



**AA Education Network**

26 Koorunga Avenue, Cleveland  
QLD 4163

Telephone: +61 7 3488 2916  
Email: info@aa-education.com  
Web: www.aa-education.com

**BUELI**

Student Number (office use only):

Admissions Manager/Agent's Stamp

**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)	
<b>Total Payable</b>	

\* 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 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 \_\_\_\_\_

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

Signature of Parent or Guardian \_\_\_\_\_

Name and relationship

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

## 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.

## APPLYING TO BUELI: EASY STEPS

1

You need to complete an application form. Please answer all questions, including those relating to airport transfer and accommodation. If you are applying for English for Academic Purposes (EAP) please include an IELTS or TOEFL test result if you have one. Remember to sign your application form.

2

Send your completed application form (by mail, fax or email) to:

**AA Education Network**

26 Kooringa Avenue, Cleveland  
QLD 4163

Telephone: +61 7 3488 2916  
Email: info@aa-education.com  
Web: www.aa-education.com

3

If you meet entry requirements, BUELI will offer you a place.

4

We will then send you an Offer Letter and an Invoice for payment.

5

When you receive the Invoice, payment can be made by - Cash, Credit Card (Visa, Bankcard, Mastercard or American Express), Telegraph transfer or Bank draft. Bank details are below.

**Account Name:** Lashkar P/L trading as BUELI Trust Account  
**Account Number:** 83358 5795  
**Bank Name:** ANZ Banking Group  
**Bank Address:** Robina Town Centre  
**Branch Number:** 014 536

6

When we receive your payment, we will send you a letter confirming your enrolment and your course dates. If you need a student visa, you should take the letter and your Confirmation of Enrolment to your agent or directly to the nearest Australian Overseas Mission or Embassy in your country to apply for your student visa.

7

When you receive your visa, please notify BUELI of your travel plans including the date and time of your arrival. If there are any changes in your travel plans or your date of commencement, please notify us. The direct BUELI numbers are:

**Telephone:** +61 7 5595 2651  
**Fax:** +61 7 5595 2696

NB: Your personal information may be made available by BUELI to Commonwealth and State agencies and the ESOS Assurance Fund Managers.

## 8 Overseas Student Health Cover (OSHC)

To obtain a student visa, you need to organise Overseas Student Health Cover. The information below will assist you with this.

**WORLD CARE ASSIST**

To obtain a student visa you must, under Australian Government legislation, purchase basic health cover. Application form and prices can be found on the Worldcare Assist website: [www.worldcare.com.au](http://www.worldcare.com.au)

Payment can be made by credit card directly to WORLD CARE ASSIST via the internet or phone.  
Website: [www.worldcare.com.au](http://www.worldcare.com.au) Email: [oshc@worldcare.com.au](mailto:oshc@worldcare.com.au)  
Phone in Australia: 13 14 84 Phone from overseas: +61 7 3360 0361