



## VET CONDITIONS OF ENROLMENT: SELC Australia Pty Ltd t/a SELC Career College Australia | CRICOS ID: 00051M NTIS ID: 91721

Please read the following conditions carefully before you sign on page 1. If you have any questions, please contact SELC Career college Australia for further information before proceeding with your enrolment. Only the student signature will be deemed as valid.

This document is an enrolment form only and is NOT a contract between you and SELC Career College until SELC Career College has processed your application and confirmed your enrolment to you in writing.

Your enrolment will not be processed until SELC Career College has sighted a **signed copy of this enrolment form**. You must also read the description of the Education Services for Overseas Students (ESOS) Framework before enrolling. This can be found at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>. Scroll down until you find the link to [ESOS Framework Student Fact Sheet](#). This document explains your rights and obligations as an overseas student or an intending overseas student in Australia.

**PAYMENT OF FEES:** 4 WEEKS prior to course commencement the following fees must be paid to be guaranteed a place: enrolment fee, resource fee and at least the first instalment of tuition fees. If your course length is 25 weeks or longer (not including breaks), only up to 50% tuition of the entire length can be collected by SELC. The remaining 50% of tuition is payable 2 WEEKS prior to the commencement of the 2<sup>nd</sup> half of your course. Instalments are payable as per the Course Schedule (refer to the Letter of Offer).

Payment can be made by bank draft, bank cheque, credit card (2% surcharge) or bank transfer to the below account.

<b>Account Name:</b>	SELC Australia Pty Ltd
<b>Account Number:</b>	636 654
<b>Branch Number (BSB):</b>	032 051
<b>SWIFT Code:</b>	WPACAU2S
<b>Bank Name:</b>	Westpac Banking Corporation
<b>Branch:</b>	BONDI JUNCTION, WESTFIELD SHP CTR, NSW 2022 AUSTRALIA

**ACCOMMODATION:** Your accommodation will be confirmed when we receive the arrival date and time of your flight and flight number. We must receive this information at least 3 WEEKS before you arrive in Australia. Send us a fax or e-mail if necessary. We will then send you the name, address and telephone number of your accommodation provider. Homestay accommodation may not be available the day you arrive in Sydney, particularly if you arrive at short notice or many days before your course begins. In these cases we reserve the right to put you in budget lodge/hotel accommodation for a short period. There may be extra charges payable for lodge/hotel accommodation.

**REFUND AND CANCELLATION POLICY:** All refund and cancellation must be requested by completing a SELC official request form. The refund request form can be obtained at reception or by email – [info@selc.com.au](mailto:info@selc.com.au). Your enrolment can be one single course or multiple courses (package of courses).

- Enrolment fee is not refundable except in the case of visa application refusal prior to course commencement, see point 2.
- If your visa application is refused, your course fees will be refunded as per the table below within 4 weeks. SELC requires official confirmation from the Australian Immigration Authorities that you are unable to obtain a visa.

Before your enrolment begins	After your enrolment begins
Pre-paid course fees are refundable excluding 5% (up to a maximum amount of \$500) of the total amount received by SELC.	Non-tuition fees are not refundable except accommodation fees (see point 22 and 23). Any remaining unspent tuition fees are refundable from the official visa rejection day (default day).

- If you cancel your enrolment 28 days or more before the course begins, all pre-paid tuition fees will be refunded within 4 weeks excluding the Administration fee of \$220. Accommodation Placement fee (where applicable) will be retained by SELC.
- If you cancel your enrolment less than 28 days before the course begins, 70% of the pre-paid tuition fees will be refunded within 4 weeks excluding the Administration fee of \$220. Accommodation Placement fee (where applicable) will be retained by SELC.
- If you cancel your enrolment on or after your start date, all pre-paid course fees are not refundable except accommodation fees (see point 22 and 23).
- If you change the start date of your enrolment, the cancellation policy will apply from your original start date, not the new start date.
- If a tuition deposit is paid instead of the full first instalment of tuition, this deposit is non-refundable except in the case of visa refusal (see point 2) or provider default (point 15).
- SELC resource fees are only refundable when the refund request is made prior to commencement of the published start date of the course. In the case of visa application refusal prior to course commencement, see point 2.
- SELC is under no obligation to provide a Letter of Release if the requested transfer of enrolment to another provider is within 6 months from your principal course commencement date at SELC.
- If SELC judges that your English level is not appropriate for your enrolled course, SELC has the right to postpone your enrolment until you meet the required English level for the course. You may enrol into one of SELC's English programs (at additional cost) or with another ELICOS provider. It's your own responsibility to check with DIBP for your visa.
- In the case of your expulsion from the school there will be no refund of course fees.
- Refunds may not be made directly to a student. If you enrol through a SELC agent, the refund may be paid through that agent.
- Course fees are not transferable to another person.
- No refunds will be made for classes missed due to exams, excursions, internships or other obligations that fall outside the normal schedule of classes.

