

# Enrolment and payment of fees



Send your application to:

**GOstralia!-GOzealand!**  
**Jägerstraße 53**  
**70174 Stuttgart**  
**Germany**

Navitas English courses in NT will be delivered by Navitas English (Navitas English Pty Ltd ACN 003 916 701) CRICOS Provider 02783C (NT). Courses in NSW, Qld and WA will be delivered by Navitas English (Navitas English Services Pty Ltd ACN 002 069 730) CRICOS Provider 00289M (NSW), 00711B (Qld), 02252G (WA), with the exception of the Certificate IV in TESOL course which will be delivered by Navitas English (Navitas English Pty Ltd ACN 003 916 701) CRICOS Provider 00031D (NSW) and 03106K (Qld).

## Student Visa applicants

**Step 1:** Send a completed and signed Application Form to your representative or direct to the Admissions Office. On receipt of the Application Form we will send you a Letter of Offer and a Confirmation of Fees.

**Step 2:** Pay the total cost of your course.

**Step 3:** Upon receipt of your payment, we will forward a copy of your official electronic Confirmation of Enrolment (eCOE).

**Step 4:** You will need to submit your copy of the eCOE to the Australian Embassy together with your student visa application.

**Step 5:** If you have requested Homestay and/or airport transfer, you will be notified of your Homestay details when we have received the following from you:

- Flight details
- Full payment
- Visa confirmation [if applicable]

## For countries where the Australian Government requires Pre-Visa Assessment (PVA)

On receipt of the enrolment form we will send you a Provisional Letter of Offer to be submitted to the Australian Embassy to apply for your PVA. On receipt of your PVA documentation, proceed with the student visa application from Step 2 above. Further details can be obtained from [www.immi.gov.au](http://www.immi.gov.au)

## Tourist or Working Holiday Visa applicants

**Step 1:** Send a completed and signed Enrolment Form to your representative or direct to the appropriate admissions office. On receipt of the Enrolment Form we will send you a Letter of Offer and a Confirmation of Fees.

**Step 2:** Pay the total cost of your course. Note – payment must be made before your course start date and before we can finalise any arrangements for your stay.

## Payment of fees

Please make your payment in Australian dollars by:

- 1. Credit card:** Visa, Mastercard or AMEX (using our Credit Card Debit Authorisation form on page 63).
- 2. International bank cheque** payable to:  
Navitas English Services Pty Ltd  
PO Box N556 Grosvenor Place  
Sydney NSW 1220 Australia  
(For NSW, Qld & WA enrolments)  
  
Navitas English Pty Ltd  
PO Box N556 Grosvenor Place  
Sydney NSW 1220 Australia  
(For NT and Certificate IV in TESOL enrolments)

### 3. Bank transfer to:

**Account Name:**  
Navitas English Services Pty Ltd  
**Bank Name:**  
Westpac Banking Corporation  
**Bank Address:**  
109 St George Terrace,  
Perth WA 6000 Australia  
**BSB:** 036-000  
**Account Number:** 773817  
**Swift Code:** WPACAU2S  
(For NSW, Qld & WA enrolments)

**Account Name:**  
Navitas English Pty Ltd  
**Bank Name:**  
Westpac Banking Corporation  
**Bank Address:**  
109 St George Terrace,  
Perth WA 6000 Australia  
**BSB:** 036-000  
**Account Number:** 773809  
**Swift Code:** WPACAU2S  
(For NT and Certificate IV in TESOL enrolments)

*Please provide us with a copy of your bank transfer receipt if you are using this payment method. Please note you are responsible for paying all bank charges.*

Please print in BLOCK LETTERS. Tick boxes where appropriate.

### Office use only

Student number:

### Personal details

Family name:
Given name(s):
Date of birth:        /        /        (day/month/year)
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

### Nationality

Nationality:	Country of Birth:
Occupation:	First Language:

### Visa information

What type of visa will you apply for to study?
<input type="checkbox"/> Student Visa <input type="checkbox"/> Tourist/Visitor Visa <input type="checkbox"/> Working Holiday Visa
<input type="checkbox"/> Other (please specify): _____
Passport Number: _____

### Contact details

Home country address:	
City:	Country:
Telephone:	
Mobile:	
Email:	
Address in Australia (if known):	
City:	Country:
Telephone:	
Mobile:	
Email:	

We may send you information about courses and social activities via SMS. Please tick here if you do not wish to receive messages from Navitas English

### Select your centre and course

Please complete your enrolment request here: (Refer to the course finder on page 5 and course dates on page 54 to 59).

