

## ENROLMENT FORM

If you are unable to complete the online enrolment form [eagleacademy.com.au/online-enrollment](http://eagleacademy.com.au/online-enrollment)  
 complete & email pg 1-4 to [gadmin@eagleacademy.com.au](mailto:gadmin@eagleacademy.com.au), [brisadmin@eagleacademy.com.au](mailto:brisadmin@eagleacademy.com.au) or to your agent.

Education Agent: \_\_\_\_\_

Education Agent Email: \_\_\_\_\_

### PERSONAL INFORMATION

Student First Name(s): \_\_\_\_\_

Student Family Name(s): \_\_\_\_\_

Title: Mr / Mrs / Ms / Dr Gender: M / F / Indeterminate Passport Number: \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Town/City of Birth: \_\_\_\_\_

Date of Birth: DD / MM / YYYY Nationality: \_\_\_\_\_

Unique Student Identifier (USI): Please Attach A Copy of Your USI Confirmation Email. If You Don't Have  
 A USI And Currently Hold A Visa Please Create One Here <https://www.usi.gov.au/Students/Create-Usi>

Are you of Aboriginal or Torres Strait Islander origin? No / Aboriginal / Torres Strait Islander / Both

Australian Citizen: Yes / No Applied For Visa: Yes / No

Visa Application Location: Onshore / Offshore Visa App Number/Type: Student (500) / Other: \_\_\_\_\_

Current Visa Type: \_\_\_\_\_ Current Visa End Date: DD / MM / YYYY

Overseas Phone No: \_\_\_\_\_ Australian Mobile No: \_\_\_\_\_

Email address: \_\_\_\_\_

Overseas Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

Australian Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_

Country: Australia Postcode: \_\_\_\_\_

Primary Language: English / Other: \_\_\_\_\_

English Test Type: IELTS / TOEFL / Cambridge / PTE / OET / Eagle Academy Online Test / None (exempt)

Unless you are exempt (see <https://www.legislation.gov.au/Details/F2018C00474>) you are required to complete some form of English Assessment.

The Eagle Academy Online English Test can be found here: <https://eagleacademy.com.au/english-test/>

English Test Completed On: DD / MM / YYYY English Test Score: \_\_\_\_\_

### English Language Ability:

- ☐ Very Well I speak and understand English completely fluently.
- ☐ Well I speak and understand well but sometimes have problems with unfamiliar situations and vocabulary.
- ☐ Not well I can speak & understand simple sentences. I can use basic tenses but have problems with complex grammar & vocabulary
- ☐ Not at all I can communicate simply and understand in familiar situations but with some difficulty.

### Result was determined by:

- ☐ I self assessed. I have completed The Eagle Academy English test without an Academy staff member present. I understand I may be tested on commencement, and the result could affect my enrolment. **Attach a copy of your English Score.**
- ☐ I completed an IELTS/TOEFL/Cambridge/PTE/OET test within the last 2 years. **Attach a copy of your English Test Score.**
- ☐ An Academy staff member verified my level by using the Test or alternate methods. **Attach a copy of your English Test Score.**
- ☐ I'm a native speaker

**Exempt from English Test: Please tick your exemption criteria below and attach evidence to your enrolment.**

- ☐ Citizen of and passport issued by: United Kingdom
- ☐ Citizen of and passport issued by: United States of America
- ☐ Citizen of and passport issued by: Canada
- ☐ Citizen of and passport issued by: New Zealand
- ☐ Citizen of and passport issued by: Republic of Ireland
- ☐ Enrolling or enrolled in principal course of study: delivered in a language other than English
- ☐ Enrolling or enrolled in principal course of study: ELICOS course
- ☐ Enrolling or enrolled in principal course of study: school course
- ☐ Enrolling or enrolled in principal course of study: post-graduate research course
- ☐ Student is a: Foreign Affairs student
- ☐ Student is a: Defence Student
- ☐ Student is a: Secondary exchange student
- ☐ Completed (within the past 2 years) in Australia in English: Requirements for a Senior Secondary Certificate of Education
- ☐ Completed (within the past 2 years) in Australia in English: Substantial component of AQF level 4 or higher on a student visa
- ☐ Minimum 5 years of study in English in: Australia
- ☐ Minimum 5 years of study in English in: Canada
- ☐ Minimum 5 years of study in English in: New Zealand
- ☐ Minimum 5 years of study in English in: South Africa
- ☐ Minimum 5 years of study in English in: Republic of Ireland
- ☐ Minimum 5 years of study in English in: United Kingdom
- ☐ Minimum 5 years of study in English in: United States of America