15. If for any reason SELC is unable to offer a course in an agreed location for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by SELC, all pre-paid tuition fees will be refundable within 14 days of the agreed course starting day. If this occurs after your course begins, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by SELC, any remaining unspent tuition fees are refundable within 14 days of the date this occurs. In the unlikely event that SELC is unable to fulfil its obligations of providing an agreeable alternative course or a refund, SELC will notify of this to the TPS (Tuition Protection Scheme) Director. The TPS director will then allocate the student a period within which they are able to choose an alternative course from the options provided.
16. In the unlikely event that SELC fails to enter in to a written agreement with a student or the agreement is not compliant with the requirements of the ESOS Act and the ESOS National Code, the same refund policy will be applied as provider default, see point 14.
17. SELC reserves the right to change its fees and conditions reasonably in accordance with changes in the current economic and/or legal regulatory environment. If it is felt these changes are unreasonable students have the right to access SELC's complaints and appeals processes and to also take further action under Australia's consumer protection laws.
18. SELC reserves the right to deny you access to SELC's premises and to withdraw its other services if your conduct disrupts the normal operation of the school. SELC's dispute resolution processes do not circumscribe your right to pursue other legal remedies.
19. This agreement, and availability of complaints and appeals processes, does not remove the right of the student to take action under the Education Services for Overseas Students (ESOS) Act by contacting the Overseas Students Ombudsman.

**Overseas Students Ombudsman:**

GPO Box 442, Canberra ACT 2601, Australia  
Tel: 1300 362 072 (in Australia), +61 2 6276 0111 (outside Australia)  
Email: ombudsman@ombudsman.gov.au Web: www.oso.gov.au

**ACCOMMODATION and AIRPORT TRANSFER FEES**

20. Accommodation placement fee is not refundable except in the case of visa application refusal prior to course commencement, see point 2.
21. If you cancel your accommodation more than 3 weeks prior to the requested date, SELC will refund all accommodation fees paid.
22. If you cancel your accommodation less than 3 weeks prior to the requested date, SELC will charge a cancellation fee equivalent to 2 weeks accommodation fee except in the case of visa application refusal prior to course commencement, see point 2.
23. After your homestay accommodation starts and you cancel, you are required to give a 2 weeks' notice to the homestay accommodation and SELC or 2 weeks' cancellation fee will apply.
24. After your lodge accommodation starts and you cancel, the initial 4-week booking is not refundable. After the initial 4-week booking, you are required to give a 2 weeks' notice to the lodge accommodation and to SELC or 2 weeks' cancellation fee will apply.
25. If you cancel your airport transfer booking more than 7 days prior to the requested date, SELC will refund all airport transfer fees paid.
26. If you cancel your airport transfer booking less than 7 days prior to the requested date, SELC will charge a cancellation fee equivalent to 100% of airport transfer fees except in the case of visa application refusal prior to course commencement, see point 2.
27. If you fail to arrive at the requested date and time and miss the transfer service, SELC will charge a cancellation fee equivalent to 100% of airport transfer fees.

**EXCEPTIONAL CIRCUMSTANCES (DEFER, SUSPEND OR CANCELLING YOUR STUDIES):** SELC will only allow students to defer i.e. delay the commencement of their studies, or suspend i.e. take a break during the course, if there are compassionate or compelling circumstances. These will be judged on a case by case basis and students must follow the 'SELC Student Request to Defer, Suspend or Cancel Studies Procedures'. Refer to Refund and Cancellation Policy section of this document for information about your fees when deferring or cancelling your studies. Students will need to check with DIBP the implications that deferring, suspending or cancelling their studies may have on their visa.

