



Enrolment Process at Ozford

STEP 1: Student Enrolment Applications

- 1.1 Read through Ozford Brochure and course information
- 1.2 Choose an Ozford course that you wish to apply for (English / High School / VET)
- 1.3 Read through Ozford Terms and Conditions of Enrolment on page 51 of this brochure
- 1.4 Complete Ozford Application Form - initial each page, sign and date the Conditions Of Enrolment (Parent/Guardian must sign and initial if you are under 18 years old)
- 1.5 Attach documents required in English with the application (please refer to "the application check list")
- 1.6 Send the above documents to Ozford

STEP 2: Ozford Application Assessment

STEP 3: Ozford Course Offer

- 3.1 You will be advised by written offer letter if application is successful

STEP 4: Student Acceptance with Homestay and Airport Pickup Option

- 4.1 To accept the offer, sign enrolment acceptance form and initial each page (Parent / Guardian must sign and initial if you are under 18 years old)
- 4.2 Complete Homestay and Airport Reception Application Form (if required)
- 4.3 Send the above documents to Ozford

STEP 5: Student Making Payment According to Course Offer

- 5.1 More information on "Payment Options"

STEP 6: Ozford Issuing Confirmation of Enrolment Letter (eCoE)

- 6.1 Ozford will issue electronic Confirmation Of Enrolment (eCoE) to the student upon receiving a complete Ozford Acceptance Form and tuition fee payment

STEP 7: Student Visa Application

- 7.1 Please ensure that you include the eCoE(s) with your visa application
- 7.2 Please consult with your local education agent about visa application matters or visit Department of Immigration and Citizenship (DIAC) website for more details on visa application to Australia:
<http://www.immi.gov.au>

STEP 8: Ozford Final Confirmation of Homestay and Airport Pickup

- 8.1 Read the pre-departure information

STEP 9: Student Arrival for the course

- 9.1 Contact Ozford as soon as you arrive in Australia
 - 9.2 Attend orientation (Bring your eCoE, offer letter or evidence of payment, passport and copy of your visa to the orientation)
-

Oxford Application Checklist

OZFORD ENGLISH LANGUAGE CENTRE - ELICOS

Please read the pre-enrolment information that is available on our website www.ozford.edu.au

The following must be submitted with your duly completed and signed OZFORD Application Form:

- Completed Oxford General Application form with signed Terms and Conditions page (if student is under 18 years of age, parent/guardian signature is also required)
- Copy of identification pages of your passport (verifying your signature)
- Copy of current visa (if currently in Australia)
- Copy of current Overseas Student Health Cover card (if currently covered in Australia and applying for student visa)
- Completed Confirmation of Appropriate Accommodation and Welfare Form (if student is under 18 years of age during study period and applying for student visa)
- Other (if requested by OZFORD)

OZFORD COLLEGE - HIGH SCHOOL

Please read the pre-enrolment information that is available on our website www.ozford.edu.au

The following must be submitted with your duly completed and signed OZFORD Application Form:

- Completed Oxford General Application form with signed Terms and Conditions page (If student is under 18 years of age, parent/guardian signature is also required)
- Copy of identification pages of your passport (verifying your signature)
- Copy of current visa (if currently in Australia)
- Copy of current Overseas Student Health Cover card (if currently covered in Australia)

- Certified copies of relevant academic records in English in your home country for the past 2 years
- Certified copies of relevant academic records in Australia (if relevant)
- Copy of attendance report and release letter from previous school in Australia (if relevant)
- Certified copies of Year 9 Graduation Certificate in English
- Certified copy of IELTS certificate (if available)
- Completed Confirmation of Appropriate Accommodation and Welfare Form (if student is under 18 years of age during study period)
- Other (if requested by OZFORD)

OZFORD COLLEGE OF BUSINESS - VET

Please read the pre-enrolment information that is available on our website www.ozford.edu.au

The following must be submitted with your duly completed and signed OZFORD Application Form:

- Completed Oxford General Application form with signed Terms and Conditions page
- Copy of identification pages of your passport (verifying your signature)
- Copy of current visa (if currently in Australia)
- Copy of current Overseas Student Health Cover card (if currently covered in Australia)
- Copies of previous 2 years academic records, such as High School, or College/University certificates
- Copies of IELTS certificate or other English language centre certificates
- Copies of transcripts from previous VET course studies and completed Course Credit application form (if applying for Course Credit)
- Copy of completed University Application Form (if applying for University pathway)
- Other (if requested by OZFORD)

