



## IELTS INTENSIVE PREPARATION COURSE APPLICATION FORM

### PERSONAL DETAILS

Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	First Name _____	Family Name _____
Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	Date of Birth <u>DD/MM/YYYY</u>	Current Visa _____
Address in Australia _____ _____	Email _____	Phone _____
Postcode _____	Mobile _____	

### EMERGENCY CONTACT

Name _____
Phone Number _____
Relationship _____

### EDUCATION AGENT (If applicable)

Name _____
Company _____

### PAYMENT OPTIONS

Please nominate a payment option. A description of each option can be found below.

☐ Option ONE

☐ Option TWO

☐ Option THREE

### ABOUT THE PROGRAM

This IELTS Intensive Preparation Course (non-CRICOS) has a duration of 4 weeks, with students required to enrol into a minimum of 2 weeks. The timetable is as follows:

**Monday – Thursday (5.15pm-9.15pm): IELTS Skills Development**

**Saturday (9.00am-1.00pm): Mock tests**

Students who enrol and pay in advance for the 4 week course will be charged \$900.00. Alternatively students who choose to enrol into the course for a minimum of 2 weeks will pay \$700.00 upfront, with each additional week costing \$150.00.

### QUESTIONS TO ANSWER

- Have you ever undertaken an IELTS/English exam before? ☐ Y ☐ N
- If yes, what were your last exam results?  

<input type="checkbox"/> Reading	<input type="checkbox"/> Writing	<input type="checkbox"/> Speaking	<input type="checkbox"/> Listening
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- What is your target Score?  

<input type="checkbox"/> Reading	<input type="checkbox"/> Writing	<input type="checkbox"/> Speaking	<input type="checkbox"/> Listening
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- How many weeks would you like to enrol into the course for?  

<input type="checkbox"/> 2 weeks	<input type="checkbox"/> 3 weeks	<input type="checkbox"/> 4 weeks	<input type="checkbox"/> Other _____
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- When would you like to begin the course? DD/MM/YYYY
- When do you plan to sit your IELTS exam? DD/MM/YYYY

### By signing this Application Form

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with Privacy Notice in Appendix A (please refer to Page 2).
- I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment.
- I confirm that I have read and understand this document, including the Provision of Information to Students pre-application included at Appendix A.
- I confirm that the application form, including Appendix A, has been explained to me and/or that copies of the document were available to me in my own language on request.

### PAYMENT OPTIONS

#### Option ONE

Enrol into the 4-week program and pay at enrolment \$200.00 non-refundable deposit.

First day of class - outstanding: \$700.00

#### Option TWO

Enrol into the 4-weeks program and pay at enrolment \$200.00 non-refundable deposit.

First day of class pay for the first 2 weeks \$500.00

First day of week 3 pay \$300.00

#### OPTION THREE

Enrol into 2 weeks only and pay at enrolment \$200.00 non-refundable deposit.

First day of class: pay outstanding \$500.00

Should you wish to extend the course each week will cost \$150.00 and is payable at the first day of class of the extension. Extension is based on seat availability and cannot be guaranteed.

**The program is structured as a 4 weeks program and we highly encourage participants to enrol into the 4 week duration. Furthermore by paying the full amount of the course on the first day of class, you will save \$100.00!**

### PAYMENT METHODS

- Cash at Reception (you will be given a receipt).
- MasterCard, Visa, EFTPOS/Debit Card, Direct Bank Deposit
- Personal/company cheque (not preferred).
- To pay by credit/debit card remotely, please email [admissions@waifs.wa.edu.au](mailto:admissions@waifs.wa.edu.au) for a credit card payment form. If someone is paying fees on your behalf, you will need to provide a form of photo and signature ID of the account holder making the payment and they must sign that they approve payment being made for your fees.

Account Name: West Australian Institute of Further Studies  
BSB Number: 016307  
Account Number: 450885432  
Swift code: ANZBAU3M  
Bank Name: Australian New Zealand Bank (ANZ Bank)  
Address: Queen Street, Fremantle Western Australia 6160  
Payment Reference: Your student ID/Date of Birth/Mobile Number

Note: If you make a direct deposit at a bank, the bank often does not put any reference on the deposit (even if you ask them to). Make sure you keep proof of your deposit. WAIFS recommends you take a photo of the deposit slip and send it to [accounts@waifs.wa.edu.au](mailto:accounts@waifs.wa.edu.au) so WAIFS can allocate the payment to you quickly.

