

Course Details

Selected Course/s
Commencement Date/s
Agent (if applicable)
Agent Contact Details (if applicable)

Personal details

Family Name		First Name	
Date of Birth		Place of Birth	
Gender (M/F)		Marital Status	
Nationality/Citizenship			
Visa Evidence Number (if applicable)			
Preferred DIMIA Office for VISA Application			

Contact Details

Postal Address			
Country		Email	
Phone		Fax	

Passport Details

Number	
Date of Issue	
Expiry Date	
Country of Issue	

Enrolment Process

- Complete the Application for Admission (International) in full and forward to CHARLTON BROWN CAMPUS **Post:** Level 2, 20 Wharf St, BRISBANE QLD 4000 **Fax:** +61 7 3221 6855
- Once the form is received and reviewed by CHARLTON BROWN you will be issued with a conditional offer of enrolment for the course/s you have applied for
- Overseas Student Health Cover and First Semester fees are payable prior to the issuance of the Confirmation of Enrolment (COE) by CHARLTON BROWN
- Payment for the remaining course fees is dependant on the qualification being undertaken. Courses fees can be paid per semester. Please contact the college for further information

International Student Enrolment Checklist

Please read the terms and conditions and enrolment procedures and complete the checklist below.

- Completed Application for Admission in full
- Read the Enrolment Procedures
- Read and agreed to the Terms and Conditions of enrolment
- Attached copy of current passport
- Attached copy of VISA (if VISA already issued)
- Attached copy of IELTS score or proof of English proficiency
- Attached 1 passport sized photograph

Attach Photo

Declaration

I am aware of the extent of the tuition and living costs associated with studying in the Course Program and I am prepared to meet these costs.

I have read, understood and agree to abide by the conditions of enrolment.

I have read and understood my responsibilities regarding health cover and visas.

I accept that CHARLTON BROWN will determine the grades that I achieve in the Course Program.

I understand that my personal information, including my personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of my student visa condition, may be shared between the College and the Australian Government and designated authorities and the Tuition Assurance Scheme and the ESOS Assurance Fund Manager.

I understand that if I provide incorrect or incomplete information, this may result in cancellation of my enrolment.

I recognise that it is my responsibility to provide all necessary documentation to support this application.

I authorise CHARLTON BROWN to obtain further information where necessary. If I am admitted to the Course Program, I agree to abide by this application and other rules and conditions of the program.

I understand that I am obliged to notify the CHARLTON BROWN of any change of address within 14 days while I am enrolled in the course.

I _____ declare that the information provided is true and correct. I

agree to comply with the Terms and Conditions of Enrolment set by CHARLTON BROWN College.

Signed _____

Date _____

Terms and Conditions of Enrolment

ENTRY REQUIREMENTS

- Students must be over 18 years when applying for any course with CHARLTON BROWN
- Students applying for Certificate level courses are required to have a minimum IELTS overall score of 5
- Students applying for Diploma level courses are required to have a minimum IELTS overall score of 5.5
- Other forms of English language testing are accepted however must be equivalent to the IELTS scores

PROGRAM

Courses offered by CHARLTON BROWN are taught as a combination face-to-face and practical on-the-job experience. The minimum amount of full-time study is 20 contact hours per week. Assessment is done through written assignments, in class activities and workshops as well as the practical on the job assessment. The course is delivered at our Brisbane CBD Campus. Facilities available include student computer, course resources plus student lunch area where students can heat and keep lunches. The building is modern bright and air conditioned.

OVERSEAS STUDENT HEALTH COVER (OSHC)

It is a requirement of being an International Student that you have Overseas Student Health Cover. CHARLTON BROWN has an arrangement with Australian Health Management (AHM). The cost of OSHC is additional to the tuition fee and will vary depending on the duration of your study in Australia. CHARLTON BROWN will arrange your cover for you. This fee is payable prior to issuance of your confirmation of enrolment.

ACCOMMODATION

Should you require assistance with sourcing accommodation in Brisbane please contact CHARLTON BROWN with as much notice as possible. There are several options available to you which we are happy to discuss. Whilst on course, you are required to inform CHARLTON BROWN of any change of residential address within 7 days of the change.

PAYMENTS

Payments can be made by cheque or direct deposit into our bank. All cheques are to be made in Australian Dollars payable to: CHARLTON BROWN. Bank transfers are payable to:

Account Name: Charlton Brown Nanny College Overseas Student Trust Account
Account Number: 556530947
BSB Number: 084-929
Bank Name: National Australia Bank
Branch: Strathpine, Australia

** Please provide your name as the reference*

REFUND POLICY

After commencing a course, there will be no refunds if a student withdraws.

A part refund will be available for students who cancel two weeks prior to the commencement date. This will be paid in Australia dollars. A full refund is not available.

Deductions from a refund includes an administration fee of AUS\$250.00, plus 5% of the total course cost. A statement of all deductions will be forwarded to the student.

If CHARLTON BROWN cancels a course for which a deposit has been paid, a full refund or transfer to another course will be available.

In the event of a student being unable to complete a course or study for reasons that are acceptable to the Director, a deferment may be granted, provided:

* The student complies with all terms and conditions of the visa

* The student has met college guidelines in respect to fees and charges

(Documentation to support deferment must accompany the written request. For example – medical evidence. For more information see Student Handbook).

A refund will be paid directly to the student unless notified in writing of alternative payment. All monies will be refunded no later than 2 months after the due date.

CHARLTON BROWN is a member of the ACPET Overseas Student Tuition Assurance Scheme

THE ESOS FRAMEWORK – PROVIDING QUALITY EDUCATION AND PROTECTING YOUR RIGHTS

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the *Education Services for Overseas (ESOS) Act 2000* and the National Code.

Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.dest.gov.au>. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students. Please check carefully that the details of your course – including its location – match the information on CRICOS.

Your rights

The ESOS framework protects your rights, including:

- your right to receive, before enrolling, current and accurate information about the courses, fees modes of study and other information from your provider and your provider's agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.
- your right to know:
 - how to use your provider's student support services;
 - who the contact officer or officers are for overseas students;
 - if you can apply for course credit;
 - when your enrolment can be deferred, suspended or cancelled;
 - what your provider's requirements are for satisfactory progress in the courses you study;
 - if attendance will be monitored for those courses;
 - what will happen if you want to change providers; and
 - how to use your provider's complaints and appeals process.

Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions;
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay;
- meet the terms of the written agreement with your provider;
- inform your provider if you change your address;
- maintain satisfactory course progress;
- if attendance is recorded for your course, follow your provider's attendance policy; and
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements.

Contact details

Who?	Why?	How?
CHARLTON BROWN	For policies and procedures that affect you	Speak with CHARLTON BROWN . Go www.charltonbrown.com.au
Department of Education Science and Training (DEST)	For your ESOS rights and responsibilities	www.dest.gov.au/esos (until 30 June 2007) aei.dest.gov.au/esos ESOS Helpline +61 2 6240 5069 Email esosmailbox@dest.gov.au
Department of Immigration and Citizenship (DIAC)	For visa matters	www.immi.gov.au Phone 131 881 in Australia Contact the DIAC office in your country.