Ozford Enrolment Application 2010



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)

NATIONALITY

FIRST LANGUAGE

PHONE NUMBER FAX

MOBILE NUMBER

EMAIL ADDRESS

ADDRESS IN HOME COUNTRY

ADDRESS

SUBURB / TOWN POSTCODE / ZIP CODE

COUNTRY

MAILING ADDRESS (If Different To Above)

ADDRESS

SUBURB / TOWN POSTCODE / ZIP CODE

COUNTRY

CURRENT VISA DETAILS

VISA TYPE STUDENT WORKING HOLIDAY VISITOR OTHER (SPECIFY)

PASSPORT NUMBER

EMERGENCY DETAILS

PHONE NUMBER FAX

MOBILE NUMBER RELATIONSHIP

Section 2 Previous Academic & Work History

CURRENT STUDIES

Are you currently enrolled with any education provider in Australia? YES NO

If yes, do you have a VSN? NO Yes, please state VSN no.

Please include a copy of your current Visa and all eCoEs that you are holding with your application.

Have you studied with Ozford previously? YES ID NUMBER NO

ACADEMIC HISTORY (List most recent first)

QUALIFICATION

INSTITUTION

COUNTRY DATE COMPLETED

QUALIFICATION

INSTITUTION

COUNTRY DATE COMPLETED

QUALIFICATION

INSTITUTION

COUNTRY DATE COMPLETED

WORK HISTORY (List most recent first)

COMPANY/ JOB TITLE YEAR

COMPANY/ JOB TITLE YEAR

COMPANY/ JOB TITLE YEAR

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. 21442

Students Initials: _____

Section 3 Course Information

OZFORD ENGLISH LANGUAGE CENTRE

COURSE NAME	DURATION (F/T)	CRICOS No.	FEES (tuition only)
<input type="checkbox"/> General English	2 weeks min.	048142A	\$360 p.w
<input type="checkbox"/> English for Secondary School Preparation	2 weeks min.	048143M	\$360 p.w
<input type="checkbox"/> English for Academic Purposes	5, 10 weeks	060426K	\$360 p.w.
<input type="checkbox"/> English for IELTS Preparation	5, 10 weeks	050470M	\$360 p.w.
<input type="checkbox"/> English For TESOL Preparation	5, 10 weeks	063589M	\$3,500
<input type="checkbox"/> Young Learners Summer / Winter Program	2 weeks min.	N/A	\$350 - \$400 p.w.
<input type="checkbox"/> Business English	5, 10 weeks	N/A	\$360 p.w.
<input type="checkbox"/> Ozford English & Culture Study Tour		N/A	please enquire
<input type="checkbox"/> General English & Internship Program		N/A	please enquire
<input type="checkbox"/> Special Package Course Modules		N/A	\$1,500 - \$3,500

START DATE

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

NUMBER OF WEEKS

--	--

(You must apply for a minimum of 2 weeks)

MODULE NAME

--

OZFORD COLLEGE (HIGH SCHOOL)

LEVEL			FEES (tuition only)
Year 10	<input type="checkbox"/> VCE		\$16,000 p.a
Year 11	<input type="checkbox"/> VCE	<input type="checkbox"/> VCAL	\$16,000 p.a
Year 12	<input type="checkbox"/> VCE	<input type="checkbox"/> VCAL	\$16,000 p.a.

START DATE

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

OZFORD COLLEGE OF BUSINESS

START DATE

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Please note: International students that are applying for a Student Visa are only eligible to enrol in those courses that have a CRICOS number listed.

