

Enrolment Application 2009



OZ FORD
A U S T R A L I A

Section 1 Personal Details

FAMILY NAME

GIVEN NAME(S)

DATE OF BIRTH GENDER MALE FEMALE
(If under the age of 18 upon commencement of Course, please refer to: Ozford CAAW Form)

FIRST LANGUAGE

PHONE NUMBER FAX

MOBILE NUMBER


EMAIL ADDRESS

ADDRESS IN HOME COUNTRY

ADDRESS

SUBURB / TOWN POSTCODE / ZIP CODE

COUNTRY

MAILING ADDRESS (if  **Indo-Australian Education Centre**

Suite - 908, Level - 9,
365 Lt Collins Street, Melbourne,
Victoria 3000, Australia.
Phone: +61 3 9670 1140
Fax: +61 3 9670 1142
Email: iaec@optusnet.com.au

SUBURB / TOWN POSTCODE / ZIP CODE

COUNTRY

CURRENT VISA DETAILS

VISA TYPE STUDENT WORKING HOLIDAY VISITOR OTHER

PASSPORT NUMBER

EMERGENCY DETAILS

PHONE NUMBER FAX

MOBILE NUMBER RELATIONSHIP

OPTIONS FOR RECEIVING WRITTEN ENQUIRIES

I AUTHORISE THE PERSON SELECTED TO ACT ON MY BEHALF: Myself Authorised Education Agent Guardian/Custody Relative

Agent / Guardian / Custody Relative details

Section 2 Course Information

OZ FORD ENGLISH LANGUAGE CENTRE

[048142A] General English (\$AUD 330.00 p.w)

[048143M] English for Secondary School Preparation (\$AUD 330.00 p.w)

[060426K] English for Academic Purposes (EAP) (\$AUD 330.00 p.w)

[050740M] IELTS Test Preparation (\$AUD 330.00 p.w)

[063589M] English for TESOL (\$AUD 3200.00 10 week course)

[n/a] English for Young Learners (\$AUD 350.00-400.00 p.w)

[n/a] Business English (\$AUD 330.00 p.w)

[n/a] Ozford English & Culture Study Tour (please enquire)

START DATE NUMBER OF WEEKS

(You must apply for a minimum of 2 weeks prior to the commencement of class)

OZ FORD COLLEGE (HIGH SCHOOL)

Year 10 (\$AUD 15,000.00 p.a)

Year 11 (\$AUD 15,000.00 p.a)

Year 12 (\$AUD 15,000.00 p.a)

VCE VCAL

START DATE

ENGLISH PROFICIENCY Please provide certified copies of your latest 2 year academic results & IELTS or TOEFL score if applicable. Please note that only results achieved within two years of the test date will be considered. If you have not yet sat an IELTS/TOEFL exam please indicate when you will sit one below.

IELTS SCORE TOEFL SCORE OTHER

OR I WILL SIT / HAVE SAT AN ENGLISH LANGUAGE PROFICIENCY TEST.

Ozford College, Ozford English Language Centre and Ozford College of Business are trading names of Ozford College Pty Ltd, Ozford English Language Centre Pty Ltd and Ozford Business College Pty Ltd.

All correspondence to:
Level 9, 123 Lonsdale Street
Melbourne 3000 VIC Australia

T + 61 3 8663 7188
F + 61 3 9662 9223
E enquiries@ozford.edu.au
www.ozford.edu.au

Ozford English Language Centre
ABN 35 100 454 475
CRICOS Provider Code No. 02501G

Ozford College
ABN 41 102 265 225
Registered School No. 2016
CRICOS Provider Code No. 02427A

Ozford College of Business
ABN 82 106 243 378
RTO No. 2016
CRICOS Provider Code No. 02573B

Enrolment Application 2009



OXFORD
AUSTRALIA

Section 2 Course Information (Continued)



