

## APPLICATION FOR ENROLMENT

PERSONAL INFORMATION Please PRINT clearly

**Avalon College**  
Geelong Australia



Abion Pty Ltd CRICOS 01803A  
Email: admin@avaloncollege.vic.edu.au

Male       Female

Given Name \_\_\_\_\_

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

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

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

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

Country of Citizenship \_\_\_\_\_

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

**Father's Name** \_\_\_\_\_

Address \_\_\_\_\_

Country \_\_\_\_\_

Post Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

**Mother's Name** \_\_\_\_\_

Address \_\_\_\_\_

Country \_\_\_\_\_

Post Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

To whom should we address correspondence?

Father       Mother       Agent       Guardian

All students who attend Avalon College must have a guardian who is over 25 years of age, living in Victoria, able to communicate fluently in English and can be contacted at all times.

Would you like Avalon College to act as guardian?  Yes       No

Guardian's Name \_\_\_\_\_

Relationship to Student:  Immediate Family Member       Family Friend       Other

Address \_\_\_\_\_

Country \_\_\_\_\_

Post Code \_\_\_\_\_

Home Phone Number \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Email \_\_\_\_\_

**Details**

Proposed Starting Date: \_\_\_\_\_ end date \_\_\_\_\_ Proposed Number of weeks at Avalon College \_\_\_\_\_

Airport transfer required: Please indicate which directions  On Arrival  On Departure

Student intends to travel on which visa:  Student Visa  Tourist Visa  Business Visa (which business visa) \_\_\_\_\_

Other \_\_\_\_\_

**STUDENT VISA ONLY – Would you like Avalon College to arrange Overseas Health Cover?**

If yes, dates from to (must cover the entire length of student visa)

If no, please attach Overseas Student Health Cover details (Provider, Policy Number, Expiry Date).

**Education Background**

Current School \_\_\_\_\_ Level of Education Completed \_\_\_\_\_

Previous English Studies?  Yes  No

Level:  Beginner  Primary  Intermediate  Advanced

English Test Take?  Yes  No If yes, name of Test \_\_\_\_\_

Results: \_\_\_\_\_

Will you continue to study in Australia after language study?  Yes  No

If yes, which school? \_\_\_\_\_ Grade \_\_\_\_\_ Term \_\_\_\_\_ Year \_\_\_\_\_

How did you hear about Avalon College?

Family  Friends  School – School Name \_\_\_\_\_

Internet  Agent – Name of Agent \_\_\_\_\_  Other \_\_\_\_\_

**Declaration:**

I declare the information provided above is true and correct and agree to be bound by the Conditions of Enrolment of Avalon College as described on the back of this form and attached to the schedule of fees which I have read or have been explained to me and understood.

Signature of parent, guardian, or agent on behalf of the parent \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_ Relationship to Student \_\_\_\_\_

The personal information provided by the student may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. Avalon College is required to advise the Department of Home Affairs about certain changes to the student’s enrolment and breach by the student of a student visa condition relating to attendance or satisfactory academic performance. This information includes personal contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.

# CONDITIONS OF ENROLMENT

Avalon College reserves the right to alter or cancel a course, the commencement date, any fees or charges, or timetabling without prior notice.

## TUITION

25 hours per week face to face teaching

### 1. FEES

- (i) The parents shall pay deposit, all establishment fees, weekly fees and guardianship fees (if applicable) in advance. If there is an extension on the length of time that the student attends Avalon College, fees covering the extension period must be paid prior to the commencement date of the extension period.
- (ii) Sundry expenses will be billed as they arise and must be paid in fourteen days.
- (iii) If two or more siblings are studying concurrently at Avalon College only one set of establishment fees needs to be paid. There is no discount on weekly fees.
- (iv) If a student is temporarily absent from Avalon College at any time during their course or chooses to leave their course early, any unused weekly fees and guardianship fees will not be refunded and cannot be transferred to be used at a later date.
- (v) If fees and expenses are not paid in accordance with the Avalon College requirements, Avalon College may refuse attendance or ask the student to leave.

