

Conditions of Application/Enrolment

Please read carefully – Applicants should keep a copy of this form and a signed copy should be lodged with the College prior to any fees being paid.

I understand the following conditions apply to my application and enrolment as outlined on the Letter of Offer and Acceptance. Please note that additional information on any of these matters can be obtained from the International Office (details below).

1. **Bond**
A\$500 refundable bond is required by the Department of Education and must be paid with course fees prior to enrolment. The Bond, minus any monies owing to Canning College, will be refunded on completion of the course.
2. **Course fee**
Course fees and Overseas Student Health Cover (OSHC) are to be paid at least one month prior to the commencement date of the course. All payments are to be made in Australian dollars and payable to Canning College. The e-Confirmation of Enrolment will then be issued and visa procedures may be completed.
Late payment of fees – A\$200 penalty fee applies to any fees required two weeks after the due payment date.
3. **Orientation Program**
Attendance at this program is compulsory for all new students from overseas. For students who have previously studied in Australia, attendance is optional but highly recommended. The cost is included in the course fee.
4. **Accommodation**
The College will provide accommodation at the designated venue during the orientation program and will assist students in finding suitable accommodation for the remaining enrolment period. Accommodation placement service is included in course fee.
5. **Excursion Permission**
The student may attend any excursion organised and approved by College staff as part of the Orientation, teaching/learning or recreation programs. For students under 18 years of age, a permission form must be signed by the parent(s), guardian or carer.
6. **Termination of Study**
Failure to abide by the College's and / or Government regulations may result in termination of enrolment.
7. **Under 18 aged students.**
For the care and well-being of students they are required to adhere to the College's policy and procedures for students under 18 years of age. Details will be provided in a special document.
8. **Grievances**
Policy and procedure documents are issued and explained during Orientation. In the case of a grievance you have the right to take further action under Australia's consumer protection laws. Students can also access the Conciliator, appointed by the Western Australian government, where disputes may require a negotiated settlement.
9. **School-Aged Dependants**
Students with school-aged dependants (children) are required to pay full fees (ranging from about A\$6000 to A\$15000 per year) if they are enrolled in non-government or government schools.
10. **Personal Information**
As a registered provider, Canning College is required to provide certain information about students to various government departments in accordance with the requirements of the ESOS Act. Such departments include Immigration and Medibank Private where information regarding enrolment changes and breaches of attendance/academic performance requirements must be reported as required in the ESOS Act. Students are required to notify the College of a change of address or contact details.
11. **Application Information**
Information presented with an application must be true and correct. An enrolment may be terminated if incorrect information is provided.
12. **Urgent Medical Care**
In the event of circumstances requiring urgent medical care and it is not possible to contact the parent/guardian, the College is authorised to seek and provide appropriate medical treatment.

Declaration

I, _____ have read and understood the information provided by Canning College and will abide
(PRINT full name)

by the College policies including "Conditions of Application/ Enrolment and Refund Policy"; and declare that the information provided with the application is true and correct.

Signature: _____ Date: _____
Student / Parent / Guardian DD / MM / YYYY
(Parent or guardian MUST sign if student is under 18 years)

Canning College
Marquis Street
Bentley WA 6102
Facsimile: (618) 9356 1119
Telephone: (618) 9351 5665
Email: iso@canningcollege.wa.edu.au
Web: <http://www.canningcollege.wa.edu.au>
CRICOS Provider Code: 00463B

Checklist for applicants

- Birth certificate or passport details page
- Education certificates/results
- English test, if appropriate
- Mock/forecast/predicted results
- OSHC
- One passport-size photographs
- Accommodation request (and fees where applicable)



Refund Policy

Conditions for applying for a refund

The following refunds apply:

- a) Student is denied a visa by the Australian Government. Refund of all fees less an administration fee of up to A\$230.
- b) Student withdraws or transfers more than 10 weeks before the program commences. Refund of all fees paid less an administration fee of up to 10% or \$1000.00, whichever is the lesser.
- c) Student loses Good Standing status due to failure to comply with attendance, behaviour or subject work requirements (including meeting assignment deadlines, sitting for scheduled tests and examinations); all fees for the current semester are forfeited and standard refund policy conditions are applied to any subsequent semesters.
- d) Student withdraws or transfers:

Program duration less than 10 weeks

		Refund Due
Student with a visa withdraws.	More than 4 weeks and up to 10 weeks before program starts.	70% of program fee.
Student with a visa withdraws.	4 weeks or less before and after Program commences.	No refund of program fee.

Program duration greater than 10 weeks

Student with a visa withdraws.	More than 4 weeks and up to 10 weeks before program commences.	70% of a semester's fee.
Student with a visa withdraws.	4 weeks or less before program commences.	40% of a semester's fee less \$1000 or 10% of course fee, whichever is the lesser, administration fee.
Student with a visa withdraws.	After program commences and during first 4 weeks.	30% of a semester's fee less \$1000 or 10% of course fee, whichever is the lesser, administration fee.
	After the fourth week.	No refund.

- e) This agreement (policy) does not remove the right to take further action under Australia's consumer protection laws or general legal processes.
- f) Any refund will be issued within seven days of the student submitting all clearance documents.
- g) Applications for refunds must be in writing and addressed to the Manager – International Office.
- h) If the nominated course is unable to be provided by the College, then, fees paid will be refunded in full or alternative placements arranged.
- i) In the case of secondary students, the Bond (A\$500) will be refunded, less any monies owed to the College on completion of studies at Canning College.

I have read, understand and accept the conditions of the Refund Policy.

Student's signature: _____

Date: ____ / ____ / _____

CPC: 00463B



To Whom It May Concern

Telegraphic transfer (TT) – Please allow up to \$25 charges levied by banks involved.

When making a telegraphic transfer payment, student name must be included in the details of payment column for reference.

Could you please arrange for a copy of the Telegraphic Transfer details to be faxed to our office with the student's name. This will assist us when checking our statement from the bank. The International Office fax number is: (618) 9356 1119.

Canning College bank account details are as follows:

**National Australia Bank
193 Wright Street
Belmont WA 6106**

Branch No.: 086 131

Account No.: 02 781 9016

Swift No.: NATAAU3306P

International Office