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OXFORD COLLEGE OF BUSINESS

1ST PREFERENCE (Please Tick)	Prices	Duration
<input type="checkbox"/> Adv. Diploma of Accounting	\$8,500 per annum	2 years
<input type="checkbox"/> Adv. Diploma of Business Management	\$8,500 per annum	2 years
<input type="checkbox"/> Adv. Diploma of E-Business	\$8,500 per annum	2 years
<input type="checkbox"/> Adv. Diploma of Interpreting (Professional Level)	\$11,000 per annum	2 years
<input type="checkbox"/> Diploma of Accounting	\$8,500 per annum	1 year
<input type="checkbox"/> Diploma of Business (Marketing)	\$8,500 per annum	1 year
<input type="checkbox"/> Diploma of Business Management	\$8,500 per annum	1 year
<input type="checkbox"/> Diploma of E-Business	\$8,500 per annum	1 year
<input type="checkbox"/> Diploma of Information Technology (Multimedia)	\$8,500 per annum	1 year
<input type="checkbox"/> Diploma of Information Technology (Networking)	\$8,500 per annum	1 year
<input type="checkbox"/> Diploma of Interpreting (LOTE/English)	\$11,000 per annum	1 year
<input type="checkbox"/> Diploma of Hairdressing Salon Management	\$8,900 per annum	2 years
<input type="checkbox"/> Diploma of Hospitality Management	\$8,900 per annum	2 years
<input type="checkbox"/> Cert. IV in Business (Marketing)	\$4,250	6 months
<input type="checkbox"/> Cert. IV in Business Management	\$4,250	6 months
<input type="checkbox"/> Cert. IV in E-Business	\$4,250	6 months
<input type="checkbox"/> Cert. IV in Financial Services (Accounting)	\$4,250	6 months
<input type="checkbox"/> Cert. IV in Hairdressing	\$8,900 per annum	6 months
<input type="checkbox"/> Cert. IV in Hospitality (Commercial Cookery)	\$8,900 per annum	6 months
<input type="checkbox"/> Cert. IV in Hospitality (Patisserie)	\$8,900 per annum	6 months
<input type="checkbox"/> Cert. IV in Information Technology (Multimedia)	\$4,250	6 months
<input type="checkbox"/> Cert. IV in Information Technology (Networking)	\$4,250	6 months
<input type="checkbox"/> Cert. IV in TESOL (10 Week Course)	\$3,200	10 weeks
<input type="checkbox"/> Cert. IV in Training and Assessment	\$2,200	15 weeks
<input type="checkbox"/> Cert. III in Business	\$2,200	10 weeks
<input type="checkbox"/> Cert. III in Hairdressing	\$8,900 per annum	1 year
<input type="checkbox"/> Cert. III in Hospitality (Commercial Cookery)	\$8,900 per annum	1 year
<input type="checkbox"/> Cert. III in Hospitality (Patisserie)	\$8,900 per annum	1 year

2ND PREFERENCE (Please write)

3RD PREFERENCE (Please write)

START DATE

D	D	M	M	Y	Y	Y	Y
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ENGLISH PROFICIENCY Please provide certified copies of your latest 2 year academic results & IELTS or TOEFL score if applicable. Please note that only results achieved within two years of the test date will be considered. If you have not yet sat an IELTS/TOEFL exam please indicate when you will sit one below.

IELTS SCORE

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 TOEFL SCORE

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 OTHER

OR I WILL SIT / HAVE SAT AN ENGLISH LANGUAGE PROFICIENCY TEST.