**Highest Completed School Level:**

Year 12	Year 11	Year 10
Year 9 or equivalent	Year 8 or below	Did not go to school

**Year Schooling Finished:** \_\_\_\_\_

**Still in School:**

Yes / No

**Other Completed Courses - Bachelor, Diploma, Certificate:**

Yes / No

Bachelor / higher degree	Advanced diploma	associate degree	Diploma
Certificate IV	Certificate III	Certificate II	Certificate I

**Current Employment Status:**

Full Time	Part Time	Employer	Self Employed
Employed (unpaid)	Unemployed (seeking Full Time)	Unemployed (seeking Part Time)	Not Employed

**Main Reason for Undertaking This Course:**

To get a job	Personal Interest	Develop my existing business	To start my own business	Requirement of my job
Other reasons	To get a better job	To get into another course	Try for a different career	Gain extra skills for my job

**Studied at Eagle Academy Before:** Yes / No

**Certificate Studied:** \_\_\_\_\_

**Disability, impairment or long-term condition:**

Yes / No

Brain Impairment	Hearing/Deaf	Intellectual	Learning	Medical Condition
Mental Illness	Physical	Unspecified	Other	

**More information:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_

**Emergency Phone number:** \_\_\_\_\_

**Emergency Email:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Pre-existing skills or experience you have that might assist you in your chosen studies:**

**Additional Support:**

Would you like to talk to a support officer about any additional support you may need to undertake your studies? If so, please indicate the type of support you might like more information about, so we may assign the best officer.

Language: \_\_\_\_\_

Literacy: \_\_\_\_\_

Numeracy: \_\_\_\_\_

**How did you find out about The Eagle Academy?**

Agent      Friend      Internet      Brochure      Other

**Genuine Temporary Entrant (GTE) Writing Service Required:**

Yes / No

Students should be aware that one of the most frequent reasons for Student Visa refusal in Australia is because of GTE issues. We offer a GTE Statement Writing Service to students & agents who may need assistance. More Info: <https://eagleacademy.com.au/visa-gte-statement/>

