



ENROLMENT FORM

Family name

Given names

Date of birth / / Sex: M F

Nationality

Address

Telephone

Facsimile

Email

Passport Number

Which type of visa will you apply for?
 Visitor Student Working Holiday
 Other (please specify)

What is your English Level?
 Beginner Elementary Pre-Intermediate
 Intermediate Pre-Advanced Advanced

AIRPORT PICK-UP & ACCOMMODATION

Would you like an airport pick-up Yes No

Would you like QCE to arrange accommodation for you?
 If Yes, Please complete below No

Brisbane
 Homestay Hostel Hotel

Gold Coast
 Homestay Hostel Hotel

Would children under 16 be okay? Yes No

Do you smoke? Yes No

Are dogs and cats okay? Yes No

Do you have any allergies/illnesses? No
 If yes

Are there any foods you cannot eat? No
 If yes

What are your favourite hobbies?

What date will you start the homestay? / /

How many weeks do you wish to book?

COURSE REQUEST

Length of course weeks

Course start date Full-time Part-time

Please indicate your preferred English course.

Brisbane

Intensive General English(1-50weeks)
 "Lets Speak English" course(2-4weeks)
 Cambridge Preparation-FCE, CAE, or CPE
 English for Academic Purposes
 High School Preparation
 IELTS/TOEFL
 Other(Please specify)

Gold Coast

Intensive General English(1-50weeks)
 "Lets Speak English" course(2-4weeks)
 Cambridge First Certificate(FCE)
 Other(Please specify)

PAYMENT DETAILS

Enrolment fees	AU\$ \$150
Tuition fee _____ weeks	AU\$ _____
Accommodation placement fee	AU\$ _____
Homestay _____ weeks	AU\$ _____
Airport transfer	AU\$ _____
Overseas Student Health Cover	AU\$ _____
Total payment due = AU\$ _____	

I hereby agree to abide by the terms and conditions of enrolment, including the Cancellation and Refund Policy, outlined on the opposite page of this enrolment form.

See over

Signed _____

Date _____

Parent or Legal Guardian(If the student is under 18 years old)

Signed _____

Date _____

PUBLIC HOLIDAYS FOR QUEENSLAND 2002

1 January	New Year's Day	6 May	Labour Day
28 January	Australia Day	10 June	Queen's Birthday
29 March	Good Friday	14 August	Brisbane Show Day
30 March	Easter Saturday	29 August	Gold Coast Show Day
1 April	Easter Monday	25 December	Christmas Day
25 April	ANZAC Day	26 December	Boxing Day

PAYMENT DETAILS

*Please fax QCE the remittance advice receipt and ask your bank to notify QCE of the payment.

Bank draft / Cash / International Money Order / Bankcard / MasterCard / VISA

BRISBANE

Please make bank cheques/drafts payable to:

Queensland College of English Brisbane
P.O.Box 13222, George Street Post Shop
Brisbane, Queensland 4003, Australia

GOLD COAST

Please make bank cheques/drafts payable to:

Queensland College of English Gold Coast
P.O.Box 567, Surfers Paradise,
Gold Coast, Queensland 4217, Australia

Bank transfer, including the bank charges to:

Brisbane and Gold Coast

Bank Name: National Australia Bank
Bank Address: 223 Queen Street, Brisbane, Queensland 4000, Australia

Bank Account Details: Brisbane

FOR STUDENT VISAS

Account Name: QCE Student Trust
Account Number: 084-009 65 397-6422

Bank Account Details: Gold Coast

FOR STUDENT VISAS

Account Name: GEOS Gold Coast Pty Ltd
Trust Account
Account Number: 084-009 452 091 660

FOR OTHER VISAS

Account Name: QCE Business Management
Account Number: 084-099 65 397-6406

FOR OTHER VISAS

Account Name: GEOS Gold Coast Pty Ltd
Working Account
Account Number: 084-009 451 288 779

QCE CANCELLATION AND REFUND POLICY

1. Enrolment fees are not refundable.
2. If your visa application is rejected, tuition fees will be refunded in full.
3. You must give at least 28 days notice of cancellation, or you may pay a cancellation fee of up to 12 weeks of the published tuition fees.
4. YOU CANNOT GET A REFUND AFTER YOUR COURSE HAS STARTED.
5. If you arrive several days late, you cannot make up the lost days.
6. There are no refunds for public holidays or time missed during the period of your booked course.
7. Full details of the QCE transfer policy are available on request.

AIRPORT GREETING AND ACCOMMODATION

1. Accommodation Placement fees are not refundable.
2. If your visa application is rejected, your airport greeting and accommodation payment will be refunded in full.
3. If your airline flight plans have changed, please give us as much notice as possible.
If you give us less than 24 hours notice, you may have to pay another airport greeting fee.
4. Once you arrive in Australia, there is no refund on the minimum 4 week booking for Homestay or 1 week booking for Room Only Accommodation. However, if you are not happy, we will move you to new accommodation free of charge.
5. If you book more than 4 weeks accommodation and later wish to cancel, you must give at least 2 weeks notice of cancellation, otherwise a charge equal to 2 weeks accommodation will be deducted.

Brisbane

P.O.Box 13222, George Street Post Shop
Brisbane, Queensland 4003, Australia
5th Floor, 193 North Quay
Brisbane, Queensland 4002
Tel: 61 7 3236 2222 Fax: 61 7 3236 2000
Email: English@qce.qld.edu.au
ABN 32 010 734 817

Cricos Provider Code: 00085A

Gold Coast

P.O.Box 567, Surfers Paradise
Queensland 4217, Australia
Level 1, 18-22 Qrclid Ave
Gold Coast, Queensland 4217
Tel: 61 7 5531 6788 Fax: 61 7 5538 9188
Email: gold@qcegoldcoast.qld.edu.au
ABN 84 081 337 902

Cricos Provider Code: 01825F