



**MAEWILL ENGLISH COLLEGE**

A.C.N.073 479 357

A.B.N. 68 025 760 846

**Contact address:** Level 2, No.14 William St, Brookvale 2100

**Telephone:** (61 2) 9939 4311 **Fax:** (61 2) 9939 4960

**E-mail:** [principal@mec.edu.au](mailto:principal@mec.edu.au) **Website:** [www.mec.edu.au](http://www.mec.edu.au)

**APPLICATION FORM**

**Please print out this application form, complete, sign and fax or mail to Maewill English College.**

Note : The information provided by the student to MEC 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.

**PERSONAL INFORMATION**

Family Name: \_\_\_\_\_ Given Name/s: \_\_\_\_\_

Date of Birth: (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year) \_\_\_\_\_ Sex: Male / Female \_\_\_\_\_

Nationality \_\_\_\_\_ Passport No.: \_\_\_\_\_

Address in your home country:

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail \_\_\_\_\_

**If you are under 18 yrs of age, please advise:**

Father's full name: \_\_\_\_\_

Mother's full name: \_\_\_\_\_

Legal Guardian in Australian: (if you do not have one the school can provide a guardian)

Full name: Mr. / Ms \_\_\_\_\_

Guardian's address: \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

## EDUCATIONAL BACKGROUND

What are your academic qualifications: year in high school, high school graduation, year in University, University degree, college qualification?

Please send certified copies of any qualifications to MEC if you are seeking placement after your course.

Name of Institution \_\_\_\_\_

Name of Qualification \_\_\_\_\_

Year of graduation or number of years completed: \_\_\_\_\_

Name of Institution \_\_\_\_\_

Name of Qualification \_\_\_\_\_

Year of graduation or number of years completed: \_\_\_\_\_

**How would you describe your level of English (mark the appropriate level):**

Beginner \_\_\_\_\_ Elementary \_\_\_\_\_ Intermediate \_\_\_\_\_ Advanced \_\_\_\_\_

If you have sat for an English exam (TOFEL, IELTS, Cambridge, TOEIC etc) what was:

Name of exam \_\_\_\_\_ Month / Year of exam \_\_\_\_\_ / \_\_\_\_\_ Score \_\_\_\_\_

## WORK HISTORY

If you are 18 years of age or older please advise: what type of work have you done, for whom have you worked, when have you worked.

1. Employer's Name: \_\_\_\_\_ Type of Work:

\_\_\_\_\_

Period employed from: \_\_\_\_\_ to: \_\_\_\_\_

2. Employer's Name: \_\_\_\_\_ Type of Work:

\_\_\_\_\_

Period employed from: \_\_\_\_\_ to: \_\_\_\_\_

## COURSE INFORMATION

Name of the course you are applying for (mark the appropriate course):

Preparation for High School (PHS) \_\_\_ External Exam Preparation (EEP) \_\_\_ General English (GE)

\_\_\_\_\_

Date you would like to begin the course (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year) \_\_\_\_\_

No. of weeks you would like to enroll for ( 12 , 20 , 40 etc. ) \_\_\_\_\_

On what type of visa will you be entering Australia (visitor's , student , working holiday ) \_\_\_\_\_

Will you require airport pickup on arrival (yes / no): \_\_\_\_\_

Will you require homestay placement for your first 8 weeks (yes / no) \_\_\_\_\_

## CONDITIONS OF ENROLMENT

Students should note that to satisfy the requirements of a student visa they must attend at least 80% of the course in which they are enrolled or they will be required to return home.

Parents of students under 18 years of age must agree that they are satisfied with the welfare, support services and arrangements made by MEC as set out in the college's brochure.

### Refund Policy:

\*Your tuition fees will be refunded in full if you are not issued with a Student Visa.

Written evidence of such refusal will be required.

\* If you withdraw because of any other reason and inform the College in writing up to 28 days before your course commencement date, 90% of the tuition fee will be refunded.

If you withdraw, in writing, less than 28 days before your course commencement date the College will retain 50% of the tuition fee.

\* After the course begins, no tuition fees will be refunded.

\* The college will retain the enrolment and courier fee, airport pickup, homestay placement and homestay deposit fees in all cases.

\* The Overseas Student Health Cover & Tuition fees you are entitled to will be refunded to you in your country.

\* 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 remedies.

\* If the college is unable to run a course for which the student is enrolled all fees will be refunded in full to the student.

Please note: it is a requirement of Australian educational institutions registered to provide courses to overseas students that they are members of a "tuition assurance scheme". If for any reason the college is unable to run a course for which a student is enrolled the student will be provided with a place in another institution offering the same course.

## DECLARATION

I declare that the information I have provided on this form is true and correct and

I agree to abide by the conditions outlined in this application form.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature of Parent / Guardian \_\_\_\_\_

Date \_\_\_\_\_