## COURSE INFORMATION

**Campus:** Carina (Brisbane) Fortitude Valley/Spring Hill (Brisbane) Southport (Gold Coast) Coolangatta (Gold Coast)

Choose Your Course(s). Place 1,2,3... In Order of Study		Tuition	Holidays	Type
<b>ENGLISH</b>				
	General English (Beginner – Intermediate)	10 Wks	0-6 Wks	ELICOS/NON AQF AWARD
	General English (Beginner – Advanced)	20 Wks	2-8 Wks	ELICOS/NON AQF AWARD
	General English (Beginner – Advanced)	40 Wks	6-12 Wks	ELICOS/NON AQF AWARD
	General English (Beginner – Advanced)	50 Wks	12-18 Wks	ELICOS/NON AQF AWARD
	General English (Beginner – Advanced)	____ Wks	TBA	ELICOS/NON AQF AWARD
	English for Academic Purposes (with IELTS Preparation)	40 Wks	6-12 Wks	ELICOS/NON AQF AWARD
	English for Academic Purposes (with IELTS Preparation)	____ Wks	TBA	ELICOS/NON AQF AWARD
	IELTS Preparation (Entry requirement – level 4)	10 Wks	0-6 Wks	ELICOS/NON AQF AWARD
	IELTS Preparation (Entry requirement – level 4)	20 Wks	2-8 Wks	ELICOS/NON AQF AWARD
	IELTS Preparation (Entry requirement – level 4)	____ Wks	TBA	ELICOS/NON AQF AWARD
<b>BUSINESS &amp; MANAGEMENT</b>				
<b>B E</b>	BSB10115 Certificate I in Business (B=Business Only, E=Business & English)	20 Wks	8 Wks	VET/AWARD
<b>B E</b>	BSB20115 Certificate II in Business (B=Business Only, E=Business & English)	30 Wks	10 Wks	VET/AWARD
<b>B E</b>	BSB30115 Certificate III in Business (B=Business Only, E=Business & English)	40 Wks	12 Wks	VET/AWARD
<b>B E</b>	BSB40215 Certificate IV in Business (B=Business Only, E=Business & English)	40 Wks	12 Wks	VET/AWARD
	BSB50215 Diploma of Business	30 Wks	10 Wks	VET/AWARD
	BSB60215 Advanced Diploma of Business	40 Wks	12 Wks	VET/AWARD
	BSB61015 Advanced Diploma of Leadership and Management	60 Wks	20 Wks	VET/AWARD
<b>FITNESS</b>				
	SIS30315 Certificate III in Fitness	40 Wks	12 Wks	VET/AWARD
	SIS40215 Certificate IV in Fitness	40 Wks	12 Wks	VET/AWARD
<b>SPORT AND RECREATION</b>				
	SIS10115 Certificate I in Sport & Recreation	10 Wks	6 Wks	VET/AWARD
	SIS20115 Certificate II in Sport & Recreation	20 Wks	8 Wks	VET/AWARD
	SIS30115 Certificate III in Sport & Recreation	40 Wks	12 Wks	VET/AWARD
	SIS50612 Diploma of Sport Development	40 Wks	12 Wks	VET/AWARD
<b>OUTDOOR RECREATION</b>				
	SIS40313 Certificate IV in Outdoor Recreation (OPTION A TOUR GUIDE)	40 Wks	12 Wks	VET/AWARD
	SIS40313 Certificate IV in Outdoor Recreation (OPTION B CLIMBING GUIDE)	40 Wks	12 Wks	VET/AWARD
	Other:			

**Start Date of Course/s:** 1. DD / MM / YYYY 2. DD / MM / YYYY 3. DD / MM / YYYY

**Break Between Course/s:** 0 weeks 4 weeks 6 weeks Other: \_\_\_\_\_

**OSHC Required:** (Overseas Student Health Cover) Yes / No

**OSHC Start Date:** (Onshore: Current cover end date. Offshore: One week before course start date.) DD / MM / YYYY

**OSHC End Date:** (Visa end date) DD / MM / YYYY

**Type of OSHC Is Required:** Single Dual (Partner or Child) Multi (Partner & Child)

*It is the student's responsibility to ensure they are covered for the length of their visa. The policy end date will be calculated 2-3 months after your course end date. OSHC Policy Information: <https://allianzassistancehealth.com.au/en/>. Students receiving OSHC organised through The Eagle Academy are required to read the policy wording document also as part of your agreement: <https://allianzassistancehealth.com.au/en/policy-wording-documents/>.*