D	D	M	M	Y	Y	Y	Y
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OXFORD COLLEGE OF BUSINESS - SHORT COURSES

SHORT COURSE NAME

START DATE

D	D	M	M	Y	Y	Y	Y
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Oxford English Language Centre
ABN 35 100 454 475
CRICOS Provider Code No. 02501G

Oxford College
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OZFORD
AUSTRALIA

Section 2 Course Information (Continued)

OTHER FEES ¹	ELICOS	HS	VET	
Enrolment Fee	✓	✓	✓	\$150 – \$200
School Camp Fee		✓		Included in Tuition
Extracurricular Activities Fee		✓		Included in Tuition
Government VCAA Examination Fee		✓		\$350 p.a. (year 12) / \$180 p.a. (year 11) ¹
Textbooks	✓	✓	✓	To be paid separately and depending on subjects chosen
Materials & Services Fees			✓	\$200 per annum
2009 Overseas Student Health Cover (OSHC)	✓	✓	✓	\$354 per annum (single)
Airport Pickup Fee (optional)	✓	✓	✓	<input type="checkbox"/> \$180 – Go to Section 4
Accommodation Placement Fee (optional)	✓	✓	✓	<input type="checkbox"/> \$200 – Go to Section 4
CAAW: Option 1*	✓	✓	✓	<input type="checkbox"/> \$1,380
CAAW: Option 2*	✓	✓	✓	<input type="checkbox"/> \$200
Homestay for student under 18 (optional)	✓	✓	✓	<input type="checkbox"/> \$250-\$270 per week
Homestay for student over 18 (optional)	✓	✓	✓	<input type="checkbox"/> \$240-\$250 per week
Estimated Living Cost	✓	✓	✓	\$13,500 per annum
Trade Supplies & Consumables			✓	\$800 – \$1,000 (Compulsory Fee for Certificate III in Hospitality (Commercial Cookery), Certificate III in Hospitality (Patisserie), Certificate III in Hairdressing)

¹ Subject to Change

*Confirmation of Appropriate Accommodation (CAAW): Option 1: Ozford to organise a homestay for my child.

- Airport pick up (AUD \$180)
- The homestay application fee (AUD \$200)
- First 4 weeks homestay of (AUD \$250 per week)

**Confirmation of Appropriate Accommodation (CAAW): Option 2:

Agreement for my child to live with a relative/family friend over the age of 21 and nominate the person to act as the primary care-giver for my child. A payment of \$200 is required by Ozford as administration fee.

This person needs to fill in an Approved Carer Application form and provide Ozford with a photo ID and police clearance report. This person also needs to be living in Melbourne permanently and be proven of good character.

Section 3 Recognition of Prior Learning

DO YOU WISH TO APPLY FOR RECOGNITION OF PRIOR LEARNING (RPL)? Yes No

(If yes, download Ozford Recognition of Prior Learning (RPL) form from: http://www.ozford.edu.au/Application_Other_Forms.html)

Section 4 Visa Details

WHAT TYPE OF VISA WILL YOU BE APPLYING FOR TO STUDY AT OZFORD?

Student visa Visitor visa (OTHER)

YOUR COUNTRY OF BIRTH

YOUR NATIONALITY

YOUR PASSPORT NUMBER

WHERE WILL YOU APPLY FOR YOUR VISA?

CITY

COUNTRY

VISA OFFICE (If apply in Melbourne) Melbourne City Dandenong

Section 5 Accommodation & Airport Pickup

Do you require Airport Pickup and Transfer? Yes No

Do you require assistance with accommodation? Yes No

Indo-Australian Education Centre
 Suite - 908, Level - 9,
 365 Lt Collins Street, Melbourne,
 Victoria 3000, Australia.
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Section 6 Terms and Conditions of Enrolment (v2.10)



OZ FORD
A U S T R A L I A

Oxford College (CRICOS No.02427A)
Oxford English Language Centre (CRICOS No.02501G)
Oxford College of Business (CRICOS No.02573B)

Unless otherwise defined in these Terms and Conditions the following terms shall have the following meanings:

“Oxford” means Oxford English Language Centre Pty Ltd trading as Oxford English Language Centre, Oxford College Pty Ltd trading as Oxford College, and/or Oxford Business College Pty Ltd trading as Oxford College of Business as the context requires pursuant to the Student’s Application Form.
“Principal course” means the Student’s main course of study for which the Student has confirmation of enrolment and is the highest qualification for which the Student is enrolled in a package program. In all other cases, “principal course” shall mean the Student’s sole course of study.
“Package program” means a package of courses comprising of more than one course all of which are offered by Oxford and in which the Student is enrolled in accordance with Oxford’s enrolment requirements as notified to Students by Oxford from time to time.