Applicant Signature \_\_\_\_\_

If under 18 - Parent/Legal Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

The following information and conditions of enrolment at WAIFS are provided to applicants for information purposes only. This information does not form a binding agreement between the student and the West Australian Institute of Further Studies (WAIFS). Successful applicants will receive a Letter of Offer and Acceptance of Offer Form. Returning the signed Acceptance of Offer Form and paying the initial fee creates a binding Agreement between WAIFS and the student (or guardian if student is under 18) named in WAIFS' Letter of Offer. This information and information contained in the Letter of Offer and the Acceptance of Offer Form may be subject to variation as necessary to comply with any Australian Commonwealth or State law, regulation or amendment thereof.

### 1. General

1.1. The availability of a complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws. Current - or intending - overseas students may access appeals advice and dispute resolution services in relation to a decision made by their private education or training provider at no cost through the Overseas Students Ombudsman. For more information visit the Overseas Students Ombudsman website [www.oso.gov.au](http://www.oso.gov.au) or call 1300 362 072.

1.2. WAIFS's responsibilities to the student pertain only to the WAIFS course(s) outlined in the Letter of Offer.

1.3. ESOS Framework - International students are protected by the Education Services for Overseas Students (ESOS) legislative framework: [www.internationaleducation.gov.au/](http://www.internationaleducation.gov.au/)

### 2. Visa Conditions

International students are responsible for meeting all visa conditions as specified by the Australian Government. For more information, visit: [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

### 3. Refunds and Cancellation of Enrolment

Cancellation prior to commencement of the course:	Should a candidate have paid more than the \$200.00 non-refundable deposit, WAIFS will refund the amount paid above the non-refundable deposit.
Cancellation after course commencement within week 1-2 of the course:	<p><b>Option 1:</b> The candidate is eligible for a refund of \$400.00.</p> <p><b>Option 2/3:</b> The candidate is not eligible for a refund of the already paid amount, however no further payments need to be made.</p>
After course commencement within week 3-4 of the course:	<b>Option 1, 2 and 3:</b> No refund of any fees paid to WAIFS.
Transfer to another course start date more than 5 days prior to the original course start date (if places are available):	Administrative Fee of \$25.00 will apply.
Cancellation by WAIFS:	Full refund.
Transfer to another course date by WAIFS:	Full refund if the new course date is not suitable.

### 4. Location and Facilities

4.1 WAIFS' campus is located at Level 1, 160 Central Arcade, 811 Hay Street, Perth WA 6000. Information about Perth (the capital city of Western Australia) can be found at [www.waifs.wa.edu.au/about-perth/](http://www.waifs.wa.edu.au/about-perth/)

4.2 WAIFS offers a range of facilities to its students, including:

- (i) Access to learning resources and communal laptops;
- (ii) A welcoming student recreational area with Internet access;
- (iii) An interactive learning environment;
- (iv) Student support services, including English and numeracy support and referral (at no cost) to external specialist services such as legal services.

Further information on WAIFS, its location and facilities can be found at [www.waifs.wa.edu.au/student-services/](http://www.waifs.wa.edu.au/student-services/)

### 5. Circumstances in which personal information about students may be shared

Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018 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 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. Information collected about you on this form and during your enrolment (including personal information and contact details, course enrolment details and changes, and the circumstances of any suspected breach by a student of a student visa condition) can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service Secretary. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

### 6. Students under 18

WAIFS accepts enrolment from students under 18 years of age, with the approval of their parent(s) or guardian(s). Students under 18 are more vulnerable than other students and WAIFS has documented policies which it must follow in relation to the approval of accommodation, support and general welfare for younger students. Further information is available at [www.waifs.wa.edu.au/policies-procedures/](http://www.waifs.wa.edu.au/policies-procedures/)

### 7. Circumstances in which personal information about students may be shared

Information collected about you on this form and during your enrolment (including personal information and contact details, course enrolment details and changes) can be provided, in certain circumstances, to the Australian Government and designated authorities and the Tuition Assurance Scheme. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

Under the Data Provision Requirements 2012, WAIFS is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by WAIFS or statistical, regulatory and research purposes. WAIFS may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

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- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).