



Registration Form

ABN:66110862747 RTO No: 31414
CRICOS No: 03005D

Personal Details				Student Number	
Family Name		Given Names			
Date of Birth		Age		S e x	M F
Telephone No		E-mail Add			
Australian Residential Add:				Receive Emails	Y N
				Post Code	
€	Overseas Student Section		Passport No	Visa Needed	Yes No
Country Where Visa Application will be made?					
Overseas Contact Person and Details			COE Num		
			COE Date		
Course Details			AQTF	Yes	No
Course Name		Level & study field Sport		Dip	Cert II
Start Date				Cert II	Cert II
Finish Date		RPL		Yes	No

Course Information

Please Choose a Course To Study From The Following:

Please Tick	COURSE	DURATION	Fee*	Mode of Delivery
	Sport:			
	SRS20306 Certificate II in Sport (Coaching)	35weeks	A\$6.326	Full-Time
	SRO20106 Certificate II in Sport & Recreation	34weeks	A\$6.126	Full-Time
	SRS50506 Diploma of Sport (Development)	51weeks	A\$9.450	Full-Time

* The fees and charges are subject to change

* **Proposed Semester for Commencement:**

1st Jan 2010

1st Apr 2010

1st Jun 2010

1st Sept 2010

1st Jan 2011

* *Conditions apply*

Other, please specify _____

Payment Summary

Application Fee*	AUD \$ 150	
Tuition Fees (indicate course):	AUD \$	
Accommodation Placement Fee (A\$190) plus airport transfer (A\$30) (if applicable)	AUD \$	
Homestay _4_ weeks AUD \$180 per week (if applicable)	AUD \$	
Overseas Student Health Cover (OSHC) - AUD \$ 348 (1 year)	AUD \$	
Textbook Levy and Printing Materials* (AUD\$200 per every 6 months full-time academic Course)	AUD \$200	
Guidance Placement Fees (AUD\$220) (if under 18 years old)	AUD\$	
Total Payable	AUD\$	

Note: * Compulsory payable items

Please make bank cheques/drafts payable to: ACE Tennis Academy or Pay through Direct Debit/Telegraphic Transfer (including Bank Charges) to:

Bank :National Australia Bank
Account Name: ACE Tennis Academy Gold Coast
BSB: 084917
Account No: 574417841

NB: Please fax or e-mail the remittance advice to ACE and ask your bank to notify us that payment has been made for enrolment to be confirmed.

TERMS AND CONDITIONS OF REGISTRATION

The following Terms and Conditions of enrollment to any course conducted by ACE are made under Queensland Law and bind the college and the student to this contact of enrollment of studies.

- 1.Registration of the applicant is subject to the rules and regulations of the ACE as outlined in the student induction manual.
- 2.All fees must be paid in full before any results can be processed.
- 3.ACE reserves the right to change syllabi and study material depending on the changes made by external examination bodies and current business trends.
- 4.ACE will endeavor to meet all the course dates as stated on the enrollment form, but note that due to unforeseen circumstances, such as teacher illness, public holidays, lack of student numbers or resource material shortages the college reserves the right to alter the commencement date by six weeks should the need arise.
- 5.Qualifications will only be issued to the student once all tuition fees owed by the student have been paid in full.
- 6.Should a student not attend 80% of the course content, ACE then reserves the right to decide whether to issue any Certification.
- 7.ACE may use any photographic or presentation material that had been captured during training for advertising purposes. This may include photographs of the student taken, or presentations and work produced by the student during training sessions.
- 8.Email addresses are collected to send and receive electronic information relating to students study at ACE, get feedback, provide general information and provide information on upcoming events and courses. The line of communication is not limited to the before mentioned. Please note also that the information provided by overseas students to the provider (the ACE Tennis Academy) may be made available to Commonwealth and State agencies and the Fund Manager of the Educational Services for Overseas Students (ESOS) Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code; and the provider is required, under section 19 of the ESOS Act 2000, to tell the Department of Immigration and Citizenship about: (i) certain changes to the student's enrolment; and (ii) any breach by the student of a student visa condition relating to attendance or satisfactory academic performance. However, the privacy of students will be safeguarded at all times.
- 9.International students must inform the ACE Tennis Academy of any change of local residential addresses within 2 days of the move taking place. This is an ESOS requirement.

Refund Policy

This policy has been developed in accordance with Section 28(1) of the ESOS Act 2000.