1. Terms of Payment

- Upon acceptance by Oxford of the Student’s Application Form, the full Tuition Fee for all courses, full Overseas Student Health Scheme Cover and optional services such as airport reception and accommodation fees must be paid by the due date notified by Oxford.
- The Student agrees to pay the Tuition Fee and other charges for all courses according to the Payment Schedule printed on the Oxford Brochure or found at Oxford’s official website. The Student acknowledges and agrees that the Tuition Fees and charges may alter from time to time.
- A late payment fee of AUD\$50.00 per week is payable on accounts which remain unpaid for more than 30 days after the due date notified by Oxford.
- Tuition Fees are not transferable to another Student.
For the purposes of this clause, unless the context requires otherwise:-
Agreed starting day means, unless otherwise defined in these Terms and Conditions, the day of scheduled course commencement, or a later day agreed between Oxford and the Student such day being the commencement day in the offer letter or the Student’s confirmation of enrolment (“CoE”).

Default by Oxford means those instances where:

- the course does not start on the agreed starting day; or
- the course ceases to be provided at any time after it starts but before it is completed; or
- the course is not provided in full to the student because a sanction has been imposed on Oxford under the Education Services for Overseas Students Act 2000;
- and the Student has not withdrawn before the day of default.

Default by the Student, unless otherwise defined in these Terms and Conditions, shall mean those instances where:

- the course starts on the agreed starting day, but the Student does not start the course on that day (and has not previously withdrawn); or
- the Student withdraws from the course (either before or after the agreed starting day); or
- Oxford refuses to provide, or continue providing, the course to the Student because of one or more of the following events:
 - the Student failed to pay an amount he or she was liable to pay Oxford, directly or indirectly (including any course money collected by education agents on behalf of the registered provider), in order to undertake the course;
 - the Student breached a condition of his or her Student visa; or
 - misbehaviour by the Student.

Default day means the following:

- the day on which the course does not start or the day a Student does not start the course (and has not previously withdrawn); or
- in the context of any other Default by Oxford as defined herein, the day on which the course ceased to be provided; or
- in the context of any other Default by the Student as defined herein, the day on which the Student withdraws from the course; or
- the day on which Oxford refuses to provide, or continue providing, the course to the student due to the Student’s failure to pay Oxford an amount he or she was liable to pay, the Student breached a condition of his or her Student visa and/or misbehaviour by the Student.

- All cancellations of enrolment and applications for refunds must be made in writing and in accordance with Oxford’s prescribed enrolment cancellation request form and submitted to the Accounts Manager by Registered Mail, Courier or personal delivery as practicable.
- Application and enrolment fees are non-refundable under any circumstances.
- To the extent permitted by law, airport pick up, accommodation placement and any other service fees are non-refundable if cancellation of enrolment is:-
(i) made less than 14 days prior to the course commencement date; or
(ii) at any time on or after the course commencement date; or
(iii) where the service for such fees has already been provided to the Student in whole or in part.
- Oxford will only refund the Tuition Fees (as defined in sub-clause (d)(ii) herein) as set out below:-

In the case of	Refund amount
Visa refused	Full refund
Cancellation of enrolment more than 10 weeks prior to the agreed starting day	20% of the Tuition Fee shall be retained by Oxford
Cancellation of enrolment between 4 to 10 weeks prior to the agreed starting day	30% of the Tuition Fee shall be retained by Oxford
Cancellation of enrolment less than 4 weeks prior to the agreed starting day	No refund
Cancellation of enrolment after the agreed starting day (including but not limited to cancellation of Visa or cancellation of Confirmation of Enrolment by Oxford for poor attendance or academic performance or under clause 9(n) or (o))	No refund