### 2. REFUND POLICY

- (i) There is no refund if cancellation occurs after the student has begun their course.
- (ii) Deposit & Establishment fees are non-refundable.
- (iii) Unused weekly fees are refunded only when
  - a) Proof of visa rejection is provided
  - b) The course is not run
  - c) The student is refused a place at Avalon College
- (iv) A cancellation fee of 20% of weekly fees applies if notification is received before the commencement date for any reason other than those stated in 3 (iii)
- (v) Weekly fees cannot be transferred to another person.
- (vi) All requests for refunds must be made in writing.
- (vii) Approved refunds will be made in Australian Dollars to the parents of the student. Processing of refunds may take up to 4 weeks (28 days) from receipt of written claim.
- (viii) If Avalon College cancels a course before or after it starts [(iii)b)], refunds will be processed within two weeks of date of notice of course cancellation. In accordance with the provisions of the ESOS Act 2000 (updated 1 July 2012) and the ESOS Regulations 2001 (updated 1 July 2012), if Avalon College cancels a course before or after it starts, refunds of unspent fees will be made within two weeks of date of notice of course cancellation.

*This agreement does not remove the right to take further action under Australia's consumer protection laws.*

*The registered provider's dispute resolution processes do not circumscribe the student's right to pursue other legal action.*

### 3. GUARDIANSHIP

Avalon College requires that parents appoint a responsible adult as a guardian for their child. The guardian must be over 25 years of age, live in Victoria, be able to communicate fluently in English and able to be contacted at all times. If the guardian is not a direct blood relative, he or she must have a current working with children check, available from the post office or online at [www.workingwithchildren.vic.edu.au](http://www.workingwithchildren.vic.edu.au)

The guardian must be able to accommodate students in his or her house at short notice.

- On weekend exeats
- When students are ill and unable to attend school or need to attend medical or dental appointments
- When students are suspended from school for misbehaviour.

The guardian needs to inform Avalon College before he or she leaves Victoria and Avalon College will assume guardianship for the period the guardians are absent from the state or Australia.

### 4. MEDICAL EXPENSES

The parents shall be responsible for all medical, hospital and dental expenses.

The parents authorise Avalon College to obtain treatment for their child as Avalon College determines appropriate. The parents acknowledge that if their child attends Avalon College on a tourist visa, the parents are responsible for obtaining insurance sufficient to meet all medical, hospital and dental expenses.

Ambulance cover is recommended. Students studying on a student visa are required by law to pay for Overseas Health Cover which is arranged by Avalon College. Emergency Ambulance Cover is covered by the Overseas Health Cover. Parents shall at the time of enrolment complete a full student health information questionnaire.

### 5. SCHOOL RULES

The parents agree that it is a condition of the student's enrolment and continued enrolment at Avalon College that they accept responsibility for the student's compliance of rules as stated in the Code of Conduct form.

The parents accept that from time to time additional rules will be added to ensure the smooth running of Avalon College. The student and parents agree to comply with these rules also.

The parents acknowledge and agree that the proper management and operation of Avalon College may require Avalon College to act from time to time in a manner deemed by Avalon College to be appropriate. This may occur without consultation with the parents particularly in circumstances where Avalon College rules have been breached or the student is considered by Avalon College, in its sole discretion, to have undertaken conduct which in any other way is not approved by Avalon College.

**Avalon College is committed to child safety and security**

## DISCIPLINE

The parents acknowledge that attendance of their child at Avalon College shall be at the sole discretion of Avalon College irrespective of whether the parents or their child are in breach of any of the Conditions of Enrolment.

The parents agree that the proper and effective operation of Avalon College requires Avalon College to be able, in its sole discretion to:

- (a) terminate the right of a student to attend Avalon College
- (b) discipline, suspend or expel a student

The parents agree that if Avalon College intends to exercise the power to:

- (a) terminate the right of a student to attend Avalon College; or
- (b) discipline, suspend or expel a student

Avalon College is not obliged to give any notice or reason for doing so.