1. For the purposes of the Refund Policy, only a course is defined as one full semester of study in any program of Ace Tennis Academy.
2. All notifications of withdrawal from a course, or requests for refunds, must be made in writing to ACE Tennis Academy. Enrolment fees are non-refundable.
3. If an applicant accepts a place offered by ACE Tennis Academy and pays the tuition fees, it means a binding contract is created between the student and ACE Tennis Academy.
4. ACE Tennis Academy will refund within 28 days and without deduction, all tuition fees paid where the student's Application for Admission is refused by the Academy.
5. In the event that an offer of a place is withdrawn by the Academy on the grounds that the original offer was made on the basis of incomplete or incorrect information supplied by the student, the Academy reserves the right to withhold 10% of the tuition fees paid for the first semester and to refund the balance.
6. The Academy agrees to refund within 28 days and without deduction, all tuition fees paid where the student provides certified evidence that the Australian immigration authorities rejected the application for a student visa.
7. In the unlikely event that the ACE Tennis Academy is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by the ACE Tennis Academy at no extra cost to you. You have the right to choose whether you would prefer a refund of 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.

Finally, should the ACE Tennis Academy be unable to provide a refund or place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.
8. A student wishing to cancel or take leave for any reason must notify the student accounts office in writing to request approval. ACE Tennis Academy makes no guarantee that such requests will be approved.
9. If a student wishes to defer their admission until a later semester, ACE Tennis Academy will hold the tuition fees paid until commencement without levying a penalty. Notification is to be received in writing at least 8 weeks prior to the commencement date.
10. In a case of cancellation prior to commencement, a partial refund of tuition fees will be calculated based upon the date written notification is received by Ace Tennis Academy. (See refund table below)
11. In a case of cancellation after commencement, a partial refund of tuition fees will be calculated based upon the duration of study undertaken prior to date of cancellation (see refund table)
12. A student who is expelled by ACE Tennis Academy will not be entitled to any refund tuition fees for that semester of study.
13. Any commission paid to an agent as portion of the fees is not considered as part of any refund and will be retained
14. Other information concerning the refund of tuition fees

The provider (ACE) must pay the refund or respond to the request within four (4) weeks of receipt of the written claim from the student by the ACE Administrator. Refunds will normally be made in the same currencies as the fees were originally paid and will be made in the student's home country except in documented exceptional circumstances.

As it is the student only who enters into the written agreement with the ACE, and no third party is normally involved, the refund will normally be paid to the student. If the student wishes the refund to be paid to someone else (e.g. in the event that the tuition fees were paid by another person), the student must provide a letter of authority signed by the student and the receiving party, including account details

of the receiving party, enabling the ACE to pay the other party. The letter should be attached to the request for refund.

In circumstances where a student is approved to study at another institution in Australia, any refund must be paid directly to the new institution accepting the student. Refunds in the form of transfer of fees to another institution will be made subject to the student presenting evidence of acceptance into that institution.

A notice of withdrawal due to exceptional circumstances may be accepted as grounds for a total or partial refund of fees, subject to the provision of acceptable documentary evidence in support of the application for a refund. Exceptional circumstances may include:

- *inability to obtain a student visa
- *illness or disability
- *failure to meet English language requirements for admission
- *death of the student or a close family member (parent, sibling, spouse or child)
- *political, civil or natural event which prevents full payment of fees.

15. This agreement, and the availability of complaints and appeals process, does not remove the right to take action under Australia's consumer protection laws.

Courses Refund Policy Table

If a student cancels from a full-time program for any reason, excluding initial visa rejection, the following charges will apply.

NOTIFICATION PERIOD	CHARGES
More than 8 weeks before course commencement	\$500
Less than 8 weeks before course commencement	50% of Semester Fee
Less than 4 weeks after course commencement	70% of Semester Fee
More than 4 weeks after course commencement	No refund

Please read this in conjunction with the ACE "Guidelines for International Students" which is available on the ACE website: www.acetennis.com.au .

Declaration

All applicants must complete this section

1. I have read, understood and agree to be bound by the Terms and Conditions as outlined by ACE Tennis Academy.
2. I hereby declare that the information supplied to me is true and correct.
3. I also agree to abide by the payment schedule and refund policy.
4. I have read the refund policy and agree to abide by these terms.
5. If under 18 years, I have read and will abide by the Student Guardian Requirements.

Signature of applicant:

Date:

Signature of Parent/Guardian:

Date:

(if applicant is under 18 years of age)