SELC also has the right to suspend a student's studies if it is decided that their behaviour, attitude or progress is not sufficient to justify continuation in the course. A student subject to this judgement will have 20 days to access SELC's Policy for Student Grievance Handling if they disagree with the decision.

**ORIENTATION/SUBJECT ENROLMENT:** It is essential you attend orientation. The orientation dates are normally one week prior to your course commencement (refer to the Letter of Offer for your orientation date). It is advisable to make travel arrangement to attend orientation if you are arriving from overseas. Your passport and original copies of English and Academic evidences are required to be shown at orientation for certification purposes. Please bring these documents to finalise your enrolment and acceptance in the course. Any outstanding fees will require payment at orientation.

**PUBLIC HOLIDAYS:** SELC is closed for all New South Wales public holidays. Compensation will not be made for classes not offered on public and special holidays.

**OVERSEAS STUDENT HEALTH COVER (OSHC):** OSHC is compulsory by law for all student visa holders. SELC collects this fee at the time of enrolment on behalf of your health care provider. It is your responsibility to read and check the conditions of this health cover. It is strongly advised that all students also arrange travel insurance (against loss, damage, theft etc) prior to travelling in Australia.

**PRIVACY INFORMATION FOR OVERSEAS STUDENTS HEALTH COVER MEMBERS:** You consent to any information gathered by SELC relating to you, being made available to Medibank, your health insurer, for the purposes of Medibank communicating with you, managing Overseas Students Health Cover membership and for related purposes outlined in your insurer's Privacy Policy. Medibank will collect, use and disclose your personal information in line with Medibank's Privacy Policy which is available on-line at [www.medibank.com.au](http://www.medibank.com.au).

**CHANGE OF ADDRESS:** Student visa holders are required to provide SELC with their current Australian address at all times. Every time you change your address you must complete the SELC student contact details form as soon as practicable.

**COURSE PROGRESS:** Student visa holders are required to maintain satisfactory progress and SELC is obliged to notify DIBP if you do not satisfactorily complete at least 70% progress each study period. Students will be provided with intervention and the opportunity to appeal. Refer to the SELC Course Progress Policy and Procedure



**COLLECTION AND USE OF PERSONAL INFORMATION:** A copy of relevant pages in your passport may be required by SELC in regard to your enrolment. Photographs, videos and testimonials provided by you and/or taken by SELC may be used for marketing and promotion purposes. The information you provide may be published on the internet and will be accessible overseas and may be copied and used by any web user and that the College will have no control over subsequent use and disclosure. You should be aware that the photographs of you may be considered personal information under the *Privacy Act 1988* (Commonwealth) and information relating to the College's collections, use, storage and disclosure of personal information can be [www.selc.com.au](http://www.selc.com.au). You have the right to request access to your personal information held by the College. The information provided on this enrolment form, your academic results and/or attendance may be made available to parents, your agent, further studies institutions, our OSHC provider, the Australian Government and designated authorities and, if relevant, the Tuition Protection Service Fund Manager pursuant to obligations under the ESOS Act 2000 and the National Code 2007. In addition, SELC is required to inform DIBP about certain changes to a student's enrolment, and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

**CODE OF CONDUCT:** Students must abide by SELC rules at all times; this includes conduct on college premises, in class, at SELC organised events and in SELC-arranged accommodation. SELC reserves the right to discipline or expel vocational students whose conduct is unsatisfactory. No refund of tuition fees will be made in the case of expulsion from the college. Students will have the right to access SELC's Complaints and Appeals Procedure if they disagree with any Code of Conduct decision made against them. The SELC college rules can be found in the Student Handbook and on the SELC Sport & Fitness Career College website, <http://scca.edu.au/>

**INDEMNITY DECLARATION:** The student agrees that SELC and its employees and agents, on accepting the enrolment and providing tuition shall not be held responsible and/or be under liability as far as permitted by law and/or will not make any claim against them for the student's death, bodily injury, loss, damages and/or property damages which may be sustained by the student and/or which may be caused by the student in connection with or during the period of: a) attendance at any premises owned, operated or controlled by SELC b) attendance at any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of SELC or any activity of which SELC has any knowledge c) any accommodation whether short-term or long-term arranged by SELC; or in any way whatsoever during his/her association with SELC. You hereby release SELC and/or its agents from loss, damage, death or injury from any actions, claims, demands which, if you had not entered into this document, you might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and you hereby indemnify SELC and/or its employees, and/or agents against any such liability. Further, the student agrees to pay any direct or indirect costs incurred by SELC in relation to these activities where a student attends and participates in excursions or activities (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of SELC or of which SELC has knowledge.

