



### 1. COURSE LOCATION

(Please tick box for desired OHC Centre)

*This is a fillable pdf form*

Sydney

Melbourne

Brisbane

Gold Coast

Cairns



### 2. PERSONAL DETAILS

Title (Mr, Mrs, etc): \_\_\_\_\_ First Name(s): \_\_\_\_\_ Gender: M  F

Surname (Family Name): \_\_\_\_\_ Date of Birth (dd/mm/yyyy): \_\_\_\_\_

Nationality: \_\_\_\_\_

Passport Number: \_\_\_\_\_  
(Also attach a copy of the pages in your passport showing your photograph and passport number)

Visa Type: Tourist  Working Holiday  Student  Other \_\_\_\_\_



### 3. CONTACT DETAILS

Address: \_\_\_\_\_

Agent (If Applicable): \_\_\_\_\_

Telephone: \_\_\_\_\_

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



### 4. COURSE DETAILS

(Please refer to the Fees tab in the Australian locations section of: [www.ohcEnglish.com](http://www.ohcEnglish.com))

Course Name	Start Date:	No. Weeks of Study
1. _____	_____	_____
2. _____	_____	_____



### 5. CONFIRM YOUR CURRENT LEVEL OF ENGLISH

Beginner  Elementary  Pre-Intermediate

Intermediate  Upper-Intermediate  Advanced

You can test your English online at: [www.ohcEnglish.com](http://www.ohcEnglish.com)



### 6. ACCOMMODATION

(Please refer to the Australian section of our website for detailed accommodation information on your selected centre location: [www.ohcEnglish.com](http://www.ohcEnglish.com))

Do you require accommodation? YES  NO

Duration of Stay (Weeks): \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Any Special Requirements? (Dietary, Medical, Pets, Disability access?)  
\_\_\_\_\_



### 7. AIRPORT TRANSFER

(If you don't have your flight details at time of registration, please email to OHC as soon as possible. Note: OHC is not responsible for flight cancellations or time changes)

Do you require an airport transfer?  
YES  NO  Flight# \_\_\_\_\_ Arrival Date/Time: \_\_\_\_\_ Which Airport?: \_\_\_\_\_

## 8. WELFARE ARRANGEMENTS

Are you under 18 years of age? YES  NO

If Yes, this Application MUST be accompanied by a Care Provider Selection form.

Will you be cared for by a direct relative? (according to DIBP regulations) while enrolled at OHC. YES  NO

If No, we will arrange an experienced Care Provider (while student is under 18 years of age) and suitable accommodation for the period of enrolment at additional cost as stipulated in our Fees & Dates Information.

## 9. OVERSEAS STUDENT HEALTH COVER

On a Student Visa you must have Overseas Student Health Cover for the duration of your visa

Do you wish OHC to arrange your Overseas Student Health Cover? YES  NO

## 10. ENROLMENT TERMS AND CONDITIONS

Student refund requests must be in writing, addressed to the Admissions Office and include evidence supporting the request. All requests will be responded to within 28 days of receipt of request. If a refund is approved all refunds will be paid within 14 days of the approval. If OHC is unable to commence, continue or complete the delivery of a course tuition fees will be refunded within 14 days. All refunds will be paid to the person with whom OHC has a contract unless written authority is received by OHC to pay another party.

### Visa Rejection

Tuition fees are refunded if a visa application is rejected. Enrolment and accommodation support fees are not refundable. Where a student's visa is refused in Australia making them ineligible to study for a course they are currently studying, a refund of unused tuition will be granted on a pro rata basis.

### Withdrawal

If an enrolment is cancelled more than 28 days prior to commencement of the course there will be a cancellation fee equivalent to 25% of tuition fees paid. If an enrolment is cancelled within 28 days of commencement of the course, or the student does not commence on the agreed date, or withdraws from the course once it has commenced there will be no refund. Where a student has been granted a deferral prior to commencement of a course or trimester/semester, tuition paid will be transferred to the subsequent study period. Where the student does not take up his/her place in the subsequent study period, a refund will only be payable if the student visa is not granted.

Where a student's enrolment is cancelled because of misbehaviour or breaching of visa conditions there will be no refund.

### Accommodation

Accommodation fees will be refunded provided two weeks' notice is given before the commencement date of the homestay. If students cancel accommodation within two weeks before homestay commences, two weeks homestay fees will be deducted from the refund. Once in homestay, students must give two weeks' notice; otherwise, two weeks homestay fee will be deducted from the refund.

Provider default is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

In the unlikely event that OHC is unable to deliver your course in full, you will be offered a refund of any unused course money you have paid to date. The refund will be paid to you within 14 days of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course at no extra cost to you. You have the right to choose whether you would prefer a full refund of unused 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 OHC is unable to provide a refund or place you in an alternative course the Tuition Protection Service (TPS) will place you in a suitable alternative course at no extra cost to you, or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

## DECLARATION AND SIGNATURE

### DECLARATION

I, .....

1. Hereby declare that all information given is true and complete.
2. Authorise OHC to obtain further official records if necessary from any relevant educational institution.
3. I have read, understood and agree to the above OHC terms and conditions.
4. I have made myself familiar with the Information for Intending Overseas/Domestic Students.  
(available under the Australian Policies & Reports section of: [www.ohcEnglish.com](http://www.ohcEnglish.com) )

Signature (if under 18 years of age, signature of parent/guardian required)

.....  
Date (dd/mm/yy)

Please Note: All fees are subject to change. Students are required to pay the current applicable fees which may differ from the fees quoted in the offer.

All applications to be emailed to: [info@ohcEnglish.com](mailto:info@ohcEnglish.com)

#### Melbourne

185 Spring Street  
Melbourne, Victoria 3000  
Telephone +61 3 9662 2055  
Facsimile +61 3 9662 2083

#### Sydney

Level 6, 91 York Street  
Sydney, New South Wales 2000  
Telephone +61 2 9299 1400  
Facsimile +61 2 9299 0211

#### Brisbane

Level 1,171 Elizabeth Street  
Brisbane, Queensland 4000  
Telephone +61 7 3211 4188  
Facsimile +61 7 3211 4199

#### Gold Coast

Level 2, Oasis Centre, Victoria Ave  
Broadbeach, Queensland 4218  
Telephone +61 7 5592 5477  
Facsimile +61 7 5592 5288

#### Cairns

18 Lake Street  
Cairns, Queensland 4870  
Telephone +61 7 4041 2855  
Facsimile +61 7 4041 2866

CRICOS Provider Codes:

Holmes Institute Pty Ltd VIC 02639M, NSW 02767C, QLD 02727M; Holmes Commercial Colleges (Melbourne) Ltd VIC 00898G, NSW 01313G, QLD 01646J; Holmes Commercial Colleges (Melbourne) Ltd T/A Holmes English Language Centre 00067C; Holmes Colleges Sydney Pty Ltd 00040C; Holmes Colleges Queensland Pty Ltd 01647G; Melsand Pty Ltd T/A Intensive English College 00168J; The University of Newcastle NSW 00109J; James Cook University NSW 01965E, VIC 02153M.