INTERNATIONAL STUDENT APPLICATION FORM

amazing ENGLISH
CRICOS CODE: 04323D

PERSONAL INFORMATION (SAME AS PASSPORT)

Given Name:

Family Name:

Date of Birth:

Gender ☐ Male ☐ Female

PASSPORT

Nationality:

City & Country of Birth:

Passport Number:

Expiry Date:

CONTACT DETAILS IN HOME COUNTRY

Address:

Country:

Postcode:

Contact Number:

Email Address:

CONTACT DETAILS IN AUSTRALIA (if applicable)

Address:

Country:

Postcode:

Contact Number:

Email Address:

ENGLISH PROFICIENCY TEST (i.e IELTS, PTE)

Have you taken any English Proficiency Tests before?

☐ Yes (please specify) ☐ No

Type of Test:

Score:

Date:

PATHWAY TO FURTHER STUDY

Are you planning to take further studies?

☐ Yes (please specify) ☐ No

Institution Name:

Intended Course:

Intended Intake Date:

VISA & OSHC

Visa Type:

☐ Student
☐ Working Holiday
☐ Visitor
☐ Other (please specify)

Onshore ☐ Offshore ☐

Student Visa applicants must have Overseas Student Health Cover

Do you need Amazing English to organise OSHC?

☐ Yes (please specify) ☐ No

Type: ☐ Single ☐ Couple ☐ Family

Start Date: End Date:

EMERGENCY CONTACT INFORMATION

Contact Name:

Relationship:

Contact Number:

AGENT DETAILS

Are you using an agent? ☐ Yes (please specify) ☐ No

Agency Name:

Contact Email:

Consultant Name:

OUR COURSE(S) YOU WISH TO STUDY

COURSE	NUMBER OF WEEKS (10 weeks per level)	START DATE (please select from intake dates)	2025 – 2026 INTAKE DATES
GENERAL ENGLISH (Beginner to Advanced), (CRICOS Course Code: 117280D)			• 11 Aug 2025 • 15 Sept 2025 • 20 Oct 2025 • 24 Nov 2025 • 19 Jan 2026 • 23 Feb 2026 • 30 Mar 2026
ENGLISH FOR ACADEMIC PURPOSE (EAP 1 & 2), (CRICOS Code: 117281C)			

EXTRA/ SPECIAL SUPPORT NEEDS

Do you need extra support/ have a disability, impairment, or long-term condition that may impact your studies?

☐ Yes (please specify): _____ ☐ No

APPLICATION CHECKLIST (*if applicable)

☐ Application form ☐ Copy of Passport ☐ Copy of VISA ☐ Proof of English Proficiency Test

PAYMENT INFORMATION

Bank Transfer Details	**Account Name:** Amazing English **Account Number:** Commonwealth Bank of Australia **BSB:** 063-000 **SWIFT Code (for international transfers):** CTABAAU2S **In case of international transactions, please add $20 International Transfer Charges to avoid any short payments**
Credit Card Payments	We accept Visa or MasterCard. A surcharge will be applicable to all credit card payments.

Refunds

Amazing English policy is compliant with the principles defined in the ESOS (Education Services for Overseas Students) Act 2000. These guidelines apply equally to all new and re-enrolling students unless otherwise stated. Refunds of fees will be granted in accordance with the refund policy below.

Refund Policy	Amount Refunded
Provider Default In the event that **a)** The course does not start on the agreed starting date day; **b)** The course stops being provided after commencement and before it is completed; **c)** The course is not provided fully to the student	**Provider default is considered when:** The course does not start on the agreed starting date, which is notified in the Letter of Offer The course stops being provided after commencement and before it is completed The course is not provided fully to the student because Amazing English has a sanction imposed by a government regulator; or An Offer of a place is withdrawn by Amazing English and no incorrect or incomplete information has been provided to the student. In the unlikely event that Amazing English is unable to deliver a course in full, the student will in the first instance be offered an alternative course in which the entry requirements are met, and which is acceptable to the student. If a suitable course is not offered, then a refund of an amount of unexpended pre-paid tuition fees will be made by the Tuition Protection Services Director (TPS Director). The student has the right to choose whether he/she would prefer a refund equivalent to the unexpended pre- paid tuition fees, or to accept a place in another course.