To the extent permitted by law, SELC is not liable for third-party claims against you for losses or damages; special, incidental, or indirect damages or for any economic or consequential damages (including lost profits or savings), even if SELC is informed of their possibility. You are solely responsible for the results achieved by you in attending the courses and using the materials provided by SELC.

**PATENTS AND COPYRIGHTS:** You agree not to use SELC's copyrighted material, trademarks, trade names, or other designations in any promotion or publication without SELC's prior written consent.

**GOVERNING LAW:** This document shall be governed and construed in all respects in accordance of the laws of New South Wales, Australia.

Please return to:

**SELC Australia Pty Ltd**  
t/a SELC Career College Australia  
ABN 34 051 281 380  
CRICOS ID 00051M  
NTIS ID 91721

**City:** Level 6, 56-58 York Street, Sydney, NSW 2000 Australia (Course delivery location)  
Phone: +61-2-9262-3403 Fax: +61-2-9262-3402

**Bondi:** Level 2, 19-23 Hollywood Avenue, Bondi Junction, NSW 2022 Australia (Company Headquarters)  
Phone: +61-2 8305 5600 Fax: +61-2-9389-6977



## ELICOS CONDITIONS OF ENROLMENT: SELC Australia Pty Ltd t/a SELC Language Centres | CRICOS ID: 00051M

Please read the following conditions carefully before you sign the enrolment form. If you have any questions, please contact us for further information before proceeding with your enrolment.

**Your enrolment will not be processed until SELC has sighted a signed copy of this form.**

You must also read the description of the Education Services for Overseas Students (ESOS) Framework before enrolling. This can be found at <https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation.aspx>. Scroll down until you find the link to [ESOS Framework Student Fact Sheet](#). This document explains your rights and obligations as an overseas student or an intending overseas student in Australia.

SELC Student handbook and pre-arrival information are available from our website - <http://selc.com.au/contact/contact-form/>. This includes information about living and studying in Sydney, details about your first day at SELC and homestay and airport transfer information if applicable.

**LIVING COSTS IN AUSTRALIA:** In addition to school fees, knowing the average living costs in Australia is an important part of your financial preparation and DIBP has financial requirements you must meet in order to receive a student visa. This information can be found at <http://www.studyinaustralia.gov.au/global/live-in-australia/living-costs#>.

**PAYMENT OF FEES:** The enrolment fee must be paid when you enrol. All required course fees (tuition fees and non-tuition fees) must be received by SELC at least 4 WEEKS before your course begins, otherwise we cannot guarantee your place. If you enrol in General Intensive English or Academic English Program for 25 weeks or longer (not including breaks), SELC requires 50% tuition of the entire course length as per the TPS regulation. However you can choose to pay tuition in full before your course begins. In the case of choosing to pay only 50% tuition, the remaining 50% is payable 2 WEEKS prior to the commencement of the 2<sup>nd</sup> half of your course.

Payment can be made by bank draft, bank cheque, credit card (2% surcharge) or bank transfer to below account.

<b>Account Name:</b>	SELC Australia
<b>Account Number:</b>	167 368
<b>Branch Number:</b>	032 051
<b>SWIFT Code:</b>	WPACAU2S
<b>Bank Name:</b>	Westpac Banking Corporation
<b>Branch:</b>	Bondi Junction, Westfield Shopping Centre, NSW 2022 Australia

**ACCOMMODATION:** Your accommodation will be confirmed when we receive the arrival date and time of your flight and flight number. We must receive this information at least 3 WEEKS before you arrive in Australia. Send us a fax or e-mail if necessary. We will then send you the name, address and telephone number of your accommodation provider. Homestay accommodation may not be available the day you arrive in Sydney, particularly if you arrive at short notice or many days before your course begins. In these cases we reserve the right to put you in budget lodge/hotel accommodation for a short period. There may be extra charges payable for lodge/hotel accommodation.

**REFUND AND CANCELLATION POLICY:** All refund and cancellation must be requested by completing a SELC official request form. The refund request form can be obtained at reception or by email – [info@selc.com.au](mailto:info@selc.com.au). Your enrolment is defined as the number of weeks of pre-paid course fees (tuition and non-tuition fees) and can be one single course or multiple courses (package of courses).

28. Enrolment fee is not refundable except in the case of visa application refusal prior to course commencement, see point 2.
29. If your visa application is refused, your course fees will be refunded as per the table below within 4 weeks. SELC requires official confirmation from the Australian Immigration Authorities that you are unable to obtain a visa.

Before your enrolment begins	After your enrolment begins
Pre-paid course fees are refundable less 5% (up to a maximum amount of \$500) of the total amount received by SELC.	Non-tuition fees are not refundable except accommodation fees (see point 23 and 24). Any remaining unspent tuition fees are refundable from the official visa rejection day (default day).

30. If you cancel your enrolment 28 days or more before the course begins, all pre-paid tuition fees will be refunded within 4 weeks. Enrolment and/or Accommodation Placement fees (or the equivalent amount) will be retained by SELC.
31. If you cancel your enrolment less than 28 days before the course begins, 70% of the pre-paid tuition fees will be refunded within 4 weeks. Enrolment and/or Accommodation Placement fees (or the equivalent amount) will be retained by SELC.
32. If you cancel your enrolment on or after your start date, all pre-paid course fees are not refundable except accommodation fees (see point 23 and 24).
33. If you change the start date of your enrolment, the cancellation policy will apply from your original start date, not the new start date.
34. If you cancel the 2<sup>nd</sup> half of your course (when the total course length is 25 weeks or longer) and enrol in a course with another provider, SELC is under no obligation to provide a Letter of Release if the requested transfer of enrolment is within 6 months from your principal course commencement date at SELC.
35. If SELC judges that your English level is not appropriate for your desired course, SELC will place you in an appropriate level class without refunding the difference course fees (if applicable), within your visa regulations. The new class or course may have fewer lessons and a different curriculum. Students who do not have the ability to undertake any course being offered may be required to cancel their studies with SELC and no refund will be given, see point 3, unless this occurs 28 days before course commencement, alternatively SELC has the right to postpone your enrolment until you meet the required English level for the original SELC course. It's your own responsibility to check with DIBP for your visa.
36. External certificate fees for English for Customer Service Communication are not refundable or transferable to another person except in the case of visa application refusal prior to course commencement, see point 2.
37. In the case of your expulsion from the school there will be no refund of course fees.
38. Refunds may not be made directly to a student. If you enrol through a SELC agent, the refund may be paid through that agent.

39. Course fees are not transferable to another person.
40. Students who have met the English entry requirements and who transfer to further study institutions which have direct entry agreements with SELC are eligible for a refund of the unused portion of English studies, less an administration fee up to 40%. The refund will be calculated from the course commencement date of the further study institution. Students will not be released from their enrolment at SELC prior to the course start date of the next institution.
41. No refunds will be made for classes missed due to exams, excursions, internships or other obligations that fall outside the normal schedule of classes.
42. If for any reason SELC is unable to offer a course in an agreed location for the course, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by SELC, all pre-paid tuition fees will be refundable within 14 days of the agreed course starting day. If this occurs after your course begins, and the student for some reason cannot be placed or refuses placement in an alternative course arranged by SELC, any remaining unspent tuition fees are refundable within 14 days of the date this occurs. In the unlikely event that SELC is unable to fulfil its obligations of providing an agreeable alternative course or a refund, SELC will notify of this to the TPS (Tuition Protection Scheme) Director. The TPS director will then allocate the student a period within which they are able to choose an alternative course from the options provided.
43. In the unlikely event that SELC fails to enter in to a written agreement with a student or the agreement is not compliant with the requirements of the ESOS Act and the ESOS National Code, the same refund policy will be applied as provider default, see point 15.
44. SELC reserves the right to change its fees and conditions reasonably in accordance with changes in the current economic and/or legal regulatory environment. If it is felt these changes are unreasonable students have the right to access SELC's complaints and appeals processes and to also take further action under Australia's consumer protection laws.
45. SELC reserves the right to deny you access to SELC's premises and to withdraw its other services if your conduct disrupts the normal operation of the school. SELC's dispute resolution processes do not circumscribe your right to pursue other legal remedies.
46. This agreement, and availability of complaints and appeals processes, does not remove the right of the student to take action under the Education Services for Overseas Students (ESOS) Act by contacting the Overseas Students Ombudsman.