- Where the Student withdraws from a course or package program, the refunds in sub paragraph (c) above will be made within four weeks of the date of receipt by Oxford of the Student’s written notice advising of cancellation of enrolment. Any Commission paid to an agent in relation to the Student’s recruitment shall be deducted from the above refund.
- For the purposes of sub paragraph (c) above the following conditions apply:-
(i) The date for cancellation of enrolment is the date that Oxford receives the Student’s written application for cancellation of enrolment.
(ii) Where a Student’s Visa is refused the Student must provide Oxford

with Certified evidence that its application for a Student Visa has been refused.

- “Tuition Fee” means each of the following as applicable:-
 - In the case of a Student’s enrolment relating only to Oxford College: the total amount of tuition fees payable for the first year of the course.
 - In the case of a Student’s enrolment relating only to Oxford English Language Centre: the total amount of tuition fees payable for the entire course.
 - In the case of a Student’s enrolment relating only to Oxford College of Business and where the enrolment is for a course which has a duration of less than one year: the total amount of tuition fees payable for the entire course.
 - In the case of a Student’s enrolment relating only to Oxford College of Business and where the enrolment is for a course which has a duration of one year or more: the total amount of tuition fees payable for the first year of the course.
 - In the case of a Student’s enrolment relating to a package program (that is, more than one course and where the first course is with Oxford English Language Centre) and the duration of the second course is less than one year: the total amount of the tuition fees payable for the entire duration of the course with Oxford English Language Centre and the total amount of the tuition fees payable for the second course.
 - In the case of a Student’s enrolment relating to a package program (that is, more than one course and where the first course is with Oxford English Language Centre) and the duration of the second course is one year or more: the total amount of the tuition fees payable for the entire duration of the course with Oxford English Language Centre and the total amount of the tuition fees payable for the first year of the second course.
- Where a Student has enrolled in a package program then the agreed starting day is the commencement date of the first course in which the Student is enrolled.
- In the event that a Student has not paid his or her applicable tuition fee the amount Oxford may retain shall be a debt that is due and payable by the Student together with any expenses, costs or disbursements incurred by Oxford in recovering outstanding monies, including but not limited to debt collection agency fees and legal costs.
- Except where a Student is enrolled in a package program with Oxford, if a Student
 - is provisionally enrolled in a single course with Oxford on condition of achieving evidence of acceptable English language proficiency prior to commencement of that course; and
 - the Student cannot achieve the proficiency level required by Oxford; and
 - the Student cancels his or her enrolment not less than 4 weeks prior to commencement of the said course all Tuition Fees and charges corresponding to the course will be refunded less a charge of AUD \$300. In addition, if the Student was referred to Oxford by an agency, the sum paid to the agency will be non-refundable and deducted from the Tuition fees and charges to be refunded to the Student.
- In the event that the Student is in default and Oxford subsequently defaults (thereby placing both parties in default) Oxford shall be under no obligation to remedy its default until the Student’s default is remedied.
- Subject always to clause 2(e), where Oxford is in default then Oxford shall refund the total of the Tuition Fees Oxford received in respect of the Student (including any course money collected by education agents on behalf of the registered provider) prior to the default day, less the total of the prescribed amounts relating to expenses Oxford incurred for the student for the course prior to the default day, to the Student within 14 days after the default day as provided by the Education Services for Overseas Students Act 2000 and Education Services for Overseas Students Regulations 2001.
- In the unlikely event that Oxford 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 Oxford at no extra cost to you. You have the right to choose whether you would prefer a full 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. If Oxford is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS)
ACPET OSTAS will place you in a suitable alternative course at no extra cost to you. Finally, if ACPET OSTAS cannot 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.
- This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.
 - These Terms and Conditions do not circumscribe the Student’s right to pursue any other legal remedies.

