





TOWNSVILLE INTERNATIONAL ENGLISH SCHOOL ENROLMENT FORM

PERSONAL DETAILS	
Family Name: _____ Given Name: _____	
Preferred name: _____	
Gender: M/F Please select	Date of Birth: _____
Country: _____	
Language: _____	
Passport no. (Please attach copy ) : _____	
Type of Visa: Student <input type="checkbox"/> Tourist <input type="checkbox"/> Working Holiday <input type="checkbox"/> Other <input type="checkbox"/> :	
If you are applying for a Student Visa, would you like TIES to organise your application on your behalf using a registered Migration Agent in Australia? Yes <input type="checkbox"/> No <input type="checkbox"/>	
It is strongly advised that all students arrange Travel insurance prior to travelling to Australia. If you are applying for a Student Visa, please answer these questions for your CoE. All overseas students studying on a Student Visa are also required to obtain Overseas Health Care Cover (OSHC). 1. In which country were you born? 2. Which DIBP office will you apply to for your Student Visa? 3. Do you need OSHC? Please Select If no, Name of Provider _____ OSHC number _____ (Please attach a copy ).	
Hobbies/Interests: _____	

COURSES (FULL-TIME – 20hrs + 2 hrs self access)	
<input type="checkbox"/> General English * (CRICOS Code: 03378G): Student Visa holders must choose this course.	
<input type="checkbox"/> PTE Preparation	<input type="checkbox"/> IELTS Preparation

COURSES (PART-TIME)	
<input type="checkbox"/> Part – time English (14hrs)	<input type="checkbox"/> Afterschool ESL Children (2hrs)
<input type="checkbox"/> Night Classes (4hrs)	<input type="checkbox"/> Study Tour
<input type="checkbox"/> One on One	

COURSE DATES	
Start Date	End Date

START DATE: (Tuesday) [Click here to enter a date.](#)

FINISH DATE: [Click here to enter a date.](#)

LENGTH OF COURSE (weeks):

EDUCATION AND EXAM RESULTS

English Level (Results from TIES online English Test):

Level: Please select %: Date :[Click here to enter a date.](#)

Previous English Exam Results (Please attach)

IELTS ☐ PTE ☐ TOEFL ☐ TOEIC ☐ OTHER ☐ :

DATE OF EXAM: [Click here to enter a date](#)

Listening: Reading: Writing: Speaking:

Listening:	Reading:	Writing:	Speaking:
Required IELTS score: Yes <input type="checkbox"/> Details:			

Required IELTS score. Yes ☐ Details.

Will you be continuing your studies after you have finished your course?

Will you be continuing your studies after you have finished your course?
 Yes ☐ No ☐ Not sure ☐

Required IELTS score: Yes ☐ Details:

Will you be continuing your studies after you have finished your course?

Yes ☐ No ☐ Not sure ☐

Name of institution:

Start Date: [Click here to enter a date.](#) **Courses:**

TERM BREAKS

TIES runs on a schedule of four 11-week terms each year (10 Study Weeks + 1 Exam Week). If you are studying more than one term, please select the term breaks which are appropriate to your study:

Term 1 study (09/01/24-22/03/24) - Term **One** Holidays: ☐ (One week: 24/03/2024 – 01/04/2024)

Term 2 study (02/04/24-14/06/24) - Term **Two** Holidays: ☐ (Two weeks: 15/06/2024 – 01/07/2024)

Term 3 Study (02/07/24-13/09/24) - Term **Three** Holidays: ☐ (One week: 14/09/2024 – 23/09/2024)

Term 4 Study (24/09/24-06/12/24) - Term **Four** Holidays:  (Four weeks: 07/12/2024 – 06/01/2025)

ACCOMMODATION

Do you require accommodation arrangement? Yes/No Please select


If Yes, then how many weeks?

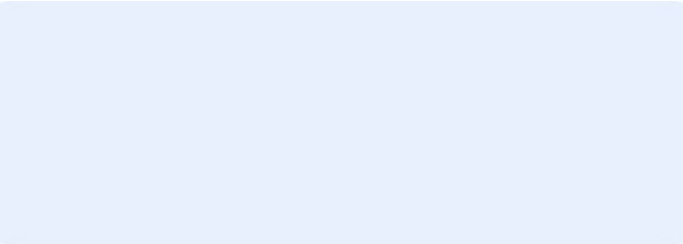
Type: Homestay ☐ Backpacker ☐ Share-house ☐

Backpacker: Students pays directly to the Backpacker, Share-house: Student pays directly to the share-house, Homestay: Student makes payment to TIES