**Overseas Students Ombudsman:**

GPO Box 442, Canberra ACT 2601, Australia  
Tel: 1300 362 072 (in Australia), +61 2 6276 0111 (outside Australia)  
Email: [ombudsman@ombudsman.gov.au](mailto:ombudsman@ombudsman.gov.au) Web: [www.oso.gov.au](http://www.oso.gov.au)

**ACCOMMODATION and AIRPORT TRANSFER FEES**

47. Accommodation placement fee is not refundable except in the case of visa application refusal prior to course commencement, see point 2.
48. If you cancel your accommodation more than 3 weeks prior to the requested date, SELC will refund all accommodation fees paid.
49. If you cancel your accommodation less than 3 weeks prior to the requested date, SELC will charge a cancellation fee equivalent to 2 weeks accommodation fee except in the case of visa application refusal prior to course commencement, see point 2.
50. After your homestay accommodation starts and you cancel, you are required to give a 2 weeks' notice to the homestay accommodation and SELC or 2 weeks' cancellation fee will apply.
51. After your lodge accommodation starts and you cancel, the initial 4-week booking is not refundable. After the initial 4-week booking, you are required to give a 2 weeks' notice to the lodge accommodation and to SELC or 2 weeks' cancellation fee will apply.
52. If you cancel your airport transfer booking more than 7 days prior to the requested date, SELC will refund all airport transfer fees paid.
53. If you cancel your airport transfer booking less than 7 days prior to the requested date, SELC will charge a cancellation fee equivalent to 100% of airport transfer fees except in the case of visa application refusal prior to course commencement, see point 2.
54. If you fail to arrive at the requested date and time and miss the transfer service, SELC will charge a cancellation fee equivalent to 100% of airport transfer fees.

**DEFER, SUSPEND OR CANCELLING YOUR STUDIES:** SELC will only allow students to defer i.e. delay the commencement of their studies, or suspend i.e. take a break during the course, if there are compassionate or compelling circumstances. These will be judged on a case by case basis and students must follow the 'SELC Student Request to Defer, Suspend or Cancel Studies Procedures'. Refer to the Refund and Cancellation section of this document, points 3 to 7, for information about you fees when deferring or cancelling your studies. Students will need to check with DIBP to check the implications that deferring, suspending or cancelling their studies may have on their visa. All re-issued CoEs will incur an administration fee of \$25.00 for each CoE.

SELC also has the right to suspend a student's studies if it is decided that their behaviour, attitude or progress is not sufficient to justify continuation in the course. A student subject to this judgement will have 20 days to access SELC's Complaints and Appeals Policy if they disagree with the decision.

**PUBLIC HOLIDAYS:** SELC is closed for all public holidays and the teachers' holiday in August. Compensation will not be made for classes not offered on public and special holidays.

**OVERSEAS STUDENT HEALTH COVER (OSHC):** OSHC is compulsory by law for all student visa holders. SELC collects this fee at the time of enrolment on behalf of your health care provider. It is your responsibility to read and check the conditions of this health cover. It is strongly advised that all students arrange travel insurance (against loss, damage, theft etc) prior to travelling in Australia.

**PRIVACY INFORMATION FOR OVERSEAS STUDENTS HEALTH COVER MEMBERS:** I, the student, consent to any information gathered by SELC relating to me, be made available to Medibank, my health insurer, for the purposes of Medibank communicating with me, managing my Overseas Students Health Cover membership and for related purposes outlined in Medibank's Privacy Policy. Medibank will collect, use and disclose your personal information in line with Medibank's Privacy Policy which is available on-line at [www.medibank.com.au](http://www.medibank.com.au)

**ATTENDANCE:** Student visa holders are required to maintain a minimum attendance of 80% and SELC is obliged to notify DIBP if your attendance rate falls below this. If a student enrolls for more than one course, attendance will be monitored over each of the CoEs (or courses) if one single course is not more than 6 months. In the case that one single course is more than 6 months; attendance will be monitored in the first 6-month period and then monitored separately for the rest of the period. If a student changes courses and receives a new CoE, or extends enrolment in the current course, thereby getting a new CoE, attendance will be monitored over each of the CoEs separately, rather than over the entire period of the student's enrolment at SELC. If a student is absent through illness, a student must provide a medical certificate to student reception. Any absence even if supported by a medical certificate is counted towards the student's



total absences when calculating attendance. However a medical certificate may be considered as compassionate or compelling circumstances and SELC may choose not to report a student for breaching of 80% if attendance is at least 70%. In addition, SELC reserves the right to exclude you from further classes without compensation if you fail to attend class regularly and punctually and there is no proper excuse for your absence. As well as being contrary to student visa regulations, irregular class attendance disrupts classes for other students.