English Courses	Bondi	Manly	Sydney	Brisbane	Cairns	Perth	Darwin
<b>For Singapore courses please download an Application Form from: <a href="http://www.curtin.edu.sg/courses/international/how-to-apply.cfm">www.curtin.edu.sg/courses/international/how-to-apply.cfm</a></b>							
<b>For Hawthorn-Melbourne courses please download an Application Form from: <a href="http://www.hawthornenglish.com">www.hawthornenglish.com</a></b>							
General English*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General English (Evening)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Academic English - Level 1			<input type="checkbox"/>				<input type="checkbox"/>
Academic English - Level 2			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Academic English - Level 3			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Intensive Academic English			<input type="checkbox"/>				
IELTS exam preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>For pricing or information on IELTS Professional or Evening classes, please email <a href="mailto:english@navitas.com">english@navitas.com</a></b>							
Pearson exam preparation			<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
TOEIC exam preparation	<input type="checkbox"/>			<input type="checkbox"/>		<input type="checkbox"/>	
Cambridge (Paper Based)	<input type="checkbox"/> FCE <input type="checkbox"/> CAE <input type="checkbox"/> CPE	<input type="checkbox"/> FCE <input type="checkbox"/> CAE <input type="checkbox"/> CPE	<input type="checkbox"/> FCE	<input type="checkbox"/> FCE <input type="checkbox"/> CAE <input type="checkbox"/> CPE	<input type="checkbox"/> FCE <input type="checkbox"/> CAE	<input type="checkbox"/> FCE <input type="checkbox"/> CAE	
Cambridge (Computer Based)	<input type="checkbox"/> FCE <input type="checkbox"/> CAE		<input type="checkbox"/> PET	<input type="checkbox"/> FCE <input type="checkbox"/> CAE			
Business English & BEC (Computer-Based)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
English for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ATTC (TESOL)			<input type="checkbox"/> TESOL <input type="checkbox"/> EfTC/EfTT <input type="checkbox"/> Y. Learners <input type="checkbox"/> TESOL WHV <input type="checkbox"/> 3 Steps <input type="checkbox"/> Cert. IV	<input type="checkbox"/> TESOL <input type="checkbox"/> EfTC/EfTT <input type="checkbox"/> Y. Learners <input type="checkbox"/> TESOL WHV <input type="checkbox"/> 3 Steps <input type="checkbox"/> Cert. IV	<input type="checkbox"/> TESOL <input type="checkbox"/> EfTC/EfTT <input type="checkbox"/> Y. Learners <input type="checkbox"/> TESOL WHV <input type="checkbox"/> 3 Steps	<input type="checkbox"/> TESOL <input type="checkbox"/> EfTC/EfTT <input type="checkbox"/> Y. Learners <input type="checkbox"/> TESOL WHV <input type="checkbox"/> 3 Steps	
Workforce Training			<input type="checkbox"/> RSA <input type="checkbox"/> Barista <input type="checkbox"/> Greencard <input type="checkbox"/> Hospitality				
International Junior Program		<input type="checkbox"/>					

\* Depending on your type of visa, General English is also available as a part-time course of 16 x 1 hour lessons + 4 hours (Monday - Thursday) of Self Access study

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Order	Centre	Course	Start Date (Monday only)	Weeks
1.				
2.				
3.				
TOTAL WEEKS (please add the total number of weeks you would like to study)				

**If you require a break between courses while studying please complete the table:**

(During Academic English, Cambridge, Business English, IELTS, TOEIC and all ATTC courses, breaks are not allowed)

Order	Centre	Start Date (Monday only)	Finish Date (Friday only)	Weeks
1.				
2.				

**Accommodation and Airport Pick-up Service**

Homestay is single room accommodation (double and twin rooms on special request for students travelling together) in an Australian home. Breakfast and dinner are provided daily and lunch provided on the weekends.

Please select the service(s) you require:

<input type="checkbox"/>	Homestay single room
<input type="checkbox"/>	Homestay twin share room
<input type="checkbox"/>	Homestay double room
<input type="checkbox"/>	I require a quote for independent accommodation (within 24 hours)
Refer to centre location pages and/or page 52 for accommodation options and state your preference(s): _____	
Number of weeks: _____	
Check-in date:	/ / (day/month/year)
Check-out date:	/ / (day/month/year)

If you require more than one accommodation service please complete:

Accommodation Service 2:	
Centre: _____	
Check-in date:	/ / (day/month/year)
Check-out date:	/ / (day/month/year)

Accommodation Service 3:	
Centre: _____	
Check-in date:	/ / (day/month/year)
Check-out date:	/ / (day/month/year)

If you have requested Homestay, please complete:

Do you smoke: <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you OK living in a Homestay with children? <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any allergies (to pets, food, medicine) or medical conditions (asthma, diabetes etc.)? _____
Do you have any special dietary requirements (e.g. vegetarian diet etc.)? _____
Do you have any special requests? _____
Please write 2 sentences about the student/yourself for the Homestay family (e.g. interests and hobbies): _____
_____
_____

Do you require an Airport Pick-up on arrival? <input type="checkbox"/> Yes <input type="checkbox"/> No
Flight Number: _____
Date: / / (day/month/year) Time: _____

**Agent details or Agent Stamp:**



**Overseas Student Health Cover**

All overseas students studying in Australia on a Student Visa are required by the Australian government to obtain OSHC (Overseas Students Health Cover) medical insurance. This fee will be added to your invoice.

Please tick here if you are not on a student visa but wish to receive a quote from Navitas English for Health Cover.

It is strongly advised that all students arrange travel insurance (against loss, damage, theft etc.) prior to travelling to Australia.

**Travel and Adventure Options**

I would like one of these travel options:

Please see terms and conditions at [www.navitasenglish.com/travel\\_adventure](http://www.navitasenglish.com/travel_adventure)

<input type="checkbox"/>	Airlink – one way flight between two Navitas English centres (FREE only if you study 20 + weeks)
From _____	To _____

I would like to select an English Plus option for the centre I am studying at:

<input type="checkbox"/>	Conservation Volunteer	<input type="checkbox"/> Brisbane	<input type="checkbox"/> Cairns
<input type="checkbox"/>	Dolphin Discovery Assist Program	- Perth	
<input type="checkbox"/>	Crocodile Park Volunteer	- Darwin	
<input type="checkbox"/>	Surfing Lessons	<input type="checkbox"/> Manly	<input type="checkbox"/> Bondi
<input type="checkbox"/>	Diving	- Cairns	
<input type="checkbox"/>	Sailing	<input type="checkbox"/> Bondi	<input type="checkbox"/> Sydney
<input type="checkbox"/>	Dance	<input type="checkbox"/> Sydney	<input type="checkbox"/> Brisbane
<input type="checkbox"/>	Passport2Fitness Gym membership	<input type="checkbox"/> Bondi	<input type="checkbox"/> Sydney
		<input type="checkbox"/> Cairns	<input type="checkbox"/> Brisbane
			<input type="checkbox"/> Perth

**Further Studies in Australia**

Are you planning further academic studies in Australia after you have finished your course? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes at which institution: _____
_____
Course: _____
Start date: / / (day/month/year)
<input type="checkbox"/> I would like to receive information on other Navitas colleges and Universities.



### Accommodation

- No refund will be made on the accommodation placement fee.
- If You provide Navitas English with 4 weeks' written notice, Navitas English will provide You with a full refund of accommodation fees.
- If You provide Navitas English with less than 4 weeks' written notice or if a placement has been made, a cancellation charge equal to 2 weeks' accommodation fees will apply.
- If Your visa application is denied, a full refund of accommodation fees (if a placement has not been made) will be made provided that Navitas English receives a copy of the Australian Embassy rejection letter.
- If You wish to leave Your Homestay at any time, You are required to give 2 weeks' notice to Navitas English.
- A AU\$100 per week Homestay fee will apply should You take a break from Your Homestay during the course of Your Homestay.
- Special cancellation fees may apply for other accommodation arrangements.
- Carer fees are non-refundable.
- An AU\$80 amendment fee applies to all changes made to accommodation bookings after the commencement of the Course.

### Airport Transfer

- No refund of airport transfer fees will be made if You do not notify Navitas English of Your flight details or any change of details at least 2 working days before arrival.

### Representative

If You enrol through a representative, the refund may be paid to that representative. Monies will be refunded in the currency in which they were paid.

## 2. Change of Address

You must advise Navitas English of Your current residential address on arrival and if You change Your address You must notify Navitas English immediately. Your failure to notify Navitas English that You have changed Your address may result in automatic cancellation of Your visa without prior notice.

## 3. Young Student Care Arrangements

If You are under 18 years of age the parent or legal guardian named in the enrolment form must nominate a carer living in the city in which You will be studying and who will be responsible for Your welfare whilst studying at Navitas English, or request that Navitas English make arrangements for Your care and welfare in writing.

## 4. Indemnity and Release

In consideration of Navitas English accepting Your application for enrolment as a student and providing tuition to You, You will not hold Navitas English, its related bodies corporate, their employees or agents liable for nor make any claim against any of them, and indemnify each of them against, any loss, damage, death, injury or liability which You may suffer or cause, in connection with Your association with Navitas English, including:

- Your attendance at any premises owned, operated or controlled by Navitas English;
- Your attendance at any activity, whether sporting, cultural, recreational or otherwise, organised by or on behalf of or with the assistance of Navitas English or any activity of which Navitas English has any knowledge; and
- any accommodation, whether short-term or long-term, arranged for You by Navitas English.

