



CORNELL HIGH SCHOOL

ABN 97 075 520 535
CRICOS Provider No. 02536G
Registered as: Cornell Institute of Business and Technology Pty. Ltd.

Campus Address
Level 1&2, 28 Foveaux St.
Surry Hills NSW 2010
AUSTRALIA



Correspondence
Locked Bag 2000/7
Surry Hills NSW 2010
AUSTRALIA



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Fax +61 2 9212 0222
Email info@cornell.edu.au
Web www.cornell.edu.au



CORNELL HIGH SCHOOL WRITTEN AGREEMENT 2010

Student Details

Family Name	
Given Name (s)	
Nationality	
Passport No.	
Visa Expiry Date	Visa Type
Date of Birth	Gender (M / F)
Overseas Address	
Telephone	
Address in Australia (if known)	
Telephone	
Email	

Education

Highest previous level of schooling attained:

Previous English Exam Results:
 TOEFL IELTS Other

Please attach proof of your previous two years of school reports showing completion of pre-requisite schooling.

Accommodation

Do you want CORNELL HIGH SCHOOL to arrange Home stay Accommodation for you? Yes No if YES, how many weeks?

Food or animal allergy

Do you want to be picked up at the Airport? Yes No

Arrival details Date Time

Airline name Flight No.

Course Details

Which year of High School would you like to enrol in?
 Year 10 (CRICOS-054064D)
 Year 11 (CRICOS-054065C)
 Year 12 (CRICOS-054065C)

Do you wish to study the **English for High School Program (EHS)** at CORNELL? (CRICOS-050688D) Yes No

If YES, how many weeks?
 Start Date: _____ Day _____ Month _____ Year _____

How did you find out about Cornell High School?

Payment Details

Enrolment Fee	A\$ 200
English for High School Fee (.....weeks)	A\$
High School Tuition Fee	A\$
Materials Fee (EHS)	A\$
Materials Fee (High School)	A\$
Overseas Student Health Cover Fee (OSHC)	A\$
Accommodation Placement Fee	A\$
Home stay Accommodation Fee	A\$
Airport Pickup Fee	A\$
Guardian Placement Fee	A\$
Guardian Fee (.....weeks)	A\$
Further Study Placement Fee	A\$
Other :	A\$
Total Payment Enclosed	A\$ <input type="text"/>

Guardianship

All students under 18 years of age must have an adult guardian in Australia. Do you want **CORNELL HIGH SCHOOL** to arrange a Guardian for you?
 Yes No

If NO, please provide your Guardian's details:

Full Name

Address

Phone (H)

Phone (W)

Relationship

If you are under 18 years of age, your parent or legal guardian must sign below

Full Name

Signed Date ____/____/____

FEES 2010(\$AUD)

• Enrolment Fee	200	• Overseas Student Health Cover (OSHC)	
• Materials Fee (EHS)		1 year	388.80
1-4 weeks	40	2 years	730.94
5-12 weeks	70	3 years	1,096.42
13-28 weeks	140	• English for High School	Per week 330
29 weeks or more	220	• High School Year 10	Per academic year 13,000
• Materials Fee (High School)		• High School Year 11 & 12	Per academic year 13,000
Year 10	350	• HIGH SCHOOL YEAR 10 INTAKE DATES 2010	
Year 11	350	27 January 19 July	
Year 12	350	• HIGH SCHOOL YEAR 11 & 12 INTAKE DATES 2010	
		27 January 19 April 19 July 11 October	

Accommodation FEES (\$AUD)

• Accommodation Placement Fee	180
• Home stay (single room - 4weeks)	
over 18 years old	920
under 18 years old	960
• Airport Pickup Fee	130
OTHER FEES (\$AUD)	
• Guardian Placement Fee	200
• Guardian Fee (per week)	40
• Further Study Placement Fee	250
English for High School INTAKE DATES 2010	Every Monday

TERM AND CONDITIONS

ATTENDANCE - Regular attendance is essential. Students must attend a minimum 80% of classes to satisfy student visa requirements.

All courses are full-time courses requiring a minimum of 20 hours of attendance per week.

FEES - Fees are correct as of January 4, 2010. Cornell High School (CHS) reserves the right to vary its fees at any time. Fees may change without prior notice.

EXPULSION - CHS reserves the right to expel students for serious breaches of discipline.

ACCOMMODATION - CHS can arrange accommodation with a minimum of 4 weeks notice. The minimum period of home stay accommodation is 4 weeks. CHS will only accept the first four weeks of home stay accommodation fees and these fees must be paid in advance.

Any further home stay fees must be paid directly to your home stay family.

CHS can assist students in finding alternative accommodation, however, an accommodation placement fee will apply for this service and must be paid in advance.

Late arrival - CHS must be given at least one week's notice, otherwise an additional airport pickup fee will be charged and one week's home stay accommodation will be forfeited.

Cancellation (7days notice or more) - A student will forfeit their airport pickup fee and their accommodation placement fee, but will be refunded their home stay accommodation fee.

Cancellation (less than 7days notice) - The student will forfeit their airport pickup fee and their accommodation placement fee and one week's home stay accommodation fee.

Cancellation (after your home stay has commenced)

- No fees whatsoever will be refunded.

CANCELLATION AND REFUND POLICY

1. The enrolment fee, accommodation placement fee, guardian placement fee and airport pickup fee are not refundable under any circumstances, including visa rejection.

2. If a student is refused a visa for study or for an extension of study in Australia, the tuition fee, materials fee, guardian fee, uniform fee and the home stay accommodation fee will be refunded in full within 4 weeks after receiving a written claim from the student provided that all original documents and an original letter from the Australian Embassy, High Commission or Immigration Office are supplied to CHS.