	If the student chooses placement in another course, Amazing English will ask the student to sign a document to indicate acceptance of the placement. Where the student agrees to this arrangement, Amazing English will not be liable to refund the money owed for the original enrolment. If Amazing English is unable to provide a refund or place a student in an alternative course, then the TPS Director will place the student or provide a refund in accordance with the TPS regulations.
Visa Rejection (while offshore, before commencement)	A full refund of all tuition fees, minus the administration fees of $300 will be provided where the student is unable to obtain a student visa. Documentary evidence of visa rejection must be provided. Fees will be refunded within 28 days of the date of request.
Visa Rejection (other scenarios not covered above)	A full refund of all unexpended tuition fees except any administration fees charged will be provided where the student is unable to obtain a student visa. Documentary evidence of visa rejection must be provided. Fees will be refunded within 28 days. The unexpended tuition fee will be calculated from the date of intimation to Amazing English by student of such visa refusal and their intention to withdraw based on such a withdrawal. Where the student decides to appeal against the refusal of visa and continues to maintain the study while the appeal process is ongoing, the unexpended fee will only be calculated from the date of the student confirming of such an appeal being withdrawn or of a negative outcome being arrived.
Student Withdrawal	a) Withdrawal from a course more than 6 weeks before commencement: 100% tuition fees are paid, less administration fees of $300 b) Withdrawal from a course, more than 2 weeks: 50% tuition fees, less application and administration fees of $300 c) Withdrawal from a course, before course start date: 25% of tuition fees, less any application and administration fees of $300 d) Withdrawal after the course start date: no refund
Student Default In the event that the enrolment is cancelled as a result of: a) the student breaching the condition of their student visa; or b) the student misbehavior; or c) not commencing the course on time, without permission; or d) non-payment of due fees; or e) not meeting the progression and/or attendance requirements	No refund
Overseas Student Health Cover (OSHC)	All applications for refunds must be made directly to the medical insurance company with which the student is a member.
Permanent/Temporary Residency or any other visa granted to an international student	In the event a student gains permanent/temporary residency or any other visa where maintaining the study is not a requirement, the refund amount shall be calculated as advised above in case of student withdrawal.

REQUEST FOR REFUND

Students who wish to apply for a Refund of course fees in accordance with the Refund Policy are required to complete the Refund Form available at reception or online.

CANCELLATION

For any cancellation following a deferment, Amazing English will consider the original course start date to apply the refund policy.

PAYMENT OF REFUND

Eligibility for a refund will be assessed and if approved the refund will be remitted to the nominated bank accounts of the student or the nominated bank account of the student's immediate family member(s) that has been authorised by the student to be able to receive a refund in respect of the overseas student identified in the written agreement, consistent with the ESOS Act. Amazing English will provide the student with a statement detailing the calculation of the refund. The refund will be processed within 28 days from the date the student's refund application is received by Amazing English.

COURSE DELIVERY CONTINUANCE

Amazing English guarantees to complete the course delivery and assessment once the student has commenced study in their chosen course. In the unlikely event that Amazing English is unable to commence a course on the starting date outlined in the Letter of Offer and Acceptance Agreement or discontinues the delivery of a course before it is completed, the student will be offered a refund of all the paid tuition fee that has not been spent minus a $300 Administration Fee. The refund will be paid to the student within 28 days of the default date. Alternatively, the student may be offered enrolment in an alternative course by Amazing English at no extra cost to the student. The student has the right to choose whether the student would prefer a full refund of the paid tuition fee that has not been spent or to accept a place in another course. If the student chooses placement in another course, we will ask the student to sign a document to indicate that the student accepts the placement. If Amazing English is unable to provide a refund or place the student in an alternative course, the Tuition Protection Service (TPS) will assist the student in finding an alternative course or to get a refund of the student's unspent tuition fees if a suitable alternative is not found.

STUDENT GUIDELINES

Amazing English will:

- Ensure that students may access Amazing English Melbourne's Complaints and Appeals Process.
- Pay refunds in Australian dollars only and refund onshore or offshore by telegraphic transfer.
- Pay refunds within 28 days from the receipt of the Refund Form and any additional documentation requested by Amazing English.
- This agreement and the availability of complaints and appeals processes do not circumscribe the student's rights to pursue any further action under Australia's consumer protection laws.

INFORMATION SHARING

Information is collected during enrolment in order to meet our training obligations under the ESOS Act 2000 and the National Code 2018 to comply with the conditions of students' visas and their obligations under Australian immigration laws. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2019, and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. Information collected on this document and throughout the enrolment may be provided, in certain circumstances, to other Registered Providers, the Australian Government and designated authorities and, if relevant, the TPS Administrator. This includes personal and contact details, course enrolment details and charges. In other cases, information collected during the enrolment may be disclosed without students' consent where authorised or required by law or in the event of any suspected breach of a student visa condition.

PRIVACY POLICY

I understand that my contact details may be used by Amazing English to communicate information to me and photographs or video taken on Amazing English premises may be used for marketing purposes. I agree to the Privacy Policy as outlined at www.ae.vic.edu.au

STUDENT DECLARATION

☐ I hereby state that the above information provided by me is true and correct.

Student Signature:	**Date:**