeal against this decision within 20 working days. Please note that if you are reported for unsatisfactory course progress Department of Home Affairs may cancel your visa.

12.0 Cost of Living in Australia (AU\$) The figures below are estimates only to give an indication of living expenses in the city of Sydney for one person per year (excluding course fees): Accommodation/Electricity/Phone/Food \$19,830 Overseas Student Health Cover single cover) \$492 Travel/Incidentals \$2,000 Total \$21,102

17.0 How to Apply: A step-by-step guide

- 1) Choose the course you are interested in and check the course entry requirements
- 2) Apply for the course you wish to study by completing this Enrolment Form
- 3) Read the Terms and Conditions and sign both declarations to confirm your agreement
- 4) Ensure you have attached all relevant supporting information
- 5) Return your application form and necessary documents to a AELI Marketing and Admissions Officer
- 6) You will then be booked in to have a meeting with a AELI Marketing and Admissions Officer. At this meeting, the Marketing and Admissions Officer will go through pre-enrolment information with you and will assess your application for enrolment. If the student is overseas, a meeting will be conducted through skype.
- 7) If your application is successful, you will receive a Letter of Offer, an invoice stating the cost of your studies and a Student Acceptance Agreement.
- 8) On payment of the invoice and receipt of your signed Student Acceptance Agreement, your enrolment will be confirmed, and you will be provided with your Orientation details

14.0 Payment All fees are payable in Australian Dollars only. Payments can be made by bank deposit, bank cheque or internet transfer. You can make your payment directly depositing into: Ashley English Language Institute. BSB No.: 062028 Account No.: 11802491 Commonwealth Bank of Australia You can also make your payment by Bank Draft to Ashley English Language Institute Pty Ltd. No obligation is created on AELI, until funds are cleared, and an official receipt is issued.

15.0 Consent for use of Photograph I understand that during my studies at Ashley English Language Institute I can be photographed (still or video) at any time at the AELI or outside the AELI (during extracurricular activities /excursions/ graduations etc.) I agree to have my photographs used by Ashley English Language Institute for any promotional materials. I understand that I can withdraw my consent at any time in writing.

16.0 Privacy Policy The primary purpose in collecting your information is to fulfil our business commitments to you in providing education and training. We may use the information you provide to help improve the services we deliver to you, measure interest in Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. We shall not otherwise disclose your personal information to any other party without your consent and we do not sell personal information our services, inform you of other products and services or to comply with requirements under the law. An applicant's information may be made available to Commonwealth and State Agencies and the Fund Manager of the ESOS to third parties.

17.0 Complaints and Appeals AELI endeavours to create a positive learning environment free of coercion, unfair treatment or harassment. Any circumstance caused by AELI, its trainers, assessors or other staff, a

third party providing services on AELI's behalf (including the thirdparty organisation itself, their teachers or other staff), or another learner of AELI, which affects the well-being of a student, will be dealt with in a professional manner in line with published procedures. Students who are dissatisfied with decisions made by the Institute will be able to access the Institute's internal and external appeals processes. For AELI's full Complaints and Appeals policy, refer to the Student Handbook, which we will supply to you during the application process and which is available on request.

### Course Information

Please refer to Ashley English Language Institute website <http://www.ashley.nsw.edu.au/general-english/> for information about courses including course content and course delivery modes in which you require enrolment(s). There are 12 weeks in each level.

### Study Break

Each Level is 12 weeks. Students have the option of taking up to two weeks' holiday during their course if they enroll for more than 24 weeks. We are closed for two weeks during the Christmas/New Year break, so students enrolled over this time automatically take their holiday at this time. Otherwise, holidays will only be approved between levels.

### Entry requirements

Please make sure you refer to the specific entry requirements provided on Ashley English Language Institute Website <http://www.ashley.nsw.edu.au/entry-requirements/>

### Pre-enrolment information and additional fees

For detailed information about all courses pre-enrolment information such as cost of living in Australia, accommodation options and various additional fees charged, please refer to <http://www.ashley.nsw.edu.au/future-students/> on Ashley English Language Institute Website or refer to the Student Handbook on Ashley English Language Institute website <http://www.ashley.nsw.edu.au/student-handbook/>

### Cancellation and Fee Refund Policy

For detailed information about AELI refund policy and form, please refer to Student Refund Policy on Ashley English Language Institute Website <http://www.ashley.nsw.edu.au/downloads/>

## APPLICATION CHECKLIST

Completed Application Form	<input type="checkbox"/>
Certified copy of your passport page	<input type="checkbox"/>
Copy of current visa (if applicable)	<input type="checkbox"/>
Copy of Overseas Student Health Cover	<input type="checkbox"/>
Certified copy of your most recent and highest qualification achieved	<input type="checkbox"/>
Certified translations of any documents that are not in English	<input type="checkbox"/>
I have read and understood the Policies Procedures on: <ul style="list-style-type: none"> <li>• Monitoring Student Progress</li> <li>• Student Attendance Recording, Monitoring and Reporting</li> <li>• Complaints and Appeals</li> <li>• Student transfer between registered providers • Refund</li> </ul>	<input type="checkbox"/>

**Please email completed application form and evidence to: [admissions@ashley.nsw.edu.au](mailto:admissions@ashley.nsw.edu.au)**

## PRIVACY STATEMENT & STUDENT DECLARATION

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Ashley English Language Institute for statistical, regulatory and research purposes. Ashley English Language Institute may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies;
- Organisations conducting student surveys

### Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct. I have read and understood and agree to all information provided in student handbook and relevant policies on AELI website. I understand that acceptance into any course(s) at AELI is subject to meeting the course entry requirements and submitting full payment of fees a minimum of 14 days prior to the commencement date of the course. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name  Student Signature   
Date  /  /

[Parent/guardian Name]  Parent/guardian Signature]   
[Date]  /  /

\*Parental/guardian consent is required for all students under the age of 18.

## AGENCY DETAILS

Place stamp below (if applicable)

Counsellor Name:   
Agency Name:   
Phone:   
Email:   
Address: