## GENERAL ENGLISH COURSES

<table>
<thead>
<tr>
<th>Duration</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - 11 weeks</td>
<td>A$405/wk</td>
</tr>
<tr>
<td>12 - 23 weeks</td>
<td>A$400/wk</td>
</tr>
<tr>
<td>24 - 35 weeks</td>
<td>A$395/wk</td>
</tr>
<tr>
<td>36 - 48 weeks</td>
<td>A$390/wk</td>
</tr>
<tr>
<td>One-to-One Tuition</td>
<td>A$135/hr</td>
</tr>
</tbody>
</table>

## NEW GENERATION ENGLISH / IELTS PREPARATION (EVENING)

<table>
<thead>
<tr>
<th>Duration</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - 23 weeks</td>
<td>A$230/wk</td>
</tr>
<tr>
<td>24 - 48 weeks</td>
<td>A$220/wk</td>
</tr>
</tbody>
</table>

Per Evening A$77 (face to face only)

## CAMBRIDGE EXAMINATION COURSES

**Note:** Program fee includes examination fee and materials.

### CAMBRIDGE ENGLISH: PRELIMINARY (PET)

<table>
<thead>
<tr>
<th>Duration</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 week course</td>
<td>Exam Date: Mar 12</td>
</tr>
<tr>
<td>A$4500 (tuition) + A$450 (program fee)</td>
<td>A$5000</td>
</tr>
<tr>
<td>12 week course</td>
<td>Exam Date: Jun 9, Dec 2</td>
</tr>
<tr>
<td>A$4800 (tuition) + A$450 (program fee)</td>
<td>A$5250</td>
</tr>
</tbody>
</table>

### FIRST CERTIFICATE (FCE)

<table>
<thead>
<tr>
<th>Duration</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 week course</td>
<td>Exam Date: Mar 11</td>
</tr>
<tr>
<td>A$4500 (tuition) + A$450 (program fee)</td>
<td>A$5000</td>
</tr>
<tr>
<td>12 week course</td>
<td>Exam Date: Jun 7, Nov 29</td>
</tr>
<tr>
<td>A$4800 (tuition) + A$450 (program fee)</td>
<td>A$5250</td>
</tr>
</tbody>
</table>

### CERTIFICATE OF ADVANCED ENGLISH (CAE)

<table>
<thead>
<tr>
<th>Duration</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 week course</td>
<td>Exam Date: Mar 12</td>
</tr>
<tr>
<td>A$4500 (tuition) + A$450 (program fee)</td>
<td>A$5000</td>
</tr>
<tr>
<td>12 week course</td>
<td>Exam Date: Jun 8, Nov 30</td>
</tr>
<tr>
<td>A$4800 (tuition) + A$450 (program fee)</td>
<td>A$5250</td>
</tr>
</tbody>
</table>

## ACADEMIC ENGLISH PROGRAMS

**ENGLISH FOR ACADEMIC PURPOSES (EAP)**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - 11 weeks</td>
<td>A$405/wk</td>
</tr>
<tr>
<td>12 - 23 weeks</td>
<td>A$400/wk</td>
</tr>
<tr>
<td>24 - 35 weeks</td>
<td>A$395/wk</td>
</tr>
<tr>
<td>36 - 48 weeks</td>
<td>A$390/wk</td>
</tr>
</tbody>
</table>

* Academic Service Fee: A$425

“Students admitted to University are not required to re-sitIELTS after having completed the Phoenix Academic English Course”

### HIGH SCHOOL PREPARATION

<table>
<thead>
<tr>
<th>Duration</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - 11 weeks</td>
<td>A$405/wk</td>
</tr>
<tr>
<td>12 - 23 weeks</td>
<td>A$400/wk</td>
</tr>
<tr>
<td>24 - 35 weeks</td>
<td>A$395/wk</td>
</tr>
<tr>
<td>36 - 48 weeks</td>
<td>A$390/wk</td>
</tr>
</tbody>
</table>

* Academic Service Fee: A$425

Phoenix Academy offers a comprehensive placement service at both Non-Government and Government High Schools

### HIGH SCHOOL HOLIDAY PROGRAM

**ENGLISH PLUS HOMESTAY**

Short term English Tuition for students under 18 yrs of age.

<table>
<thead>
<tr>
<th>Duration</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 week</td>
<td>A$1275</td>
</tr>
<tr>
<td>2 weeks</td>
<td>A$1950</td>
</tr>
<tr>
<td>3 weeks</td>
<td>A$2625</td>
</tr>
<tr>
<td>4 weeks</td>
<td>A$3300</td>
</tr>
</tbody>
</table>

Fees inclusive of tuition, return airport transfer and homestay.

**ENGLISH PLUS RECREATION**

<table>
<thead>
<tr>
<th>Duration</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 week</td>
<td>A$680</td>
</tr>
<tr>
<td>2 weeks</td>
<td>A$1205</td>
</tr>
<tr>
<td>3 weeks</td>
<td>A$1735</td>
</tr>
<tr>
<td>4 weeks</td>
<td>A$2270</td>
</tr>
</tbody>
</table>

Fees inclusive of tuition, return airport transfer and recreation.

**ENGLISH PLUS HOMESTAY & RECREATION**

Short term English Tuition and recreation/tourist activities for students under 18 yrs of age.

<table>
<thead>
<tr>
<th>Duration</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 week</td>
<td>A$1440</td>
</tr>
<tr>
<td>2 weeks</td>
<td>A$2265</td>
</tr>
<tr>
<td>3 weeks</td>
<td>A$3095</td>
</tr>
<tr>
<td>4 weeks</td>
<td>A$3930</td>
</tr>
</tbody>
</table>

Fees inclusive of enrolment fee, tuition, return airport transfer, homestay and either 2 half day activities (~3hrs/activity) or 1 full day weekend activity.

## GROUP TOURS

1 to 4 week programs available

Quote on request

## ENGLISH Plus

Short term English Tuition plus recreation (ie. Surfing, diving, sightseeing) for students over 18 yrs of age.

1 to 4 week programs available

Quote on request

### DIPLOMA OF BUSINESS - WORK READY

**3 mths / 6 mths**

A$3080 / A$6160

**9 mths / 12 mths**

A$9240 / A$12320

**Four flexible intakes:** Jan, Apr, Jul, Sep

### WORKING HOLIDAY MAKER PROGRAM

1 - 17 weeks GEC

A$310

1 - 17 weeks NGE

A$220

1 - 17 weeks GBS

A$280

### DEMI PAIR AND AU PAIR PROGRAM

Fees are determined by the length of study and the type of course studied. For study options and packages, please see brochure for more details.

Length of study + A$800 (placement fee)

### INTERNSHIP PROGRAM

**Study Component**

as per course fees

**Internship Component:**

Internship Application Fee

ASTBA

6 weeks ASTBA, 7-12 weeks ASTBA,

13-20 weeks ASTBA, 21-26 weeks ASTBA

416 Visa & Application Fees (if required)

ASTBA

### JOB CLUB

Job Club Fee

A$50

Job Club Gold Fee

A$500

### TEACHER TRAINING PROGRAMS

- Cambridge CELTA 4wks (f/t)/10wks (p/t)

A$3300

- Cambridge CELTA (early bird)

A$3100

- Cambridge DELTA 8wks (f/t) Modules 1, 2 & 3

A$5400

(Examples: Modules 1 & 2: A$4400; Module 3 : A$1000)

Teaching Knowledge Test (TKT) 4wks

A$2350

### UNIVERSITY PATHWAYS

**DIPLOMA OF BUSINESS** (incorporates Cert IV in Business)

Package this course with second year entry to Curtin, Edith Cowan or Murdoch University.

- Fast track - 6 mths (8 Units)

A$18900

- Standard - 9 mths (8 Units)

A$18900

- Extended - 12 mths (8 Units)

A$18900

- Single Unit

A$2365

Four flexible intakes: Jan, Apr, Jul, Sep

**FOUNDATION STUDIES - CERT IV IN BUSINESS**

Package this course with first year entry to Curtin, Edith Cowan, Murdoch and also Monash University.

- 6 mths

A$9450

- 9 mths

A$14175

- 12 mths

A$18900

Four flexible intakes: Jan, Apr, Jul, Sep

### ONLINE COURSES

- Online English - 6 levels (Beginner to Advance)

A$36/month

- Online English for Specific Purpose

A$36/month

(Hospitality, Business, IT, Health and Nursing)

- Online IELTS Preparation

A$112/3 month

- Online TESOL

A$56/month
### Service Fees

- **Enrolment Fee (non-refundable)**: A$230 or A$240*
- **Enrolment Fee New Gen English (non-refundable)**: A$130 or A$140*
  
  * Including Phoenix Club Membership. Phoenix Club Membership entitles student to a wide range of discounts on food, entertainment and public transport.

- **IPEPT (Internet Based Phoenix English Proficiency test)**: A$60
- **Academic Service Fee**: A$425
- **Books (estimated budget)**: A$140 - A$150
- **Airport Greeting Service**: A$120

### Homestay Fees

- **Placement Fee**
  - Adult (18+) Placement: A$240
  - 13 to 17 year olds placement: A$265
  - 11 to 12 year olds placement: A$285
- **Homestay replacement fee (50% or original fee)**: A$120

### Homestay Weekly Fees

- **Adult (18+)**
  - A$265/wk
  - A$290/wk
  - A$325/wk
  - A$360/wk
  - A$405/wk
- **13 to 17 year olds**
  - A$285/wk
  - A$310/wk
  - A$335/wk
  - A$360/wk
  - A$385/wk

### Daily Transport Fee (under 13 years)

- **Daily Transport Fee / week (1 pax)**: A$130
- **Daily Transport Fee / week (2 pax - same homesty)**: A$160

Please note acceptance of 11 & 12 year old students will be subject to availability of places.

**Local Carer Fee (UNDER 18 YEARS OLD)**: A$220

### BEATTY LODGE

#### On-campus Student Residence (Perth)

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Per Night</th>
<th>Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Single Room</td>
<td>A$73</td>
<td>A$457</td>
</tr>
<tr>
<td>Superior Twin Room (per person)</td>
<td>A$59</td>
<td>A$371</td>
</tr>
<tr>
<td>Superior Double Room (per 2 persons)</td>
<td>A$112</td>
<td>A$690</td>
</tr>
<tr>
<td>Standard Single</td>
<td>A$63</td>
<td>A$396</td>
</tr>
<tr>
<td>Standard Twin Share (per person)</td>
<td>A$53</td>
<td>A$339</td>
</tr>
<tr>
<td>Double Room (per 2 persons)</td>
<td>A$86</td>
<td>A$544</td>
</tr>
<tr>
<td>Standard Triple Share</td>
<td>A$39</td>
<td>A$244</td>
</tr>
<tr>
<td>Dormitory-4 beds (per person)</td>
<td>A$39</td>
<td>A$244</td>
</tr>
<tr>
<td>Dormitory-6 beds (per person)</td>
<td>A$36</td>
<td>A$223</td>
</tr>
</tbody>
</table>

$20 refundable key and crokey bond

### 2016 Administration Fees & Dates

#### Public Holidays (School Closed)

- **New Years Day**: Jan 1 (2016)
- **Australia Day**: Jan 26
- **Labour Day**: Mar 7
- **Good Friday**: Mar 25
- **Easter Monday**: Apr 28
- **ANZAC Day**: Apr 25

**Western Australia Day**: Jun 6
**Queens Birthday**: Sep 26
**Christmas Day**: Dec 26
**Boxing Day**: Dec 27
**New Years Day**: Jan 2 (2017)
**Classes Closed**: Dec 19 - Jan 2 (2017)

*There is no reimbursement for Australian Public Holidays*

#### Overseas Student Health Cover (OSHC) Allianz*

OSHC is a compulsory requirement for all student visa holders. Rate is payable according to length of student visa, not course.

- **0 to 3 mths**: A$147
- **3 to 6 mths**: A$232
- **6 to 9 mths**: A$423
- **9 to 12 mths**: A$535

### Non-Student Visa Holders*

Insurance for international students and visitors under the age of 49 and not on a Student Visa. (Provided by Allianz Educare).

Please note prices are approximate.

- **0 to 3 mths**: A$78
- **3 to 6 mths**: A$232
- **6 to 9 mths**: A$465
- **9 to 12 mths**: A$592

### 2016 Commencement Dates

**General English** (2 to 48 weeks)

- **Commencement every Monday**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 4</td>
<td>Feb 21</td>
</tr>
<tr>
<td>Mar 29</td>
<td>May 9</td>
</tr>
<tr>
<td>Jun 20</td>
<td>Aug 1</td>
</tr>
<tr>
<td>Sep 12</td>
<td>Oct 24</td>
</tr>
<tr>
<td>Dec 5</td>
<td>Jan 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL</td>
<td>English for Business Purposes</td>
</tr>
<tr>
<td>INTER</td>
<td>Jan 4, Feb 12 - Mar 25 (6 wks)</td>
</tr>
<tr>
<td>MEDIATE</td>
<td>Jan 11 - Mar 25 (3 months)</td>
</tr>
<tr>
<td>ABOVE</td>
<td>Jan 3, Feb 14 - Mar 29 (6 wks)</td>
</tr>
<tr>
<td></td>
<td>Foundation Studies Certificate in Business</td>
</tr>
<tr>
<td></td>
<td>Jan 11 - Mar 25 (3 months)</td>
</tr>
<tr>
<td>UPPPER</td>
<td>Jan 11 - Mar 25 (3 months)</td>
</tr>
<tr>
<td>MEDIATE</td>
<td>Jan 11 - Mar 25 (3 months)</td>
</tr>
<tr>
<td>ADVANCE</td>
<td>Jan 11 - Mar 25 (3 months)</td>
</tr>
<tr>
<td>NATIVE</td>
<td>Global Business Skills (non-refundable)</td>
</tr>
<tr>
<td>FLUENCY</td>
<td>Jan 11 - Feb 21 (4 wks full-time)</td>
</tr>
<tr>
<td>INGLISH</td>
<td>Jan 11 - Feb 21 (4 wks full-time)</td>
</tr>
</tbody>
</table>

**New English High School Preparation** (2 to 48 weeks)

**New English (Evening)** (2 to 48 weeks)

**English for Business Purposes**

- **Jan 4 - Feb 21** (6 wks)
- **Mar 29 - May 9** (6 wks)
- **Jun 20 - Jul 29** (6 wks)
- **Aug 1 - Sep 9** (6 wks)
- **Oct 24 - Dec 2** (6 wks)

**PET/CEA/CAE**

- **Jan 4 - Mar 30** (10 wks)
- **Mar 18 - Jun 16** (10 wks)
- **Sep 5 - Nov 25** (10 wks)

**Foundation Studies Certificate in Business**

- **Jan 9, 2017**
- **Sep 27, Dec 9** (3 months)

**Diploma of Business**

- **Jan 3, 2017**
- **Sep 27, Dec 9** (3 months)

**PET/CEA/CAE**

- **Jan 4 - Mar 30** (10 wks)
- **Mar 18 - Jun 16** (10 wks)
- **Sep 5 - Nov 25** (10 wks)

**Academic English**

- **Jan 3, 2017**
- **Aug 1 - Oct 24** (6 wks)
- **Oct 24 - Dec 2** (6 wks)
- **Dec 2 - Jan 3** (6 wks)

**CELTA**

- **Feb 9 - Apr 16** (10 wks part-time)
- **Apr 28 - Jul 2** (10 wks part-time)
- **Aug 16 - Oct 29** (10 wks part-time)
- **Nov 2 - Jan 3** (8 wks full-time)

**DELTA**

- **TBA** (8 wks full-time)

**DELTA**

- **TBA** (8 wks full-time)

**DELTA**

- **TBA** (8 wks full-time)

Please note: All prices included in this document are in Australian Dollars and include GST where applicable.

**Disclaimer:** The information contained in this document was correct at the time of publication but the Academy reserves the right to make subsequent changes.

2016 v8, Nov 2015
### PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name</td>
<td></td>
</tr>
<tr>
<td>Given Name/s</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td>/ /</td>
</tr>
<tr>
<td>Occupation</td>
<td></td>
</tr>
<tr>
<td>Education completed</td>
<td></td>
</tr>
<tr>
<td>Nationality</td>
<td></td>
</tr>
<tr>
<td>Passport number</td>
<td></td>
</tr>
<tr>
<td>Address in Home Country</td>
<td></td>
</tr>
<tr>
<td>Tel/Fax/Email</td>
<td></td>
</tr>
<tr>
<td>Address in Perth (if known)</td>
<td></td>
</tr>
<tr>
<td>Tel/Fax/Email</td>
<td></td>
</tr>
</tbody>
</table>

### FURTHER REQUESTED COURSES & DURATION

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>General English Course (GEC)</td>
<td>(23 hrs/week)</td>
<td>20</td>
</tr>
<tr>
<td>New Generation English/IELTS Preparation</td>
<td>(20 hrs/week)</td>
<td>23</td>
</tr>
<tr>
<td>English for High School Preparation</td>
<td>(23 hrs/week)</td>
<td>20</td>
</tr>
<tr>
<td>English for Academic Purposes</td>
<td>(23 hrs/week)</td>
<td>20</td>
</tr>
<tr>
<td>Exam Courses* (PET, FCE, CAE)</td>
<td>(23 hrs/week)</td>
<td>20</td>
</tr>
<tr>
<td>GAP Year Program</td>
<td>(23 hrs/week)</td>
<td>20</td>
</tr>
<tr>
<td>English for Business Purposes</td>
<td>(23 hrs/week)</td>
<td>20</td>
</tr>
<tr>
<td>Global Business Skills</td>
<td>(20 hrs/week)</td>
<td>20</td>
</tr>
<tr>
<td>Cert IV in Business</td>
<td>(20 hrs/week)</td>
<td>20</td>
</tr>
<tr>
<td>Diploma of Business</td>
<td>(20 hrs/week)</td>
<td>20</td>
</tr>
<tr>
<td>Teacher Training (DELTAL, CELTA, TAE)</td>
<td>(18 hrs/week)</td>
<td>23</td>
</tr>
<tr>
<td>Work Options* (Demi Pair/Au Pair/Internship/Job Club)</td>
<td>(20 hrs/week)</td>
<td>20</td>
</tr>
</tbody>
</table>

*Prerequisite language requirements apply*

### FEES

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Fee</td>
<td>A$</td>
</tr>
<tr>
<td>Overseas Student Health Cover (student visa only)</td>
<td>A$</td>
</tr>
<tr>
<td>Airport Meet &amp; Greet Service</td>
<td>A$</td>
</tr>
<tr>
<td>Accommodation Placement Fee</td>
<td>A$</td>
</tr>
<tr>
<td>Accommodation Fee (4 wks in advance)</td>
<td>A$</td>
</tr>
<tr>
<td>Other Fees (eg Academic Service, FCE Exam Fees; Demi Pair placement)</td>
<td>A$</td>
</tr>
<tr>
<td>TOTAL</td>
<td>A$</td>
</tr>
</tbody>
</table>

* Phoenix Club Card - entitles card holder to a wide range of discounts on food, entertainment, travel and retail.

### ACCOMMODATION & AIRPORT PICKUP

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you require Airport Pickup?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you want accommodation arranged for you?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>On-campus Student Residence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hostel/Hotel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homestay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you smoke?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you willing to live with a homestay family?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>with pets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>with children under 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>with smokers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CARE & SUPERVISION (UNDER 18 YEARS ONLY)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>All students under 18 years of age must have an adult carer</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### FURTHER STUDY IN AUSTRALIA

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will you take further study in Australia after your course?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Would you like Phoenix to arrange a place at a high school/university for you?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DECLARATION

I declare that the information supplied in this application and supporting documentation is true and complete. I have read and understood the Terms & Conditions of Enrolment of Phoenix Academy and agree to these terms.

I understand that Phoenix Academy reserves the right to vary or reverse any decision relating to admission or enrolment made on the basis of incorrect or incomplete information.

Privacy Statement: I understand that the information provided in this form will be used for the purposes of and in relation to my enrolment at Phoenix. Where the privacy principles apply, Phoenix restricts access to personal information of students except in the following cases:

a) when authorised in writing by the student to do so;
b) where required or authorised by law to government and regulatory authorities; credit reporting and fraud-checking agencies; or to your authorised representative (e.g. legal representative). Information provided may be made available to Commonwealth and State Agencies and the TPS Director of the Tuition Protection Service, pursuant to obligations under the ESOS Act 2000 and the National Code of Practice.

Student Signature: [Signature] Date: [Date]

Signature of the Parent/Guardian (if under 18 years): [Signature] Date: [Date]

Note: Estimated budget for text books is A$130 - A$160

TOTAL A$
APPLICATION FORM (Part B)  
Terms & Conditions of Enrolment

HOW TO ENROL

1. Send your completed Application Form to our representative in your country or direct to:  
The Registrar, Phoenix Academy  
PO Box 256, Leederville 6903, Western Australia  
Or fax or email to: The Registrar, +61 8 9235 6005 or  
admissions@phoenix.wa.edu.au  
Only apply online at: http://www.phoenix.wa.edu.au  
2. We will send you an Offer of Study detailing the terms of payment.  
3. On acceptance of your Offer of Study and receipt of fees, Phoenix Academy will send you pre-enrolment information along with accommodation information. For  
student visa applicants, a Confirmation of Enrolment (COE) will be sent to you.  
Take the COE to an Australian embassy to apply for a Student Visa.

CONDITIONS OF ENROLMENT

1. Tuition fees and all other fees (e.g. Overseas Student Health Cover) are to be paid  
according to your Offer of Study.  
2. For Airport Transfer and Homestay requests please provide flight details (number,  
date, arrival time) at least 2 weeks before you arrive in Australia. Phoenix  
Academy will confirm the details with you and send full homestay arrangements.  
3. For student visas, when selecting a commencement date please allow at least 4  
weeks for visa processing.  
4. Any changes to enrolment details must be notified to Phoenix Academy in writing.  
5. Students under 18 years old are required to have a local Carer/Guardian (please  
see below for details).  
6. Phoenix Academy reserves the right to change its fees and conditions at any time  
without notice.  
7. Change of address: Student Visa holders are required under the terms of their visa  
to notify Phoenix Academy of any change of address during their study at Phoenix  
Academy.  
8. Conditions under which the Academy may suspend or cancel your enrolment:  
   • Non-payment of fees  
   • Misbehaviour or misconduct  
   • Failure to meet satisfactory attendance requirements.  
   • Failure to meet course prerequisites  
9. The Department of Immigration and Border Protection (DIBP) regulation states that  
students on student visas must attend 80% of their classes to satisfy immigration  
requirements. Should your attendance fall below this level, you may be at risk of  
having your visa cancelled. Attendance at Phoenix Academy is based on the actual  
date of course commencement, and calculated as a percentage at the end of every  
week. Should your attendance fall below 80%, Phoenix Academy reserves the right  
to cancel or suspend your enrolment, which may put your visa at risk.  
10. Students enrolled in an Award Course Program (e.g. Diploma of Business) must  
achieve satisfactory course progress. Students who fail to maintain satisfactory  
course progress maybe at risk of their visa being suspended or cancelled.  
   Please refer to Student Progress Monitoring Policy on our website at  
www.phoenix.wa.edu.au  
11. Student wanting to withdraw, cancel, defer, or transfer to another provider must  
submit a formal request in writing to the Registrar.  
12. A LATE PAYMENT FEE up to $500 may be charged on outstanding fees. Interest  
calculated on a daily basis, using the current bank rate, may also be charged on  
outstanding fees.  
13. Any photos or videos taken on the premises of Phoenix Academy by students and/or  
Phoenix Academy staff may be used for promotional purposes.

ADDITIONAL CONDITIONS (UNDER 18 YEARS ONLY)

Students enrolled in the Phoenix High School Preparation Program (under 18 years old)  
are required to live with a Phoenix homestay family who act as the local carer  
and/or show evidence of living with a Phoenix approved responsible adult who will act as  
guardian.

METHOD OF PAYMENT

Bank Transfer  
Bank Draft  
Bank Cheque  
Cash  

Credit card: Master/Visa (3.4%)  
Amex (1.65%)  

All transfers must be made to:  
Name: Phoenix Academy Trust Account  
Bank Name: Bank of Western Australia Ltd  
Branch: 149 Oxford Street, Leederville 6007, Western Australia  
Branch No: 306-058 Account No: 052 903 3  
SWIFT CODE: BKWAU6P  

All payments must be made in Australian dollars and students are responsible for paying all bank charges.  
Email to: accounts@phoenix.wa.edu.au or fax copy of payment details to +61 8 9235 6005  
PHOENIX ACADEMY TRUST PROVIDER CODE: 000600  
Keyeq Pty Ltd t/a Phoenix Academy  
ABN 45 009 405 298.  
Registered by the West Australian Government.

