



ENGLISH LANGUAGE TUITION APPLICATION FORM

1 Personal Details

Title Surname or family name (as in passport)

Preferred name (or nickname) Male Female

Country of birth

Passport number

Address for correspondence (overseas applicants do not use PO Box No.)

State Postcode/Zip code
Country

Phone (include area code)
Home
Mobile
Business hours/Work

Given name(s) as in passport

Date of birth Day Month Year

Nationality

Emergency contact name

Permanent home address

State Postcode/Zip code
Country

Email
Please print clearly - your email address will be used for all correspondence regarding the processing of your application.

Fax (include area code)

2 Anticipated degree at Bond

Do you wish to enter a degree course at Bond University? Yes No

If yes, which degree?

Anticipated commencement date
Day Month Year

3 Health

Do you have a special diet? Yes No

Do you have any health conditions? Yes No

Are you taking any medication? Yes No

If you answered yes to any of the above, please describe

4 Visa

Do you have a visa? Yes No

If yes: Business visa Student Visa Tourist visa Permanent Resident visa Working Holiday visa

If no: What type of visa will you be applying for Student Visa Tourist visa Working Holiday visa

TUITION APPLICATION FORM CONTINUED

5 Course selection and commencement date

Please enter the name of the course you wish to undertake

Course name	Number of weeks	Starting date

If you are not on a student visa, do you wish to study Full-time Part-time

6 Have you sat any of the following before? Please tick

IELTS Date: / / Result TOEFL Date: / / Result
 TOEIC Date: / / Result

7 Declaration

I have read and understood the Institute's refund/grievance/privacy policies. I agree to abide by all the rules and regulations of Bond University and Bond University English Language Institute.

 Signature of applicant / /
Date

If you are under 18 years of age you will need the signature of your parent or guardian below

 Signature of Parent or Guardian / /
Date

Name and relationship

Office use only

Processing fee (non-refundable)	
Tuition fee	
Airport transfer fee*	
Accommodation search fee*	
Activity fee* (\$5 per week)	
Total Payable	

* Includes GST (Goods & Services Tax)



AIRPORT TRANSFER AND ACCOMMODATION REQUEST FORM

1 Personal Details

Title Surname or family name (as in passport)

Date of birth
 Day Month Year

Country of birth

Permanent home address

State Postcode/Zip code

Country

Agent's name (if applicable)

Agent's email

Given name(s) as in passport

Male Female

Nationality

Phone (include area code)

Home

Mobile

Fax (include area code)

Email

Please print clearly - your email address will be used for all correspondence regarding the processing of your application.

2 Airport transfer

We can assist your arrival in Australia by meeting you at Brisbane or Coolangatta/Gold Coast airport and making you welcome. Our representative will arrange for your transfer to your accommodation.

Do you want to be transferred to your accommodation? Yes No

3 Arrival details (please provide even if you do not require airport transfer)

Airline	Flight No.	Departure Date	Arrival airport	Date of arrival	Time of arrival

4 Health

Do you have a special diet, any health problems or allergies? Yes No

If yes please describe:

(Please note, special dietary requirements may incur a weekly surcharge)

5 Application for Homestay Yes No

Do you want to live in a home with a student of the same nationality? Yes No

Do you smoke? Yes No
If yes, you will have to smoke outside

What are your your hobbies and interests

Are you happy to share your homestay with:
 Young children (0 - 12 years) Yes No
 Young children (12 - 18 years) Yes No

6 Declaration

I agree to abide by all the rules and regulations which apply to the Homestay program.

Signature of applicant _____ Date / /

If you are under 18 years of age you will need the signature of your parent or guardian below

Signature of Parent or Guardian _____ Date / /

Name and relationship

REFUND POLICY

1 Refund of tuition fees

1. Visa application rejection - full refund

You will receive a full refund of tuition fees paid if your visa application is rejected before the commencement of your course. You need to provide evidence of visa rejection, in writing, to BUELI within 28 days of being rejected.

2. Termination of Courses by BUELI

If BUELI is unable to deliver the course for which you have enrolled, you are entitled to transfer to a similar course or receive a refund of the unused portion of the course fees.

3. Cancellation for other reasons - percentage refund

You will receive 75% of the tuition fee paid if you notify us, in writing, of your cancellation 28 days prior to the commencement date of your course. If you cancel your course less than 28 days before the program commencement date, you may be eligible for a refund of 25% of tuition fees paid. All refund applications must be received in writing within one month of the cancellation.

4. Cancellation after commencement of program stated in original acceptance of offer, or in subsequent extensions - no refund

Transfer to other courses within the duration of the original course is not classed as commencing a new course. However, the following situations are possible:

- 1) If you satisfy the English requirement for conditional entry to Bond University and transfer, your remaining BUELI fees can be credited towards Bond University fees.
- 2) If you wish to change programs within BUELI, fees can be transferred from one program to another. Any difference must be paid for the new course.
- 3) If you leave a program because of health or urgent family reasons, remaining tuition fees will be deferred for up to one year.

5. Transfers to other institutions

- 1) Department of Immigration (DIMA) regulations state students cannot transfer from one institution to another, unless they have completed their original course or studied in the original institution for the duration required by DIMA, whichever is the lesser.
- 2) The student must have a satisfactory attendance record (80% attendance).
- 3) The transfer of tuition fees is at the discretion of the BUELI Management.

2 Refund of accommodation prepayment

- Students pay Homestay families directly, 4 weeks in advance for the first 4 weeks and weekly thereafter.
- Homestay is payable in advance and is not refundable unless the student gives a week's notice (after the first four weeks).

3 Expulsion and Deportation

No refund applies if a student is expelled or deported.

Please note: All requests for refunds must be submitted in writing to BUELI. Refund payments will be remitted to the student's home country within 4 weeks in case of student default and 2 weeks in case of Provider default. Any credited amounts not used or refunded are held for a period of twelve months, after which monies will be forfeited. Refund conditions for study tours are included in study tour contracts.

GRIEVANCE POLICY

All BUELI staff can be approached if you have any problems. If you need help from someone outside BUELI you can contact:

- 1) Chief Executive, Queensland Department Overseas Unit who has the power to suspend or cancel the registration of a course Provider, and
- 2) You may exercise your rights to other legal remedies, and
- 3) You may choose someone to represent you if you wish.

PRIVACY COLLECTION STATEMENT

Bond University ('BU') may collect personal information about you, including:

- the information on this form; and
- information on other forms or documents requested by, and provided by you or other educational institutions to BU.

BU collects this information for the purpose of:

- assessing your application;
- providing services to you;

- unless you indicate that you do not wish BU to use your personal information for this particular purpose by placing a tick in the adjacent box**, providing you with information about other services that BU offers that may be of interest to you;
- facilitating BU's internal business operations, including the fulfilment of any legal requirements;
 - analysing BU's services and customer needs with a view to developing new and/or improved services;

- unless you indicate that you do not wish BU to use your personal information for this particular purpose by placing a tick in the adjacent box**, providing you with promotional information about BU; and
- matching you with an appropriate Homestay family, if applicable.

In the case of visa details, BU is required to collect this information pursuant to Australian Immigration Law.

BU may disclose personal information about you to:

- service providers, who assist BU in operating its business, however, these service providers are required to comply with BU's privacy policy in how they handle your personal information;
- a purchaser of the assets and operations of BU's business, providing those assets and operations are purchased as a going concern; and
- its related entities.

If the personal information you provide to BU is incomplete and/or inaccurate, BU may be unable to process this application and/or be unable to provide you with the services you are seeking.

You may access the personal information BU holds about you in accordance with BU's privacy policy.