**Selected Payment Schedule:** Option 1 - Full Option 2 - Split Option 3 - Monthly

**Apply 1<sup>st</sup> CoE 1<sup>st</sup> Payment Offer:** Yes / No (VET/ELICOS = \$500 for the 1<sup>st</sup> CoE)

**Apply Consecutive CoE 1<sup>st</sup> Payment Offer:** Yes / No (VET/ELICOS = \$200 per CoE)

**If you selected special arrangement, please advise us of what changes you would like made:** E.g. Special on website

**Please tick and sign:**

- ☐ I have read the Student Handbook, Conditions of Enrolment, Care arrangements page (if applicable), Complaints Policy, Refund Policy and Privacy Policy. I understand the policies and agree to the conditions of enrolment.
- ☐ I have read the Course Information Sheet for the course/s selected above. I understand all information including delivery mode, pre-requisites and inclusions.
- ☐ I give The Eagle Academy (Xamerg Pty Ltd) the authority to create or locate my USI if it has not been supplied.
- ☐ I give The Eagle Academy (Xamerg Pty Ltd) the authority to search for my Visa entitlement details on VEVO.
- ☐ I understand there is no refund of Administration Fees and paid Health Club Fitness Membership Fees, unless allowed for under the ESOS Act 2000 or its regulations.
- ☐ I understand there is no refund of any part of fees (unless allowed for under the ESOS Act 2000 or its regulations) for courses sold at a "special" price, or courses discounted more than normally advertised prices.
- ☐ VET Students: I understand I should attend 13.5 hours per week, and complete 6.5 hours Dist. Education study each week.
- ☐ VET Students: I understand that The Eagle Academy will monitor my progress and not my attendance.
- ☐ VET Students: I understand that VET courses have expected minimum satisfactory progress requirements, and that failure to progress satisfactorily may lead to me being reported to Immigration
- ☐ ELICOS Students: I understand I should attend 20 hours per week.
- ☐ ELICOS Students: I understand that The Eagle Academy will monitor my attendance and my progress.
- ☐ ELICOS Students: I understand that ELICOS courses have an expected attendance and minimum satisfactory progress requirements, and that failure to attend or progress satisfactorily may lead to me being reported to Immigration
- ☐ I understand that should I miss sessions that contain assessment opportunities, my progress will suffer, and financial penalties apply if I wish to re-sit those tests later. (See price list for penalties).
- ☐ I understand that if my fees are overdue the amount owing will increase by \$50 every week, they are overdue.
- ☐ I understand and agree to pay the tuition fees that exist at the start of my course (not at time of COE issue) unless I paid a minimum of 10 weeks tuition at the time of COE issue.
- ☐ I understand that a COE re-issue will cost \$100 (unless the mistake was made by The Eagle Academy), and that all the details on this form are accurate and have been checked.

**Students under 18 years of age, and parents, please note. You must complete the form "Care arrangements for students under 18 years of age" before signing this enrolment application.**

**Please Sign: \_\_\_\_\_**

(Parent/Guardian to sign if the student is under 18 years)

NOTE: An agent can sign this form if the student is unavailable and has had all conditions explained, and then given his/her consent to the agent to sign on his/ her behalf. The WRITTEN AGREEMENT however must be signed by the student.

**WE WILL NOT PROCESS APPLICATIONS WITHOUT  
A COPY OF THE STUDENT'S PASSPORT AND ENGLISH TEST SCORE OR EXEMPTION EVIDENCE**



# Enrolment Procedure & Conditions 180306

## Procedure

1. Read the Course Information, Refund Policy & Student Handbook found here <http://eagleacademy.com.au/downloads/> and <https://eagleacademy.com.au/our-courses/information/>
2. Complete an English Level Assessment on the website if you have not already completed some other form of English test.
3. Apply online <http://eagleacademy.com.au/online-enrollment/> OR request/download an Enrolment Form. The application must include a copy of your passport.
4. Students may apply for Recognition of Prior Learning, or Direct Credit. This may reduce course time. See the procedure on our website for details on how to apply.
5. Enrolling officer checks student's Qualifications, Experience, and English ability, if applicable, as well as any applications for Credit or RPL, against intended Course requirements, and reports back to student on outcome if a possible problem exists. Requirements are shown in the procedure on our website.
6. We issue the student with an Invoice and Written Agreement for student to check. The student should check carefully all information and policies included and mentioned in these documents. The student reads and signs the Written Agreement, returns it to us, then pays the fees. You MUST send proof of payment (scan the deposit slip, or the bank transfer confirmation).
7. We send a copy of the COE (Confirmation of Enrolment). In some cases, students require pre-approval. Check on [www.immi.gov.au](http://www.immi.gov.au) or ask a migration agent. YOU MUST KEEP A COPY OF YOUR COE THROUGHOUT YOUR STUDY.
8. Student contacts the nearest Australian Government Office or Embassy, as VISA requirements and procedures vary from one country to the next.