	DURATION (F/T)	CRICOS No.	TRAINEESHIP AVAILABLE	APPRENTICESHIP AVAILABLE	FEES (tuition only)
AUTOMOTIVE MECHANICAL TECHNOLOGY					
<input type="checkbox"/> Certificate III in Automotive Mechanical Technology AUR30405	1 year	069860G		✓	\$11,000 p.a.
BUSINESS					
<input type="checkbox"/> Certificate II in Business BSB20107	8 weeks	070759F	✓		\$2,200
<input type="checkbox"/> Certificate III in Business BSB30107	10 weeks	069862F	✓		\$2,500
<input type="checkbox"/> Certificate IV in Business BSB40207	6 months	069863E	✓		\$4,600
<input type="checkbox"/> Certificate IV in Marketing BSB41307	6 months	N/A			\$4,600
<input type="checkbox"/> Diploma of Business BSB50207	Up to 1 year	070985G			\$9,200 p.a.
<input type="checkbox"/> Diploma of Marketing BSB51207	Up to 1 year	N/A			\$9,200 p.a.
<input type="checkbox"/> Advanced Diploma of Management BSB60407	Up to 2 years	069864D			\$9,200 p.a.
ACCOUNTING					
<input type="checkbox"/> Certificate IV in Financial Services (Accounting) FNS40604	6 months	057040K	✓		\$4,600
<input type="checkbox"/> Diploma of Accounting FNS50204	Up to 1 year	057039C			\$9,200 p.a.
<input type="checkbox"/> Advanced Diploma of Accounting FNS60204	Up to 2 years	057038D		✓	\$9,200 p.a.
INFORMATION TECHNOLOGY					
<input type="checkbox"/> Certificate IV in Information Technology (Networking) ICA40405	6 months	N/A			\$4,600
<input type="checkbox"/> Certificate IV in Information Technology (Multimedia) ICA40805	6 months	N/A		✓	\$4,600
<input type="checkbox"/> Diploma of Information Technology (Networking) ICA50405	1 year	060743G			\$9,200 p.a.
<input type="checkbox"/> Diploma of Information Technology (Multimedia) ICA50905	1 year	060745F			\$9,200 p.a.

Section 3 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)
Textbooks	✓	✓	✓	To be paid separately and depending on subjects chosen
Administration & Material Fee (excluding textbooks)	✓	✓	✓	\$250 per annum
2010 Overseas Student Health Cover (OSHC)	✓	✓	✓	\$388.80 per annum
Airport Pickup Fee (optional)	✓	✓	✓	\$180 one way (please complete section 6)
Accommodation Placement Fee (optional)	✓	✓	✓	\$200 (please complete section 6)
CAAW: Option 1*	✓	✓		\$1,420 (incl. Airport Pickup, Homestay Fee & 4 weeks Homestay)
CAAW: Option 2**	✓	✓		\$200
Homestay for student under 18 (optional)	✓	✓		\$260 - \$270 per week
Homestay for student over 18 (optional)	✓	✓	✓	\$250 - \$260 per week
Estimated Living Cost	✓	✓	✓	\$18,000 per annum
Trade Supplies & Consumables			✓	\$1,000 - \$1,500

*Confirmation of Appropriate Accommodation and Welfare (CAAW) Option 1:

- Ozford to organise a homestay for my child.
- Airport Pickup (AUD \$180)
 - Homestay application fee (AUD \$200)
 - First 4 weeks of homestay (AUD \$260/per week)

¹ Subject to change

** Confirmation of Appropriate Accommodation and Welfare (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 AUD \$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 4 Course Credit Application

Do you wish to apply for Course Credit? YES NO

If yes, download the Ozford Course Credit Transfer Application form from: http://www.ozford.edu.au/Application_Other_Forms.html

Section 5 Visa Details

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

STUDENT VISA VISITOR VISA OTHER (SPECIFY)

COUNTRY OF BIRTH

NATIONALITY

PASSPORT NUMBER

WHERE WILL YOU APPLY FOR YOUR VISA?

CITY

COUNTRY

VISA OFFICE (If applying in Australia) Melbourne City Dandenong

OVERSEAS STUDENT HEALTH COVER (OSHC) Do you require OSHC? NO YES: SINGLE YES: FAMILY

OPTIONS FOR RECEIVING WRITTEN ENQUIRIES

I AUTHORISE THE PERSON SELECTED TO ACT ON MY BEHALF:

Myself Authorised Education Agent Guardian/Custody Relative

AGENT/GUARDIAN/RELATIVE DETAIL (IF APPLICABLE)

Section 6 Accommodation & Airport Pickup

Do you require Airport Pickup and Transfer? YES NO

Do you require assistance with accommodation? YES NO

Section 7 Terms and Conditions of Enrolment

Ozford College (CRICOS No.02427A)
Ozford English Language Centre (CRICOS No.025016)
Ozford College of Business (CRICOS No.025738)