3. Medical Treatment
Oxford is hereby authorised to obtain medical treatment for the Student should such action be deemed necessary by Oxford or a staff member or any other person authorised by Oxford to do so acting on behalf of Oxford. By executing these Terms and Conditions the Student and/or the Student’s parents and guardians (as the case may be) agree to indemnify and hold harmless Oxford and its staff for any expense, loss, damage or liability of whatsoever nature or whatsoever occasioned as a result of authorising and arranging such medical treatment.

- 4. Student Conduct**
The Student agrees to:-
- Use the Student’s best endeavours to meet the requirements of the course or courses in which the Student is enrolled from time to time;
 - Abide by the rules, policies and code of conduct advised by Oxford from time to time;
 - Under any circumstances, not engage in behaviour considered unacceptable by Oxford including but not limited to the following:
 - rudeness, aggressiveness, and disrespect to other Students and staff;
 - causing any manner of disruption or interference to classes, study environments and the delivery of teaching by staff;
 - Unless specifically an Oxford course requirement, the possession by the Student of any weaponry including but not limited to all manner of firearms, knives, dangerous devices and equipment which would be reasonably considered to endanger the safety of other Students and staff.
 - Attend all scheduled classes in accordance with Oxford’s attendance policy except where there is a legitimate reason for non-attendance which is acceptable to Oxford;
 - Comply with all of the Student’s Visa requirements including but not limited to attendance of at least 80% of classes and achievement of satisfactory academic results;
 - Be responsible for the Student’s own books, equipment and personal items. The Student hereby releases, indemnifies and holds harmless Oxford against all liability and claims for any loss or damage to such

- items howsoever caused;
- Fully execute and comply with all components associated with each course. Non-compliance with any course component requirement may adversely affect the Student’s capacity to successfully complete the course and also adversely affect the Student’s course results. For the removal of doubt, it is wholly the Student’s responsibility to ensure that all of the course components including practical components in each chosen course are compatible with the Student’s religious, philosophical or ideological beliefs and related behavioural constraints.
- Not transfer from Oxford prior to completing the first 6 months of the Student’s principal course of study except in restricted circumstances as outlined in Oxford’s “Documented Student Transfer Request Assessment Policy and Procedure” (“The Transfer Policy”).

5. Dispute Resolution & Grievance Procedures

- In the event of a dispute between a Student and Oxford the following procedures apply:-
 - Step 1 – The Student should communicate directly with the staff member involved or responsible for the matter of the complaint. If the Student does not wish to discuss the problem with the staff member directly involved, the Student should discuss the complaint with the Student Welfare Officer. If the problem is resolved the staff member (or Student Welfare Officer) will confirm the resolution action in writing. This resolution will be distributed to all parties involved in the complaint and the Principal.
 - Step 2 –
(a) If the Student’s grievance remains unresolved the Student may then lodge a formal complaint in writing, together with all relevant documentation, to the Principal for further action.
(b) Within 10 days of receipt of the Student’s written complaint the Principal must confer with the parties in dispute and then within a reasonable time thereafter provide the parties with a written statement of the outcome, including details of the reasons for the outcome.
(iii) Step 3 – If the grievance is not satisfactorily resolved then either party may request the involvement of an external review panel by contacting Australian Council for Private Education and Training on 1800 657 644 or (03) 9416 1355. Oxford will maintain a list of external authorities willing to provide this conciliatory service and will, at no extra cost, provide details of such authorities to the Student upon reasonable request.
- A written record will be kept of all actions taken in respect of a dispute or grievance.
- Throughout every stage of the abovementioned processes the Student has the right to be represented by a nominee of the Student or otherwise be assisted by a support person if the Student so chooses.
- For the duration of the entire dispute and grievance process outlined herein Oxford must maintain the Student’s enrolment.
- Any outcome in favour of the Student will be immediately implemented by Oxford and furthermore Oxford must take any relevant corrective and/or preventative action.