HOMESTAY REQUIREMENTS		
Homestay includes Breakfast and Dinner during the week and includes 3 meals on the weekends		
Do you have Allergies?	Yes <input type="checkbox"/> No <input type="checkbox"/>	details:
Do you have a health problem?	Yes <input type="checkbox"/> No <input type="checkbox"/>	details:
Do you have any special food requirements?	Yes <input type="checkbox"/> No <input type="checkbox"/>	details:
Do you like pets?	Yes <input type="checkbox"/> No <input type="checkbox"/>	details:
Do you like children?	Yes <input type="checkbox"/> No <input type="checkbox"/>	details:
Do you have any special requests?	Yes <input type="checkbox"/> No <input type="checkbox"/>	details:

SUMMARY OF FEES (See study options in TIES Prospectus)	
<input type="checkbox"/> *Enrolment fee :\$A	
<input type="checkbox"/> Tuition fee weeks :\$A	
<input type="checkbox"/> *Accommodation booking fee:\$A	
<input type="checkbox"/> Homestay Accommodation fee weeks: \$A	
<input type="checkbox"/> *Air-port pick-up (one way) : \$A100	
<input type="checkbox"/> Overseas Health Care Cover (Student Visa) : *TIES will include this in your quote.	
<input type="checkbox"/> Total fees: \$A	
*These fees are non-refundable	

ENROLMENT DECLARATION AND SIGNATURE		
<input type="checkbox"/> I confirm that I have read, understood and agree to the terms and conditions of enrolment (including refund policy). I acknowledge and agree that; this is an application only to study at Townsville International English School (i.e. it does not guarantee a place). I will adhere to the code of conduct at TIES. Student Visa holders must purchase OSHC and choose TIES full-time CRICOS courses*. I will notify TIES of any change of address while enrolled in the course. I have attached a copy of my passport and (if applicable) a copy of OSHC.		
Name (Student/Parent/Guardian): 	 Signature: 	Date: Click here to enter a date.

How did you find out about us?	Please select
Agent Stamp: 	

TERMS AND CONDITIONS OF ENROLMENT
<ul style="list-style-type: none"> • Students applying to study with a Student Visa are required to pay for 4 weeks full-time tuition fees, enrolment fee and OSHC (overseas Health Cover). The enrolment fee is non-refundable. Once this payment is received the CoE (confirmation of Enrolment) will be issued. Students are then required to pay the remaining term fees at orientation. Students will then be required to pay term by term in advance. Payment for each following term is due 2 weeks before the start of the term. • If a student arrives in Townsville and their fees have not been received, we cannot guarantee that the student will be able to start the course. • All prices are valid until the end of 2024. • I understand that TIES has the right to alter its fees and conditions, cancel or defer its courses and alter class timetables and contact hours at any time without notice. • I agree to waive and release all claims against Townsville International English School (TIES), its directors and its appointed agents for any loss, accident, injury, delay or expense resulting from participation in any of its courses, airport transfers, excursions, social activities and all types of accommodation arrangements. I also release TIES, its directors and its appointed agents and agree to indemnify TIES, its directors and its appointed agents with regard to any financial obligations or liabilities that I may personally incur or any damage or injury to the person or property of others that I may cause while enrolled in TIES courses. • I understand that my enrolment at TIES may be terminated at the discretion of TIES, its owners and its appointed agents without refund of fees at my own cost if I do not adhere to the rules, standards and discipline code of TIES. • If I become ill, injured, or incapacitated, TIES, its directors, teachers, appointed agents and Homestay family members may take such action as any of them considers necessary, including securing medical treatment for me and transporting me back to my country at my own expense. I release them from all liability related to such actions. • I agree that the laws of Australia shall apply to this agreement and I agree to submit to the jurisdiction of the Australian law. • I agree to allow TIES to provide my personal information to Commonwealth and State agencies and the ESOS Assurance Fund Manager should it be required to do so • Extra homestay accommodation (owing to flight arrival/departure dates etc.) is charged at \$A30 per night. • Writing materials are not included in the price. • Any school-aged dependents accompanying overseas students to Australia will be obliged to attend school whilst in Australia and may be required to pay full fees if enrolled in either a government or non-government school. Further details are available from www.homeaffairs.gov.au

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- Photographs, videos and testimonials provided by the student or taken by TIES may be used in promotional material including Facebook/internet.
- Provisions are made in accordance with the ESOS Act 2000, ESOS regulations 2001 and the National Code 2007.
- Student Visa holders are enrolled in a full-time ELICOS course. A full-time course consists of 20hrs/week. Students are expected to attend 100% of classes and maintain attendance above 80% at all times.
- Students must inform TIES immediately if they change their address in Australia.
- I understand that I cannot transfer to another school or College during the period of my enrolled course without a written letter of release from TIES.
- A full weeks tuition is payable in weeks comprising of public holidays and no refunds or extension of days will be offered due to shorter weeks.
- In the case of provider default, students are protected by provisions of the ESOS Act 2000 and the ESOS regulations 2001.
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