Terms & Conditions of Enrolment Version 3

1. Definitions

Unless otherwise defined in these Terms and Conditions the following terms shall have the following meanings:
Agreed Starting Day means the day on which the course was scheduled to start, or a later day agreed between Ozford and the Student and the Student.
Default Day means:
(a) the Agreed Starting Day, if clause 3.1(a) or 3.2(a) applies;
(b) the day on which the course ceased to be provided, if clause 3.1(b) or 3.1(c) applies;
(c) the day on which the student withdraws from the course, if clause 3.2(b) applies; or
(d) the day on which Ozford refuses to provide, or continue to provide, the course to the student, if clause 3.2(c) applies.
Original Starting Day means the day on which the course was scheduled to start, or a later day agreed between Ozford and the Student and does not refer to any agreed starting day following a deferral period.

Ozford means Ozford English Language Centre Pty Ltd trading as Ozford English Language Centre, Ozford College Pty Ltd trading as Ozford College and/or Ozford Business College Pty Ltd trading as Ozford College of Business as the context requires pursuant to the Student's Application Form.
Personal Information means any personal details, contact details, course enrolment details, academic details, reports and the circumstances of any suspected breach by the Student of a visa condition.

Package Program means a package of courses comprising more than one course, all of which are offered by Ozford and in which the Student is enrolled in accordance with Ozford's enrolment requirements as notified to Students by Ozford from time to time.

Principal Course means the Student's main course of study for which the Student has confirmation of enrolment (CoE) and is the highest qualification if that Student is enrolled in a package program. In all other cases, Principal Course means the Student's sole course of study.

2. Terms of Payment

(a) Upon acceptance by Ozford of the Student's Application Form, the Student must pay the following fees (where applicable) by the due date nominated by Ozford:
(i) the full tuition fees for all courses;
(ii) full Overseas Student Health Scheme Cover fees;
(iii) airport reception fees; and
(iv) accommodation fees.
(b) The Student agrees to pay the Tuition Fee and other fees for all its courses according to the payment schedule described in the Ozford brochure or on Ozford's official website www.ozford.edu.au.
(c) Ozford may vary the Tuition Fees and any other fees from time to time.
(d) 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 Ozford.
(e) Tuition Fees are not transferable to another Student.
(f) Additional fee(s) may be incurred if the Student wishes:
(i) to re-enrol in failed subject(s) or competency unit(s); or
(ii) to defer the Original Starting Day.
(g) In the event that a Student seeks to re-enrol in failed subjects or competency units in a VET (Ozford College of Business) Program, Ozford may charge additional fees as described in item 2(f)(i) above in the amount of \$500 per unit.
(h) Ozford will not issue a certificate or statement of attainment until the Tuition Fees are paid in full.

3. Refund Policy

3.1 Default by Ozford
Ozford is in default if the Student has not withdrawn before the Default Day and:
(a) the course does not start on the Agreed Starting Day;
(b) the course ceases to be provided at any time after it starts but before it is completed; or
(c) the course is not provided in full to the student because a sanction has been imposed on Ozford under Part 6 of the Education Services for Overseas Students Act 2000.
3.2 Default by the Student
The Student is in default if:
(a) the course starts on the Agreed Starting Day, but the student does not start the course on that day (and has not previously validly withdrawn);
(b) the Student withdraws from the course (either before or after the agreed starting day); or
(c) Ozford refuses to provide, or continue providing, the course to the Student because of one or more of the following events:
(i) the Student failed to pay an amount he or she was liable to pay to Ozford, directly or indirectly, in order to undertake the course;
(ii) the Student breached a condition of his or her student visa; or
(iii) misbehaviour by the Student.

3.3 Cancellation and Refund Request Form

(a) In the event of a default by Ozford or a default by the Student, the Student may complete Ozford's prescribed enrolment cancellation and refund request form (Cancellation and Refund Request Form) and lodge it with the Ozford Accounts Manager by registered mail, courier or personal delivery.
(b) Ozford reserves the right to refuse any Cancellation and Refund Request Form lodged with the Ozford Accounts Manager more than 3 months after the date the Student was refused a student visa.
(c) Students are entitled to a formal statement of attainment on withdrawal, cancellation or transfer, at no additional cost, prior to completing their qualification if the Student has fully paid all Tuition Fees related to the units to be included on that statement of attainment.
(d) The date for cancellation of enrolment is the date that Ozford receives the Student's Cancellation and Refund Request Form.