6. Personal Information

- For the purposes of this clause “Personal Information” includes, but is not limited to, personal and contact details, course enrolment details and changes, academic details and reports and the circumstances of any suspected breach by the Student of a Student Visa condition.
- The Student (and if the Student is under 18, the Student’s Parent or Guardian) acknowledges and agrees that Personal Information of the Student may be made available by Oxford to:
 - Commonwealth and State Agencies, the Assurance Fund Manager of the Education Service for Overseas Students and, if applicable, the Tuition Assurance Scheme;
 - The Student’s Recruiting Agent who may, in Oxford’s absolute discretion, also be provided with the Student’s academic and welfare information known to Oxford.
 - Oxford may advise the Department of Immigration and Citizenship about certain changes to the Student’s enrolment, and any breach by the Student of a Student Visa condition relating to attendance or satisfactory academic performance.
 - The Student must inform Oxford of any changes of address and other personal contact details in writing within 5 working days of such change taking place.

7. Assistance and Welfare related services

- Oxford will facilitate access to services that assist the Student to meet course requirements and maintain attendance.
- Any welfare-related support services relating to issues that may arise during the Student’s study, such as course progress, attendance requirements and accommodation issues will be provided to the Student at no additional cost. Oxford will not charge the Student for any cost of referral to an external provider of such support services.

8. Satisfactory Course progress

- Where Oxford has assessed the Student as not achieving satisfactory course progress, Oxford will notify the Student in writing of its intention to notify the Secretary of the Department of Education Science and Training (“DEST”) through the Provider Registration and International Students Management System (“PRISMS”) of the Student not achieving satisfactory course progress.
- From receipt of such notice the Student has 20 working days within which to utilise the Dispute and Grievance procedures outlined at clause 5.

9. General

- The Student and (if the Student is under 18 years of age his or her Parent or Guardian) who signs these Terms and Conditions agrees that the Student may be required to attend excursions and take part in activities as part of the Student’s course and they hereby grant permission for relevant attendance by the Student.
- This application is not valid unless signed and dated by the Student and at least one of the Student’s Parents or Guardian if the Student is less than 18 years of age.
- The Student and, where applicable, the Parent or Guardian acknowledge that tuition and other fees and charges will vary from time to time.
- The Parent or Guardian signing these Terms and Conditions agrees to be bound by these Terms and Conditions.
- The Student and, where applicable, the Parent or Guardian acknowledge that failure to abide by these Terms and Conditions may lead to the Student’s enrolment being cancelled by Oxford and the Student may not be entitled to any refund of the tuition fees or other charges paid to Oxford.
- The Student and, where applicable, the Parent or Guardian acknowledge that Oxford may not provide a letter of release allowing transfer to another registered provider within the first 6 months of the Student’s principal course except in certain circumstances. Subject to Oxford approving a transfer in accordance with the Transfer Policy, Oxford will provide a letter of release where the Student has:
 - provided a letter from another registered provider confirming that a valid enrolment offer has been made; and
 - where the Student is under 18:
- Oxford has written confirmation that the Student’s parent or legal guardian supports a transfer; and

- where the Student is not being cared for in Australia by a parent or suitable nominated relative, the valid enrolment offer also confirms that the registered provider will accept the responsibility for approving the Student’s accommodation, support and general welfare arrangements as per the National Code.
- The Student and, where applicable, the Parent or Guardian acknowledge that Oxford may conduct professional development, curriculum days and report writing days for its staff and teachers on pre-determined dates throughout any school year. Students will be informed via various channels at the college in advance. The regular classes during those periods will become unavailable.
- The Student and, where applicable, the Parent or Guardian warrant that, as at the date of signing these Terms and Conditions, the Student is not in the first 6 months of commencing his or her principal course with a registered provider other than Oxford.