If a student is asked to leave Avalon College, the parents accept that a four week cancellation fee based on weekly fees applies. They also accept responsibility for sundry expenses relating to preparations for alternative plans for the student. All establishment and guardianship fees are non-refundable.

### 6. TEMPORARY STUDENT ABSENCE FOR ILLNESS

Avalon College, in its sole discretion, may rebate fees for an absence due to illness exceeding fourteen consecutive school days.

**7. PARENTS/GUARDIANS AND STUDENT DETAILS**

The parents shall immediately notify Avalon College, in writing, of any change of details of their child, guardians or themselves contained in any information previously given to Avalon College.

**8. STUDENT PERSONAL BELONGINGS**

Avalon College is not responsible for the loss or theft of, or damage to, the student's personal belongings. Avalon College does not accept responsibility for student mobile phones. Parents accept responsibility for taking out insurance to cover the personal belongings of their child if they deem it necessary.

**9. OFF SITE ACTIVITIES**

The parents accept that as part of the program at Avalon College their child will be taken off campus on a wide variety of trips and be involved in a range of activities. The activities may include, and are not restricted to, golf, tennis, non-motorized bike riding, horse-riding, water activities such as canoeing, swimming, fishing etc, ice skating, camping and hiking. The parents also acknowledge that the student will travel in all types of vehicles including buses, ferries and four wheel drive vehicles.

**10. AIRPORT TRANSFERS**

All details regarding airport transfers must be received by Avalon College as soon as possible and no later than fourteen (14) days prior to arrival/departure. If details are received less than 14 days prior to arrival/departure, Avalon College reserves the right to refuse the pick-up or drop-off.

**11. PROMOTIONAL MATERIAL**

From time to time Avalon College produces newsletters and promotional material featuring photographs of past and current students. As part of the Conditions of Enrolment, the parents agree to Avalon College, at its sole discretion, using pictures of their child for promotional purposes only. The parents also acknowledge that if they do not wish photographs of their child to be used by Avalon College for promotional purposes, the parents need to notify Avalon College, in writing, at the commencement of their child's course at Avalon College.

**12. PROVISION OF SERVICES**

The parents acknowledge that certain services including boarding services are provided to Avalon College by associated companies and third party service providers. The parent acknowledge that boarding and accommodation services (boarding) are provided by Abion (Aust) ACN 109 439 643 and that Avalon College is acting merely as an agent of Abion (Aust) Pty Ltd in the provision of boarding. Parents acknowledge they shall make no claim whatsoever against Avalon College in respect of Boarding.

**13. THE PARENTS ACKNOWLEDGE AND SPECIFICALLY**

- (i) Authorize Avalon College to provide information regarding the student, including student health information, to Abion (Aust) Pty Ltd;
- (ii) Acknowledge they are responsible for all costs of boarding;
- (iii) Authorize Avalon College to transfer funds from their account to Abion (Aust) Pty Ltd to pay for boarding;
- (iv) Note that a breach of any Condition of Enrolment shall be a breach of Condition of Boarding with Abion (Aust) Pty Ltd and shall entitle Abion (Aust) Pty Ltd to terminate the boarding;
- (v) Note Clauses 1 to 16 of these Conditions of Enrolment form part of the Contract between the parents and Abion (Aust) Pty Ltd in respect to boarding.
- (vi)

**14. GROUNDS FOR STUDENT ENROLMENT TO BE DEFERRED OR SUSPENDED** Prior to arrival the enrolment will only be deferred if a student is waiting to receive approval for a student visa or significant personal hardships. Evidence must be provided to Avalon College to support the request for the enrolment to be deferred or suspended. After beginning a course the enrolment can only be deferred or temporarily suspended for compassionate reasons or misbehaviour of a student. Parents must be aware that deferring or suspending an enrolment may affect the student visa.