REFUND POLICY

All requests for a refund should be submitted in writing (with supporting documentation) to the General Manager, Phoenix Academy.  
A notice of withdrawal due to:  
   • Illness or disability  
   • death of a close family member (parent, sibling, spouse, child)  
   • political or civil event that prevents acquisitual  
     may be accepted as grounds for partial refund of fees. Supporting  
     documentary evidence must be provided.  
In all cases:  
   • refunds of tuition and accommodation fees will be in accordance with the  
     Western Australian Government’s Policy Guidelines for institutions providing  
     courses to international students and Commonwealth Education Services for  
     Overseas Students Act 2000. These documents are available to students on  
     request.  
Phoenix will give the student a statement that explains how the refund  
amount has been worked out.  
Refund calculations are based on a maximum 24 week course block(s), or  
the course duration, whichever is the lesser.  
The refund (if any) will be paid within four weeks after receiving a written  
claim by the student.  
This agreement does not remove the right to take further action under Australia’s consumer protection laws. In the case of any disputes, Phoenix’s  
Dispute Resolution processes do not circumscribe the student’s right to pursue  
other legal remedies.

Refund Policy  
Amount Refunded  
If you offer a place at Phoenix then  
i.Enrolment Fee and ii.Homestay Placement Fee are non-refundable  
No refund  
If the visa application is unsuccessful and the student notifies Phoenix in writing within 14 days of refusal from the Embassy  
90% of tuition fees paid except an Administration Fee of up to A$600  
If the student withdraws up to 4 weeks before course commencement  
50% of tuition fees paid except an Administration Fee of up to A$600  
If the student withdraws and leaves the course 0 to 4 weeks after course commencement  
30% of tuition fees paid except an Administration Fee of up to A$600  
If the course is 12 weeks or less and the student withdraws and leaves the course 0 to 4 weeks after course commencement  
No refund is given  
If the student withdraws after Week 4 of the course  
Any refund is at the discretion of Phoenix  
If the student cancels Homestay accommodation up to 2 weeks before they wish to leave the house  
100% of accommodation fees paid except the Placement Fee  
If the student cancels Homestay accommodation less than 2 weeks before they wish to leave the house  
No refund is given  
If the student withdraws from Student Residence accommodation  
2 weeks or more before course commencement  
100% of accommodation fees paid except an Administration Fee of up to A$600  
70% of accommodation fees paid  
No refund  
After course commencement  
In the event that Phoenix Academy defaults of any courses offered and paid for by the student  
Phoenix Academy will:  
Either offer the student an alternative place at the provider’s expense, that is accepted by student in writing OR  
refund the student the unused portion of the prepaid fees.  
No refund is given  
If a student fails to notify the correct flight details or any change of details at least 2 days prior to arrival.  
No refund of the first 24 week block and 40% of the fees applicable to a subsequent 24 week block.

CHECKLIST

Completed all sections of the Application Form  
Read and understood the Conditions of Enrolment & the Cancellations & Refund Policy  
Attached copies of Academic transcripts (where relevant to your application)  
Signed the declaration

GENERAL INFORMATION

Dependants: Student’s dependants can enrol in a government or registered non-government high school as long as they meet the criteria set by the Department of Education (DOE). Depending on the school (government or non-government) and type of application (visa class of the parent and dependant) different fees and enrolment processes may apply.  
Employment required to support Student Visa are entitled to work 40 hours per fortnight during study periods and full-time in holidays. Spouses who accompany student visa holders may be able to work under certain circumstances. For more information, contact the Department of Immigration and Border Protection (DIBP).  
Health Cover: It is a requirement of the Department of Immigration and Border Protection (DIBP) that holders of student visas should have Overseas Student Health Cover (OSHC). For newly arrived students, this cover is arranged by Phoenix Academy as part of the admissions process. Full information, including how to claim a refund of medical expenses is provided during Orientation.  
Information Collection: Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2001, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TFS) and the TPS Director. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.