- To the extent permitted by law, Oxford reserves the right to refuse or cancel the Student’s enrolment in any course or courses of study in accordance with Oxford’s “Refusal, Deferral, Suspension and/or Cancellation of Enrolment Policy”.
- The Student and, where applicable, the Parent or Guardian acknowledge that the fees and other charges as quoted on the enrolment offer letter are indicative only and may change. Fees shall at all times be dependent upon further confirmation by Oxford and the signing of these Terms and Conditions.
- The Student and, where applicable, the Parent or Guardian acknowledge having read and understood the Oxford Privacy Policy prior to signing these Terms and Conditions. The Oxford Privacy Policy can be found at Oxford’s website www.ozford.edu.au or via email request at enquiries@ozford.edu.au.
- The Student and, where applicable, the Parent or Guardian acknowledge and agree that any course in which the Student is enrolled is individual to the Student and such course may incorporate enrolment requirements which are distinct from other similar or same past, present or future courses at Oxford in which other Students are enrolled.
- The Student and, where applicable, the Parent or Guardian acknowledge that computers and Internet access at Oxford are provided to the Students for research, academic and Oxford-related administrative purposes only and the student shall only use such Internet access for a time considered reasonable by Oxford and as communicated to the Student from time to time. The Student shall be held solely accountable and liable to Oxford or any third party for unauthorised computer usage and Oxford will not be held liable in any way for any Internet content and material accessed or downloaded by the Student via the Oxford computer network.
- The Student and, where applicable, the Parent or Guardian acknowledge that the Student must commence the course on the Agreed starting day. If the student does not attend, report to or otherwise communicate with Oxford within two (2) weeks after the Agreed starting day, then Oxford may, at any time thereafter cancel the student’s CoE.
- Where the Student is unable to commence the Student’s course due to reasons beyond the Student’s control and his or her course has not been cancelled by Oxford pursuant to clause 9(n), the Student and, where applicable, the Parent or Guardian must immediately provide the following to Oxford in writing:
 - detail reasons for the Student’s failure to commence; and
 - proposal for alternative arrangements regarding the Student’s enrolment. Oxford, in its absolute discretion, reserves the right to accept or reject any such proposal and cancel the Student’s CoE accordingly.
- The Student and, where applicable, the Parent or Guardian acknowledge that Oxford may, in Oxford’s absolute discretion and without notice to the Student, at any time:
 - change Oxford’s fees and conditions, cancel or defer courses, alter course timetables and class locations and alter or otherwise modify course structure;
 - change, update or otherwise modify published course subjects and units and related publications
- The Student and where applicable, the Parent or Guardian, agree and acknowledge that they will not make any claim against Oxford for any loss or damage of whatsoever nature sustained by the Student arising under this clause and they agree that Oxford shall not be held responsible in any way and/or be under any resultant liability of whatsoever nature to the Student, and where applicable the Parent or Guardian, to the extent permitted by law.
- The Student and, where applicable, the Parent or Guardian acknowledge and agree that Oxford, in its absolute discretion, may withhold the Student’s academic report(s) and/or award certificate(s) if the Student fails to meet any of terms and conditions in this agreement.
- By signing this declaration, the Student and, where applicable, the Parent or Guardian agree that Oxford, its officers, teachers, employees, representatives and agents shall not be held responsible and/or be under any liability as far as permitted by the laws of Australia and/or will not make any claim against them for the Student’s death, bodily injury, disability, loss, damages and/or property damage which may be sustained by the Student and/or which may be caused by the Student in connection with or during the period of the Student’s attendance at any premises owned, leased, operated or controlled by Oxford, the Student attending activities and/or excursions and/or in any accommodation arranged for the Student.

I/We certify that the information provided on this form is true and correct, and I/we agree to abide by the terms and conditions of enrolment, including the refund policy, which I/we have read and understood.

Signature of Student / Applicant
Date: ___ / ___ / ___

Signature of Parent/Guardian
(if Student is under 18 years of age)

Name of Parent / Guardian
Date: ___ / ___ / ___