If You are under 18 years of age, the parent or legal guardian named in the enrolment form requests that Navitas English enrol You as a student of Navitas English. In consideration of Navitas English agreeing to enrol You, the parent or legal guardian:

- guarantees Your obligations under these terms and conditions of enrolment;
- will not hold Navitas English, its related bodies corporate, their employees or agents liable for nor make any claim against any of them in connection with Your association with Navitas English, including the matters set out in paragraphs (a) – (c) above; and
- indemnifies each of them against any loss, damage, death, injury or liability which You may suffer or cause in connection with Your association with Navitas English, including the matters set out in paragraphs (a) – (c) above.

These terms and conditions, and the availability of complaints and appeals processes, do not remove Your right to take action under Australia's consumer protection laws.

These terms and conditions are governed in all respects by and interpreted in accordance with the laws of the state in which the centre You attend is located in the Commonwealth of Australia.

## 5. Privacy

The information You provide on this enrolment form and otherwise in connection with Your enrolment (including personal information, Course enrolment details and changes and the circumstances of any suspected breach by You of a student visa condition) will be used to process Your enrolment at Navitas English, provide You with educational services and, in the case of Homestay students, to enable Navitas English and a Homestay provider to provide You with Homestay facilities. Your enrolment may be delayed if the information provided is incomplete.

This information will be dealt with in accordance with the Privacy Act 1988 and Navitas English's privacy policy and is available for Your review by contacting the Navitas English Privacy Officer. It may be made available by Navitas English to the Australian government (for example to Australian immigration and education

authorities) in connection with Your visa, as required by the National Code or the ESOS Act, if required, to the Tuition Assurance Scheme and the ESOS Assurance Fund Manager or, in the case of students who have booked Homestay, to Your Homestay provider, or in the case of students who have nominated to study further in Australia, to Your further studies institute. Navitas English may send You information about its programs or other related courses. You may request not to receive further information at any time.

## 6. Other Terms

- It is a condition of Your enrolment at Navitas English that You comply with all Navitas English regulations and policies as notified to You by Navitas English.
- Navitas English may by notice to You in writing which notice may be given on the Navitas English website, vary these terms and conditions or any Navitas English regulations or policies. A variation takes effect on the day specified in a notice.
- If You are applying for an ATTC Course, You may need to take a separate entry test.
- Navitas English reserves the right to change start dates (with Your agreement), Course curricula, Course timetables and any programs at any time.
- All prices are stated in Australian Dollars (AU\$) and subject to change without notice.
- Navitas English is closed on official public holidays and 29/07/11 (Sydney, Manly & Bondi centres); 02/09/11 (Brisbane, Cairns, Perth & Darwin centres); 26/09/11 (Hawthorn-Melbourne centre) & 24/12/11 – 02/01/12.
- 10% Goods and Services Tax (GST) applies to Apartment Accommodation, Airport Transfer, Placement, and Materials Fees.
- All Navitas English centres are fully accredited by NEAS.
- Photographs, videos and testimonials provided by You or taken by Navitas English may be used for marketing and promotion purposes.

## Contact

All requests for refunds, deferrals, postponements or transfers must be made in writing addressed to:

### Admissions Manager

Navitas English  
Level 4, 11 York Street  
Sydney NSW 2000 Australia

Supporting documents as specified by Navitas English must be included with the request. If You are under 18, the written request must be made by the parent or legal guardian who signed Your original enrolment form.

Navitas English will:

- Notify You in writing of the outcome of the request within 10 working days and where necessary, give reasons for the outcome.
- Notify the Department of Immigration and Citizenship (DIAC) of any change to Your study plan for which a student visa has been granted.

A refund, transfer, deferral, postponement, suspension or cancellation of Your Course may affect Your student visa. DIAC will assess Your situation individually in accordance with the DIAC student visa policies. You are advised to seek advice from DIAC before making any changes to Your Course. For more information visit the DIAC website at [www.immi.gov.au](http://www.immi.gov.au) or telephone 131 881.

## Signing

I have read and understood these terms and conditions of enrolment. I agree to these terms and conditions and authorise Navitas English to apply the monies payable in accordance with the enrolment form and these terms and conditions:

Your name

\_\_\_\_\_

Your signature

\_\_\_\_\_

Dated:        /        /        (day/month/year)

AND

For students under 18 years of age:

I am the parent or legal guardian of the student named in the enrolment form. I have read and understood these terms and conditions of enrolment. I agree to these terms and conditions and authorise Navitas English to apply the monies payable in accordance with the enrolment form and these terms and conditions:

Name of parent/legal guardian

\_\_\_\_\_

Signature of parent/legal guardian

\_\_\_\_\_

Dated:        /        /        (day/month/year)