3.4 Non-refundable fees

(a) Application fees and enrolment fees are non-refundable.
(b) To the fullest extent permitted by law, airport pick up fees, accommodation placement fees and all other service fees are non-refundable where the Cancellation and Refund Request Form is lodged:-
(i) less than 14 days prior to the Agreed Starting Day;
(ii) on or after the Agreed Starting Day; or
(iii) after the provision of the service for such fees has already been provided to the Student in whole or in part.

3.5 Refund due to student visa refusal

(a) Within 4 weeks after the Default Day by the Student, Ozford will pay to the Student the total of the course money Ozford received in respect of the student before the Default Day less a portion of the course money to cover any administration expenses incurred by Ozford and any part of the course completed by the Student before the Default Day if:
(a) the Student is in default;
(b) the Student was refused a student visa;
(c) the Student provides Ozford with certified evidence that his or her application for a student visa has been refused; and
(d) the refusal was the reason for one or more of the following acts or omissions by the Student that directly or indirectly caused the default by the Student:
(i) the Student's failure to start the course on the Agreed Starting Day;
(ii) the Student's withdrawal from the course; or
(iii) the Student's failure to pay an amount he or she was liable to pay to Ozford, directly or indirectly, in order to undertake the course.

3.6 Refund due to a default by Ozford

Ozford will pay to the Student the total of the course money Ozford received in respect of the Student before the Default Day less the total of any expenses incurred by Ozford for the Student for the course before the Default Day if:
(a) Ozford is in default in accordance with clause 3.1; and
(b) the Student is not in default in accordance with clause 3.2, within 2 weeks after the Default Day by Ozford in accordance with the Education Services for Overseas Students Act 2000 and Education Services for Overseas Students Regulations 2001.

3.7 Refund due to a default by the Student

Cancellation and Refund Request Form	Portion of Tuition Refund Permitted
Visa refused	Full refund
Cancellation and Refund Request Form lodged more than 10 weeks prior to the Original Starting Day	20% of the Tuition Fee shall be retained by Ozford
Cancellation and Refund Request Form lodged between 4 to 10 weeks prior to the Original Starting Day	30% of the Tuition Fee shall be retained by Ozford
Cancellation and Refund Request Form lodged less than 4 weeks prior to the Original Starting Day	No refund
Cancellation and Refund Request Form lodged after the Original Starting Day (including but not limited to cancellation of visa or cancellation of CoE by Ozford for poor attendance, unsatisfactory academic performance or any other failure by the Student to satisfy reasons described in the terms and conditions of enrolment)	No refund

(b) Ozford is not obliged to provide a refund to a Student in the following circumstances:
(i) the Student suffers financial distress;
(ii) a Student's family member suffers an illness; or
(iii) subject to 3.7(a), the Student defers its Original Starting Date.

3.8 Refund due to Student's English language proficiency failure

Ozford will refund the Student's Tuition Fees and other charges less a fee of AUD\$300 and an amount for administrative expenses (including referral fees) incurred by Ozford on behalf of the Student, where a Student (excluding students enrolled in a Package Program):
(a) is provisionally enrolled in a course with Ozford, subject of achieving evidence of acceptable English language proficiency prior to commencement of that course;
(b) fails to achieve that acceptable English language proficiency as determined by Ozford (in its sole discretion); and
(c) lodges his or her Cancellation and Refund Request Form not less than 4 weeks prior to commencement of the course.

3.9 Tuition Fee

Tuition Fee means each of the following as applicable:
(a) in the case of a Student's enrolment relating only to Ozford College, the total amount of tuition fees payable for the first year of the course;
(b) in the case of a Student's enrolment relating only to Ozford English Language Centre, the total amount of tuition fees payable for the entire course;
(c) in the case of a Student's enrolment relating only to Ozford 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;
(d) in the case of a Student's enrolment relating only to Ozford 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;
(e) 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 Ozford 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 Ozford English Language Centre and the total amount of the tuition fees payable for the second course;
(f) 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 Ozford 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 Ozford English Language Centre and the total amount of the tuition fees payable for the first year of the second course.