CANCELLATION AND REFUND POLICY

- All requests for refunds must be made in writing to the Director, Townsville International English School, PO Box 2219, Townsville, 4810. If you are withdrawing from a course due to illness, a medical certificate must accompany your letter.
- Tuition fees are non transferable to other students or institutions.
- All refunds will be paid in the same currency in which the fees were paid and refunded only to the person who entered into the contract with TIES. However, if the person gives written consent to pay the refund to someone else this will be appropriate. TIES adheres to the policy of refunding fees to the person who originally paid the fees. If you appoint your agent for this enrolment process and your agent pays the fees to TIES on your behalf, the refund will be made to your agent. However, TIES will consider onshore refund payments to the student, if your agent agrees. In either case this is determined at the discretion of the Director of TIES.
- All fees paid including any course fees collected by education agents on behalf of TIES, except the non-refundable Enrolment Fee, Visa Application Fees, Accommodation Placement Fees and Air-port Pick-up subject to this refund policy.
- Refunds will be paid within 14 days of notification.
- Bank charges will be deducted from refunds when occurred.
- 100% of the tuition fees will be refunded if a visa application is rejected. You must notify TIES within 28 days of visa rejection.
- 100% of the tuition fees will be refunded if you cancel your enrolment in writing 4 or more weeks before the commencement of your course.
- 50% of the tuition fees will be refunded if you cancel your enrolment in writing less than 4 weeks before the commencement of your course.
- Refunds will not be granted once a course has commenced.
- TIES reserves the right to cancel a course if numbers are insufficient. In the unlikely event that TIES is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by TIES at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.

- If TIES is unable to provide the student with a refund or place them in an alternative course, the Tuition Protection Scheme (TPS) will assist the student in finding an alternative course or to get a refund if a suitable alternative is not found. Refunds will be in Australian dollars.
- TIES reserves the right to expel a student who does not adhere to the discipline code of behaviour of the school. No refund will be given.
- No refund will be given for school closures due to dangerous situations (E.g. fire, cyclone, flooding etc.) The school may decide to close for the safety of the students and staff.
- Nothing in the School's complaints and appeals policy removes the right of any overseas student to pursue other legal remedies.

ENROLMENT PROCEDURES

STUDENT VISA APPLICATIONS

TIES applies for you

1. Complete and **sign** this enrolment form and email to: **Townsville International English School,**
2. **Online Enrolment:** www.tiesnq.com.au **Email:** info@tiesnq.com.au
3. Townsville International English School will issue you a letter of offer and an invoice of fees.
4. Pay 4 weeks full-time tuition, enrolment and OSHC (if applicable) fees (see invoice for payment methods and Terms and Conditions of Enrolment).
5. TIES will pass your details to a registered migration agent in Australia and they will organise your student visa application. Once the visa is granted TIES will send you a digital copy so you can travel to Australia.
6. Student makes travel/and or accommodation arrangements
7. Student arrives in Australia
8. Student completes orientation on the Monday before their class starts.

Yourself / through an agency

1. Contact your nearest Australian Embassy or Consulate for visa application requirements
2. Complete and **sign** this enrolment form and email to: **Townsville International English School,**
3. **Online Enrolment:** www.tiesnq.com.au **Email:** info@tiesnq.com.au
4. Townsville International English School will issue you a letter of offer and an invoice of fees.
5. Pay 4 weeks full-time tuition, enrolment and OSHC (if applicable) fees (see invoice for payment methods and Terms and conditions of enrolment).
6. Students will receive their Confirmation of Enrolment (CoE) when full payment is received. TIES will send the student pre-arrival information, a student handbook and information about orientation.
7. Purchase OSHC from a registered Australian provider (if applicable - see letter of offer).
8. You will need to submit your copy of the (CoE) to the Australian Embassy together with your student visa application.
9. Student makes travel/and or accommodation arrangements
10. Student arrives in Australia
11. Student completes orientation on the Monday before their class starts.

TOURIST OR WORKING HOLIDAY VISA APPLICATIONS

1. Send a completed and **signed** Enrolment Form to Townsville International English School.
2. Pay the total cost of your course (payments must be made before your course start date and before TIES can finalise any arrangements for your stay).

3. TIES will send the student pre-arrival information, a student handbook and information about orientation.
4. Student makes travel/and or accommodation arrangements. Student purchases their own travel/health insurance.
5. Student arrives in Australia
6. Student completes orientation on the Monday before their class starts.