3. If a student cancels their course no later than 28 days before it is due to commence, the enrolment fee plus 30% of the tuition fee will be forfeited.
4. If a student cancels their course 28 days or less before it is due to commence, the enrolment fee plus 50% of the tuition fee will be forfeited.
5. No refund will be given to any student or education agent in case money was collected by him/her on behalf of legislative bodies who cancels once a course has commenced.
6. No refund will be given to any student who breaches their visa conditions or fails to meet course requirements.
7. Students taking package courses that involve an ELICOS course as a prerequisite to a High School course, will be considered High School (CHS) students from the commencement of their period of study in Australia.
8. When students are enrolled in package courses NO REFUND will be granted in the event of a cancellation or withdrawal on the second course after the course commencement date of the first course.
9. CHS will not authorize the transfer of fees to any other institution or any other student account.
10. If a student completes the course early or fast-tracks, the full tuition fee and materials fee must be paid before any certification is issued.
11. If a student extends their course, they will be subject to additional fees and those fees must be paid before any certification is issued.
12. If a student changes courses after commencement of the course in which they were originally enrolled, they will be subject to the current fee structure. Students are also subject to pay a new materials fee due prior to the commencement of their new course.
13. Should Cornell High School be unable to offer the course for which the student has enrolled, all monies paid to CHS, including the enrolment fee, will be refunded within 2 weeks after CHS defaulting on the intended course in which the student has enrolled.
14. Students who wish to apply for a refund should do so in writing and address it to the Registrar, Cornell High School, Locked Bag 2000/7 Surry Hills, NSW 2010, Australia
15. Student has to pay tuition fee within the due date and failure to pay the tuition fee within the due date may result in cancellation of the enrolment and CIBT will not give any refund of tuition fee paid.
16. 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.

Important information regarding your enrolment at CIBT

Please read the following information and indicate your understanding and acceptance of these conditions by signing below.

1. The information including personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student visa condition is collected during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.
2. Student visa condition 8533 requires student visa holders to notify their education providers of any change to their residential address within 7 days.
3. In the unlikely event that CORNELL INSTITUTE OF BUSINESS AND TECHNOLOGY 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 CORNELL INSTITUTE OF BUSINESS AND TECHNOLOGY 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 CORNELL INSTITUTE OF BUSINESS AND TECHNOLOGY is unable to provide a refund or place you in an alternative course, our Tuition Assurance Scheme, ACPET OSTAS, will place you in a suitable alternative course at no extra cost to you. Finally, if the 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
4. In all other circumstances refunds of course money are governed by CORNELL INSTITUTE OF BUSINESS AND Technology's Refund Policy, printed in full on the Enrolment Form.
5. Admission to this course is conditional upon the student demonstrating an adequate level of English Proficiency, i.e. IELTS 5.5 or equivalent. CORNELL INSTITUTE OF BUSINESS AND TECHNOLOGY reserves the right to transfer students to an ELICOS (English language) course in the event that the student's English proficiency proves to be inadequate for the course being undertaken.
6. Students who wish to defer or suspend their enrolment at the Institute must apply to do so in writing using the Office Request Form.
The Institute may decide to grant an application for deferral or suspension of enrolment on the following grounds:
- Medical (a medical practitioner's certificate indicating the student is unable to attend class);
- Compassionate (e.g. serious illness or death of a close family member, natural disaster in the student's home country, involvement in or witnessing a serious accident, being a victim of or witnessing a serious crime; evidence is required).
The Institute may decide to suspend or cancel a student's enrolment as a response to serious misbehaviour or non-payment of fees by a student. If the Institute intends to suspend or cancel the student's enrolment where the student has not requested it, we will inform the student that they have 20 working days to appeal against the decision. If the appeal is unsuccessful or the student withdraws from the Appeals Process, then the Institute will proceed with the suspension or cancellation of the enrolment on PRISMS. The suspension or cancellation of the student's enrolment cannot take effect until the Appeals Process is completed, unless there are extenuating circumstances relating to the student's welfare (i.e. involving risk to the safety of the student, other students or staff).
Deferral or suspension of enrolment cannot be granted retrospectively (after the event). Students who take unauthorised leave will be marked absent. If their attendance falls below the Institute's requirements, they will be reported to DIAC via PRISMS.
7. As an overseas student, besides the tuition fees and living expenses, you may incur additional costs for the school aged dependents, who would accompany you to Australia.
8. 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.

PAYMENT (All fees should be paid in **AUSTRALIAN DOLLARS**) Bank cheque or Bank Draft payable to: **Cornell Institute of Business and Technology**

TELEGRAPHIC TRANSFER OR DIRECT DEPOSIT TO:

Account Name: **CORNELL INSTITUTE OF BUSINESS AND TECHNOLOGY**

Account No.: 032-006 317 128 SWIFT CODE : WPACAU2S

Bank: **Westpac Banking Corporation** Branch: 242 Castlereagh St. Sydney NSW 2000 AUSTRALIA

I declare that all the information given on this form is correct.
I have read and fully understand the terms and conditions of enrolment (including the cancellation, refund and transfer policy, and important information regarding my enrolment at CIBT) and agree to be bound by them.
I authorize **CORNELL HIGH SCHOOL** to retain my tuition fees in accordance with the policy, if I elect to cancel my enrolment at any time.

If you are under 18 years of age, your parent or legal guardian must sign below

Full Name

Signed Date/...../.....