3.10 Alternatives to refund by Ozford

(a) Ozford may arrange an alternative course
(i) in the event that Ozford is in default, in accordance with the definition in clause 3.1, Ozford may arrange for the Student to be offered a place in an alternative course at Ozford's expense.
(ii) Ozford will not be liable to provide the Student a refund if the Student accepts the offer in clause 3.10(a)(i) in writing.
(b) Tuition Assurance Scheme (TAS) may arrange a suitable

alternative course

(i) As an alternative to the arrangement described in clause 3.10(a), the TAS ACPEP OSTAS may arrange for the Student to be promptly offered a place in a suitable alternative course.
(ii) Ozford will not be liable to provide the Student a refund if the Student accepts the offer in clause 3.10(b)(i) in writing.
(iii) If ACPEP OSTAS fails to place the Student in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place the Student in a suitable alternative course or, if this is not possible, the Student will be eligible for a refund to be determined by the Fund Manager.

3.11 Monies to be retained by Ozford

(a) Ozford is entitled to deduct an amount for administrative expenses (including any referral fees) incurred by Ozford on behalf of the Student from any refund of Tuition Fees and other amounts paid to the Student.
(b) In the event that the Student has not yet paid to Ozford his or her Tuition Fees, the amount Ozford may retain shall be a debt that is due and payable by the Student together with any expenses, costs or disbursements incurred by Ozford in recovering outstanding monies, including but not limited to debt collection agency fees and legal costs.
(c) The terms of this refund policy do not alter the Student's right to pursue any other legal action.

4. Medical Treatment

By executing these Terms and Conditions, the Student (and his or her parent or guardians where the Student is less than 18 years of age):
(a) authorises Ozford to obtain medical treatment for the Student where it is deemed necessary by Ozford, a staff member or any other person authorised to act on behalf of Ozford;
(b) agrees to indemnify and hold Ozford and its staff harmless for any expense, loss, damage or liability of whatsoever nature or howsoever occasioned as a result of authorising and arranging such medical treatment;
(c) agrees to immediately notify Ozford if the Student contracts a contagious disease of any kind; and
(d) acknowledges Ozford's right to remove the Student from the school premises and refuse the Student re-entry to the school premises until the Student provides satisfactory medical evidence (such as a medical certificate) certifying the Student is no longer contagious or a threat to Ozford, the staff, the students or any other person.

5. Student Conduct

The Student acknowledges and agrees:-
(a) to use his or her best endeavours to meet any requirements of his or her enrolled course(s);
(b) to comply with the rules, policies and applicable code of conduct as advised by Ozford from time to time;
(c) to refrain from any behaviour considered unacceptable by Ozford including, but not limited to, the following:
(i) rudeness, aggressiveness, and disrespect to Ozford's students and members of staff;
(ii) causing any disruption or interference to classes, study environments and the delivery of teaching by members of staff; and
(iii) possession of any weaponry including any firearms, knives, dangerous devices and equipment which are reasonably considered to endanger the safety of Ozford's students and members of staff (unless such possession is an Ozford course requirement);
(d) to attend all scheduled classes in accordance with Ozford's attendance policy except where the Student provides a legitimate reason for non-attendance which is accepted by Ozford;
(e) to comply with all of his or her visa requirements including, but not limited to, the Student's obligation to:
(i) attend of at least 80% of its enrolled course classes; and
(ii) achieve satisfactory academic results;
(f) to take full responsibility for his or her books, equipment and other personal items and agrees to release, indemnify and hold Ozford harmless against any and all liability and claims which may arise for any loss or damage to such items however caused;
(g) that it is his or her responsibility to:
(i) comply with all enrolled course requirements including practical components; and
(ii) to ensure that each enrolled course requirement, including practical components, is compatible with the Student's religious, philosophical or ideological beliefs and related behavioural constraints;
(h) that a failure to comply with his or her enrolled course requirements may affect:
(i) adversely his or her ability to successfully complete the course; and
(ii) adversely affect his or her enrolled course results; and
(i) subject to the terms described in the Ozford documented student transfer request assessment policy and procedure (the Transfer Policy), that he or she is prohibited from transferring from Ozford to another education provider prior to the completion of the initial 6 months of the Student's Principal Course.

