

STUDENT APPLICATION FORM

Complete all sections and attach relevant documentation (see application checklist)
Read and understand the terms and conditions and sign the Student Declaration

PERSONAL DETAILS

Fill in your personal details as shown in your passport

Family name: _____ Given name: _____ Date of birth: DD / MM / YYYY

Gender: Male Female Other Prefer not to say Country of birth: _____ Nationality: _____

Passport number: _____ Date of Issue: DD / MM / YYYY Date of Expiry: DD / MM / YYYY

Visa Type: Student Tourist Working Holiday Resident Citizen Other (please specify): _____

CONTACT DETAILS

Overseas address is required for the issuance of CoE

Overseas address: _____

City: _____ State / Province: _____ Country: _____ Postcode: _____

Phone: _____ Email: _____

Australian address (if you have one): _____

City: _____ State / Territory: _____ Postcode: _____ Mobile Phone: _____

Emergency contact overseas (person to contact in case of any emergency)

Name: _____ Relationship: _____

Phone: _____ Email: _____

Address: _____

City: _____ State / Province: _____ Country: _____ Postcode: _____

EDUCATIONAL BACKGROUND

Please attach certified copies of your qualifications

Highest level of study completed: _____ Name of degree: _____

Degree completion date: DD / MM / YYYY Institute name: _____ Country: _____

Are you studying now? No Yes (please specify): Course name: _____

Institute name: _____ State: _____ Country: _____

Commencement date: DD / MM / YYYY Expected completion date: DD / MM / YYYY

CURRENT ENGLISH LEVEL

Please tell us what you think your current English level is:

Elementary Intermediate Pre-intermediate Upper-intermediate Advanced

Have you ever completed any of the following English tests: IELTS, TOEFL, TOEIC, PTE-A No Yes (please specify):

Test name: _____ Results: _____ Test date: DD / MM / YYYY

COURSE SELECTED

Please specify the course(s) you wish to study:

Course	Number of weeks	Start date	Study Break: <input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="checkbox"/> General English (CRICOS Course Code:078160F)		<u>DD / MM / YYYY</u>	Pay by instalments: <input type="checkbox"/> No <input type="checkbox"/> Yes
<input type="checkbox"/> EAP1 English for Academic Purposes (CRICOS Course Code:078161E)		<u>DD / MM / YYYY</u>	
<input type="checkbox"/> EAP2 English for Academic Purposes (CRICOS Course Code: 078162D)		<u>DD / MM / YYYY</u>	

SUPPORT QUESTIONS

Do you have a disability, impairment, or permanent medical condition that can affect your studies? No Yes (please specify):

Hearing Vision Learning Mobility Other: _____

FLS can apply 'reasonable adjustments' for individuals throughout educational programs

ADDITIONAL SERVICES

Do you require the following services?

Accommodation arrangement: Student dormitory Homestay Apartment renting Start date: DD / MM / YYYY

OSHC: No Yes (select one of the following options): Single Dual Family Multi Family

Airport transfer: No Yes (please specify):

Flight number: _____ Arrival date: DD / MM / YYYY Arrival time: _____

OTHER INFORMATION

How did you learn about us?

Agent (please specify): _____

Other (please specify): _____

Agent stamp:

I authorize the mentioned agent to receive information applicable to my studies at Focus Language School: Yes No

TERMS & CONDITIONS

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General information

Focus Language School reserves the right to change its fees, cancel or offer courses, and to alter course timetables at any time without notice. This agreement is made in accordance with the ESOS Act 2000, ESOS Regulations 2019 and National Code 2018. This agreement, and the availability of complaints and appeal processes, does not remove the right of the student to take action under Australia's consumer protection laws. The student must meet the following DHA student visa conditions:

- a) Achieve satisfactory academic performance and attendance and ensure that the student is able to complete their course within the specified timeframe as stated on their CoE;
- b) Maintain payment of tuition fees (requests for temporary suspension of studies may be denied if fees are outstanding);
- c) Maintain Overseas Student Health Cover (OSHC);
- d) Notify the school within 7 days if the student changes their residential address;
- e) Remain enrolled at Focus Language School for the first 6 months of their principal course.

