

# APPLICATION FOR ENROLMENT



## SYDNEY ADVENTIST COLLEGE THE ADVENTIST COLLEGE OF ENGLISH

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### STUDENT PARTICULARS

Family Name: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_

To Commence in Year 20 \_\_\_\_\_

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Residential Address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Home Facsimile Number: \_\_\_\_\_

Home Email Address: \_\_\_\_\_

Nationality: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Passport Number: \_\_\_\_\_

Previous School Attended: \_\_\_\_\_

Academic Year Completed: \_\_\_\_\_

Overseas Student: Yes No

Student Visa Number: \_\_\_\_\_

Type of visa: \_\_\_\_\_

Class \_\_\_\_\_

Health Cover Provider \_\_\_\_\_

Health Cover Number: \_\_\_\_\_

Religious Afiliation: \_\_\_\_\_

Church Attending: \_\_\_\_\_

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### COURSE INFORMATION

High School Preparation Course

Elementary

Lower Intermediate

Intermediate

Upper Intermediate

Tuition full time 25 hours/week

Course Dates (2009)

Term 1 - 27 January - 9 April

Term 2 - 28 April - 10 July

Term 3 - 29 July - 2 October

Term 4 - 19 October - 1 December

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Strathfield Campus:

159 Albert Rd, Strathfield NSW 2135

PO Box 4445, Homebush South NSW 2140

Phone: +61 2 9764 3200 FAX: +61 2 9746 2433

info@sac.nsw.edu.au

www.sac.nsw.edu.au

Auburn Campus:

3 Macquarie Road, Auburn NSW 2144

Phone: +61 2 9649 5279 FAX: +61 2 9649 1412

info@auburn.adventist.edu.au

www.auburn.adventist.edu.au

Operated by Seventh-day Adventist Schools

(Greater Sydney) Ltd.

ABN: 63 106 908 767

CRICOS Number: 02622J

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## FAMILY INFORMATION

**Family Status:** (Please circle the categories from each section which apply to you)

**Father:** Living, deceased      **Marital Status:** Married, divorced, separated, widower

**Mother:** Living, deceased      **Marital Status:** Married, divorced, separated, widowed

**I Live With:** Both parents, mother, father, guardian, on my own

	Father	Mother	Guardian
Family Name:	_____	_____	_____
Given Name:	_____	_____	_____
Birth Place:	_____	_____	_____
Occupation:	_____	_____	_____
Business Phone No:	_____	_____	_____
Mobile Phone No:	_____	_____	_____
Email Address:	_____	_____	_____

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## AUSTRALIAN GUARDIAN DETAILS

Guardian Full Name:	_____	Mobile Number:	_____
Residential Address:	_____	Work Number:	_____
Suburb:	_____	State:	_____
		Postcode:	_____
Home Phone No:	_____	Email Address:	_____

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### ACE 2009 FEES:

Application fee (non-refundable)	\$100
Placement Test	\$55

### SYDNEY ADVENTIST COLLEGE 2009 FEES

Administration Fee	\$100
Student Services Fee	\$74

### TERM FEES

Tuition/Course	\$3900
Course materials	\$146
Excursion	\$38

### YEARLY FEES

Mainstream Textbook Hire	
Years 11, 12	\$215
Years 7 - 10	\$182
School Magazine	\$47

### TERM FEES:

Sports	\$ 109
Technology Fee	\$56

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**ATTENDANCE ACADEMIC REQUIREMENTS:**

- Students must stay with the Adventist College of English for the duration of their High School Preparation Course.
- Students who have been offered a place at Sydney Adventist College in its secondary courses must stay an additional six months
- The school will report the student to the Department of Immigration and Citizenship if :-
  - he/she has attended less than 80% of the scheduled contact hours OR is unable to achieve 80% for the remainder of the term/semester,
  - he/she has not achieved satisfactory academic performance during the course.
- this may lead to an automatic cancellation of their visa.

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**COMPLAINTS PROCEDURE:**

If a student has any complaints about the services provided by the Adventist College of English they should be dealt with as per the Grievance Procedure set out in the Student Handbook. If the student is not satisfied with the solution, he/she may request independent grievance resolution.

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**ACCOMMODATION/GUARDIANSHIP:**

Accommodation and Guardianship services can be arranged by the school. For these services please enquire at the College office.

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**DECLARATION:**

1. I/We declare that the information supplied in this application is true and correct.
2. I/We agree that my/our child will uphold the Christian ethos of the school and accept the disciplinary measures enforced should my/our child not comply with the behavioural standards and values of the school.
3. I/We agree to pay all tuition and other fees as they fall due and to settle any outstanding accounts by the end of the school year.
4. I will attach translated reports for the two previous years of schooling.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

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**STUDENT'S PLEDGE:**

I am aware of the school's regulations and requirements and agree to all the conditions outlined,\* I promise to co-operate in all the activities of the school and to maintain its standards as a Christian institution as set out in the Student Handbook.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

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**FEEDBACK**

How did you hear about the school?

- |                                  |  |
|----------------------------------|--|
| <input type="checkbox"/> Website | <input type="checkbox"/> Advertisement           |
| <input type="checkbox"/> Agent   | <input type="checkbox"/> Other (please specify): |
| <input type="checkbox"/> Friend  | _____  |

**Note:**

- Any Misleading or inaccurate information may render this application null and void.
- This information will be used in accordance with the Adventist Schools Australia Privacy Policy.
- The college may make this information available to Commonwealth and State agencies and the Education Services for Overseas Students Assurance Fund Manager if required

# THE ADVENTIST COLLEGE OF ENGLISH REFUND POLICY

WHO CAN APPLY FOR A REFUND once Confirmation of Enrolment is issued?

The student whose student visa is rejected.

WHAT MONEY IS REFUNDED?

All monies, except Sydney Adventist College administration fee (\$100).

WHAT HAPPENS IF THE SCHOOL IS UNABLE TO OFFER THE COURSE?

Student receives a refund of ALL monies paid to the school.

WHAT HAPPENS ONCE THE COURSE STARTS?

There will be NO REFUND if:

- Student has commenced the course and decides to withdraw before completion due to illness, change of address, or any other personal circumstance.
- The student is expelled for serious breaches of discipline.
- The student's visa is cancelled due to POOR ATTENDANCE and/or POOR ACADEMIC PERFORMANCE.

WHEN do students apply for REFUNDS and HOW do students apply?

When there are circumstances affecting the student

- A request should be sent to the school as soon as the student receives confirmation that their visa has been rejected.
- Refund applications must be in writing and MUST be accompanied by documentary evidence as proof that the visa application has been rejected.

When the school is unable to provide a course No Refund Application is necessary as the refund will be automatically given.

WHEN will the money be refunded?

When there are circumstances affecting the student visa the School will pay the amount within 4 weeks after receiving a written claim from the student.

When the school is unable to provide a course the amount will be paid within 2 weeks after the default day (the day classes were due to commence).

Please note: Fees are not transferable to another person or institution.  
This agreement does not remove the right to take further action under Australia's consumer protection laws.

I, \_\_\_\_\_ have read the REFUNDS policy and agree to the conditions.  
(Parent/ Guardian Name)

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_