6. Dispute Resolution and Grievance Procedures

(a) If any dispute arises between Ozford and the Student relating to the rights and obligations arising out of these Terms and Conditions, the Student must adopt the following dispute resolution procedure:
(i) Step 1 – Complaint to Ozford members of staff or Student Welfare Officers. The Student must communicate directly with the Ozford member of staff involved or responsible for the dispute or grievance or the Student Welfare Officer. If the dispute or grievance is successfully resolved, the Ozford member of staff or Student Welfare Officer involved will record the resolution in writing. A copy of the written resolution will be distributed to all parties involved in the dispute or grievance and the Principal.
(ii) Step 2 – Complaint to Principal. If the Ozford member of staff or Student Welfare Officer in Step 1 fails to resolve the Student's dispute or grievance, the Student may lodge a formal written complaint (including all supporting documentation) to the Principal. The Principal will meet with the Student and relevant Ozford member of staff within 10 days of receiving the Student's formal written complaint. The Principal will provide the Student and relevant Ozford member of staff with a written statement in response to the dispute, including details of the reasoning behind the Principal's resolution, in a reasonable time.
(iii) Step 3 – Complaint to the Australian Council for Private Education and Training (ACPET). If the Principal fails to satisfactorily resolve the Student's dispute or grievance satisfactorily, either party may request the involvement of an external review panel by contacting the ACPET on 1800 657 644 or (03) 9416 1355. Ozford will maintain a list of external authorities willing to provide this conciliatory service and will provide details of such authorities to the Student upon reasonable request, at no additional cost.
(d) Ozford will keep a complete written record of all disputes or grievance actions taken by a Student.
(e) The Student has the right but not the obligations to be represented by a nominee or otherwise be assisted by a support

person throughout the dispute resolution process.
(f) Ozford must maintain the Student's enrolment throughout the dispute resolution process.
(g) The dispute resolution resulting from the procedure outlined above must be immediately implemented by Ozford.
(h) Ozford will take the appropriate corrective and/or preventative action to ensure that such a dispute will not occur again (where appropriate).

7. Personal Information

(a) In this clause, any reference to the Student is a reference to both the Student and his or her parent or guardian where the Student is less than 18 years of age.
(b) The Student acknowledges and agrees that Ozford may provide the Student's Personal Information to:
(i) the Commonwealth and State agencies, the ESOS Assurance Fund Manager and the Tuition Assurance Scheme (where applicable); and
(ii) the Student's Recruiting Agent who may, in Ozford's absolute discretion, also be provided with the Student's welfare information as known by Ozford.
(c) Ozford may advise the Department of Immigration and Citizenship about certain changes to the Student's enrolment, and any breach by the Student of any student visa condition relating to attendance or satisfactory academic performance.
(d) The Student must inform Ozford of any changes to its Personal Information in writing within 5 working days of such a change taking place.

8. Assistance and Welfare related services

(a) Ozford will provide or facilitate access to services that assist the students in meeting their course requirements, complying with their attendance obligations and solving their accommodation issues (Support Services).
(b) Ozford will provide these Support Services at no additional cost to the Students and will not charge the Students for any referral costs incurred by Ozford in the event that an external provider is required for the provision of these Support Services.

9. Satisfactory Course progress

(a) Where Ozford determines that the Student has failed to achieve satisfactory course progress, Ozford will notify the Student in writing of its intention to inform the Secretary of the Department of Education Science and Training of such failure.
(b) The Student has 20 working days, commencing on the date of receipt of the notice described in clause 9(a), to engage the Dispute and Grievance procedures outlined in clause 6.