The student's enrolment may be deferred, suspended or cancelled if:

- a) The student does not maintain satisfactory course progress or attendance;
- b) The student fails to inform Focus Language School of any change to their personal contact details, including Australian residential and email address and contact telephone number(s);
- c) Failure to settle tuition fees
- d) The student takes leave without obtaining written permission from Focus Language School;
- e) The student fails to follow the standards of conduct and behaviour in accordance with the rules of their Student Visa and those of Focus Language School.

The student must read the ESOS Framework information displayed on the Focus Language School website.

The Education Services for Overseas Student Act (ESOS) 2000 and regulations 2019 set out the legal framework governing the delivery of education to overseas students studying in Australia on a student visa. It is the student's responsibility to seek independent advice prior to signing the enrolment agreement with Focus Language School. In the event of an urgent medical circumstance when a student requires medical attention, Focus Language School will seek appropriate medical care, on behalf of the student.

Dependants of student visa holders

Any school-age dependants accompanying an international student must attend an Australian school and may be required to pay full fees.

Transfer between providers

A student must remain enrolled at Focus Language School for the

first 6 months of their principal course. The student may only transfer to another provider within the first six (6) months of the principal course by obtaining a formal agreement in writing from Focus Language School in certain limited circumstances.

Orientation

A student must attend an Orientation Program (detailing course content, assessment requirements and course outcomes etc.) at the commencement of their study as a requirement of their student visa

English Language proficiency

An English Language proficiency assessment is compulsory for students enrolling at Focus Language School. A placement test or equivalent method of measurement will be provided.

Attendance

Students must maintain a satisfactory attendance of 80% minimum or they place their Student Visa at risk. In certain limited circumstances, students may defer or temporarily suspend their studies during the course by obtaining a formal agreement in writing from Focus Language School. Students can apply for a programmed break after 12 weeks of study (subject to study break conditions and prior approval by Focus Language School). This should be

pre-arranged and stated in the Letter of Offer/Enrolment Agreement.

Completion Requirements for English Courses

If a student does not meet the minimum requirements of the course, a Certificate of Successful Completion will not be issued, and the student will receive only a Statement of Participation.

Complaints and appeals

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

PERSONAL INFORMATION

Information is collected on this form and during your enrolment in order to meet our obligations under the legislative instruments stated below to ensure student compliance with the conditions of their visas and the obligations under Australian immigration laws generally. 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 about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities in accordance with the *Privacy Act 1988* and, if relevant, the Tuition Protection Scheme and the ESOS Protection Fund Manager. In other instances, information collected on this form or

during our enrolment can be disclosed without your consent where authorised or required by law. This information includes but is not limited to the student's personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition. The student agrees that Focus Language School may contact them by email or text message (SMS) on the contact details supplied by the student for any information Focus Language School deems necessary. The student agrees that Focus Language School will release information related to their enrolment, attendance and account details to their education agent. The student's personal

information will not be disclosed to any third party without their consent, unless authorised or required by law. The student has a right to access personal information that Focus Language School holds, subject to legislation. The student agrees that any photos or testimonials are the property of Focus Language School and may be used in printed and digital promotional material. The student agrees automatically to become Focus Language School alumni upon graduating and agrees to be emailed from time to time to provide feedback to Focus Language School as to their career progression and further study.

Application Checklist

Before submitting your application to Focus Language School or its representatives, please ensure that you have completed all sections of this Application Form and have attached the following (if applicable):

- Evidence of your English language level
- Evidence of study in Australia
- Scanned copy of your passport
- Copy your COE
- Copy of your valid visa
- Copy of your valid OSHC
- Certified copies of your academic qualifications

Student Declaration

I declare that the information I have supplied in this application and supporting documentation is true and correct. I have read, understood and agree to the terms and conditions outlined on this form.

Print name: _____

Signature:

Date: _____