**CODE OF CONDUCT:** Students must abide by SELC rules at all times; this includes conduct on the school premises, in class, at SELC organised events and in SELC-arranged accommodation. SELC reserves the right to discipline or expel school students whose conduct is unsatisfactory. No refund of tuition fees will be made in the case of expulsion from the school. Students will have the right to access SELC's Complaints and Appeals Procedure if they disagree with any Code of Conduct decision made against them. The SELC school rules can be found on pages 9 & 12 of the Welcome to SELC booklet, which is also available for download from the SELC website.

**COLLECTION AND USE OF PERSONAL INFORMATION:** A copy of relevant pages in your passport may be required by SELC in regard to your enrolment. Photographs, videos and testimonials provided by you and/or taken by SELC may be used for marketing and promotion purposes. The information provided on this enrolment form, your academic results and/or attendance may be made available to parents, your agent, further studies institutions, our OSHC provider, the Australian Government and designated authorities and, if relevant, the Tuition Protection Service Fund Manager pursuant to obligations under the ESOS Act 2000 and the National Code 2007. In addition, SELC is required to inform DIBP about certain changes to a student's enrolment, and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

**CHANGE OF ADDRESS:** Student visa holders are required to provide SELC with their current Australian address at all times. Every time you change your address you must tell SELC your new address.

**INDEMNITY DECLARATION:** The student, or, in the case of a student under the age of 18, the parent(s) or legal guardian(s) agree that SELC and its employees and agents, on accepting the enrolment and providing tuition shall not be held responsible and/or be under liability as far as permitted by the law of the Commonwealth of Australia and/or will not make any claim against them for the student's death, bodily injury, loss, damages and/or property damages which may be sustained by the student and/or which may be caused by the student in connection with or during the period of: a) his/her attendance at any premises owned, operated or controlled by SELC b) his attendance at any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College or any activity of which SELC has any knowledge c) any accommodation whether short-term or long-term arranged for him/her by SELC; or in any way whatsoever during his/her association with SELC. On behalf of myself, my executors, administrators and assigned, I [the enrolled student or his/her parent(s) or legal guardian(s)] therefore hereby release SELC and/or its agents from loss, damage, death or injury from any actions, claims, demands which, if I had not entered into this Agreement, I might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and I hereby indemnify SELC and/or its employees, and/or agents against any such liability. Further, the student, or in the case of a student under the age of 18 the parent(s) or legal guardian(s) agrees to pay any direct or indirect costs incurred by the school in relation to these activities where a student attends and participates in excursions or activities (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of SELC or of which SELC has knowledge. When a student under 18 years of age is accepted for enrolment as a student at SELC the parent(s) or legal guardian(s) further consent and agree that SELC, at its absolute discretion, may when it considers it desirable and/or essential, seek and/or provide medical and/or dental and/or optical treatment for the student. In such cases costs whether direct or indirect will be met by the parent(s) or legal guardian(s). If SELC has been obliged to incur costs on behalf of the student in such circumstances the cost will be repaid to SELC by the parent(s) or legal guardian(s) on demand.

**PATENTS AND COPYRIGHTS:** You agree not to use SELC's copyrighted material, trademarks, trade names, or other designations in any promotion or publication without SELC's prior written consent.

**GOVERNING LAW:** This document shall be governed and construed in all respects in accordance of the laws of New South Wales, Australia.

Please return to:

SELC English Language Centres  
BONDI CAMPUS (HQ)  
Level 2, 19-23 Hollywood Avenue, Bondi Junction, NSW 2022 Australia  
Phone: +61-2 8305 5600 Fax: +61-2-9389-6977

SELC Australia Pty Ltd  
ABN 34 051 281 380  
CRICOS ID 00051M