10. Letter of release

Subject to the Transfer Policy, Ozford:
(a) reserves its right to release to provide to the Student a letter of release permitting a transfer to another registered education provider within the first 6 months of the Student's Principal Course;
(b) will provide to the Student a letter of release permitting a transfer to another registered education provider within the first 6 months of the Student's Principal Course, if the Student:
(i) provides to Ozford a letter from another registered education provider confirming that a valid enrolment offer has been made; and
(ii) provides to Ozford:
(A) written confirmation from the Student supporting the transfer; and
(B) (where the Student is not being cared for in Australia by a parent or suitable guardian) a written confirmation that the registered provider will accept the responsibility for approving the Student's accommodation, support and general welfare arrangements in accordance with the National Code;

11. General

In this clause, any reference to the Student is a reference to both the Student and his or her parent or guardian where the Student is less than 18 years of age.
(a) The Student acknowledges and agrees:
(i) that the Student may be required to attend excursions and participate in activities as part of his or her enrolled coursework;
(ii) that the Student is permitted to attend relevant excursions and participate in appropriate activities;
(iii) that the Student's course requirements may vary from any past, present or similar courses offered to Students at Ozford in which other Students are enrolled;
(iv) not to make any claim against Ozford for any loss or damage of whatsoever nature sustained by the Student in the event that Ozford exercises its right to:
(A) vary Ozford's fees and conditions, cancel or defer courses, change course timetables, amend class locations and alter or otherwise modify course structure; and
(B) change, update or otherwise modify published course subjects and units and related publications;
(v) that the fees and other charges quoted are indicative only and at all times shall be subject to final confirmation by Ozford and the signing of these Terms and Conditions;
(vi) that this application is not valid unless signed and dated by the Student;
(vii) that tuition and other fees and charges will vary from time to time;
(viii) to be bound by these Terms and Conditions;
(ix) that a failure to comply with these Terms and Conditions may result in the cancellation of the Student's enrolment and forfeiture of Tuition Fees or other charges paid by the Student to Ozford; and
(x) that Ozford, in its absolute discretion, may withhold the Student's academic report(s), award(s) or certificate(s) if the Student fails to comply with these Terms and Conditions;
(b) Ozford may conduct professional development, curriculum days and reporting writing days for its staff and teachers on pre-determined dates throughout any school year. Ozford will inform its Students of these days in advance as regular classes during those periods will be suspended;
(c) The Student warrants 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 education provider other than Ozford;
(d) The Ozford Privacy Policy is available to download from Ozford's website www.ozford.edu.au or via email request at enquiries@ozford.edu.au;
(e) The Student acknowledges that computers and internet access at Ozford are made available to the Student for research, academic and Ozford-related administrative purposes only. Students are permitted to use the internet for a reasonable time as determined by Ozford and communicated to the students from time to time. Students will be solely accountable to Ozford or any third party for any unauthorised computer usage. Ozford will not be liable for any content and material accessed or downloaded by the Student through the Ozford computer network;
(f) The Student acknowledges that the Student must commence his or her enrolled course(s) on the Agreed Starting Day. If the student fails to attend, report to or otherwise communicate with Ozford within 2 weeks of the Agreed Starting Day, then Ozford may cancel the student's CoE;
(g) Where the Student is unable to commence his or her course for reasons beyond his or her control and his or her course has not been cancelled by Ozford pursuant to clause 9(f), the

Student must provide to Ozford in writing:
(i) the detailed reason for the Student's failure to commence; and
(ii) a proposal for alternative arrangements regarding the Student's enrolment, where, Ozford reserves the right to accept or reject any such proposal and cancel the Student's CoE accordingly;
(h) Ozford reserves the right to exclude the Student from the school premises if he or she is deemed to be a threat to Ozford or its students;
(i) By signing this document, the Student agrees that Ozford, its officers, teachers, employees, representatives and agents shall not be held responsible and/or be deemed liable for the Student's death, bodily injury, disability, loss, damages and/or property damage suffered by the Student in connection with or during the Student's enrolment at Ozford;
(j) To the extent permitted by law, Ozford reserves the right to refuse or cancel the Student's enrolment in any course or courses of study in accordance with Ozford's Refusal, Deferral, Suspension and/or Cancellation of Enrolment Policy; and
(k) The Student acknowledges that that he or she has read and understood the Ozford Privacy Policy prior to signing these Terms and Conditions.

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 which I/we have read and understood.

Please sign and accept the terms and conditions of enrolment including refund policy (Please sign this page)

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. By paying the fees you agree to the terms and conditions of enrolment including refund policy.

Signature of Parents
(Students under 18 years)

Signature of Applicant

(Print) Name of Parent

(Print) Name of Applicant

Date (dd/mm/yyyy) _____

Date (dd/mm/yyyy) _____

Signature of Witness

(Print) Name of Witness

Date (dd/mm/yyyy) _____