## Enrolment Conditions

1. Applying students must read, (or have fully explained to them) and understand the Policies & Procedures found on the website including the Refund Policy, Complaints Policy, the English Assessment requirements, and all other information relating to student matters, including attendance (ELICOS) and satisfactory progress (ELICOS/VET) requirements, as well as the Student Handbook before signing the Written Agreement. These documents can be found here at any time <http://eagleacademy.com.au/downloads/>. Signing/accepting signifies acceptance of these conditions, and all related matters contained in the documents listed.
2. Students are expected to comply with the laws of Australia, and the very strict 'Code of Conduct' of The Eagle Academy (see Student Handbook). Failure to do so may lead to enrolment being suspended or cancelled.
3. The Eagle Academy shall not be liable for loss, damage or injury to persons or property. Any student concerned about the risk of injury or harm through participation in our physical activities must understand that all such activities do carry some risk of injury, and that by signing an enrolment form, or written agreement, they are doing so fully aware of the risks, and do so understanding that the academy is not liable for an injury, loss, damage, or death. Some activities involve an increased risk, and students who elect to undertake such activity must self-assess their ability to do so safely. Those in doubt should consult those in charge, or the CEO for further guidance on the risks, and personal abilities required to undertake the activity with minimal risk. Students are advised to take out personal insurance to cover themselves against accident and illness, and their belongings against theft or loss.
4. The Eagle Academy reserves the right to change its fees at any time without notice. Students doing consecutive courses and wishing to lock in current tuition courses must pay at least the first study period fees before the COE issue to do so. Those paying less (just to get the COE) must understand and accept that they are subject to the tuition fees as at the time of commencement of their course, NOT the time of COE issue.
5. The Eagle Academy reserves the right to change strategies, timetables, trainers, schedules at any time without notice.
6. Students wishing to cancel their course agree to complete this form, submit sufficient evidence to support their reason for cancellation and pay any outstanding fees as well as a \$200 cancellation fee (Excludes Visa Refusal). Sufficient evidence may include but is not limited to flight tickets, stamp on passport, visa cancellation letter, medical certificate or death certificate. Cancellations may not be processed until sufficient evidence, fees and CEO/Manager approval are received.
7. Fees must be paid in advance, as per the Payment Schedule attached, or the student will not be allowed to commence. If 30 days pass after the CoE commencement date and the student has not yet paid their fees as per their payment schedule, then their CoE will be cancelled for non-commencement (14 days if under 18). Students can access the Appeals process if their enrolment is cancelled.
8. Students must accept that penalty fees apply for access to staff assistance and assessment items if a student missed the original piece of assessment without good reason, and/ or if the student has completed the tuition period of the course, and has been issued with a Notice that they are to be reported to *Immigration* for Unsatisfactory Progress (or any other breach of Visa conditions).
9. Students not taking OSHC through the Academy are responsible for making sure they have adequate cover and must provide proof of cover for their entire VISA period to *Immigration*.
10. Student must personally attend the Academy and pick up their original Qualification or Statement of Attainment or give written permission for a third person to do so, or provide the Academy with a stamped, self addressed envelope at their own expense, so the Academy may post it to them. Such envelopes ought to be able to take an A4 sized certificate and have a cardboard insert to prevent folding.
11. The Academy reserves the right to seek additional information from any applicants as required, and to vary enrolment conditions to suit individual applications and requirements.
12. Additional fees may be incurred for a CoE change, campus transfer, bank transfer, payment option change once commenced, replacing workbooks, assessment re-scheduling, reprint certificate, and printing. Please see the other fees information on the website for more information.
13. It is the student's responsibility to keep a copy of the written agreement & receipts of payment for course fees.
14. Students must notify The Eagle Academy in writing of any change of address and contact details, while enrolled in this course, within 7 days of the change.

Website: [www.eagleacademy.com.au](http://www.eagleacademy.com.au)

## Privacy Statement

Students providing personal information to The Eagle Academy should be aware that by law this information may be made available to Commonwealth and State agencies and the Director of the Tuition Protection Scheme, pursuant to obligations under the ESOS Act 2000, National VET Data Policy or other relevant legislation, and the National Code 2007. In addition, The Eagle Academy is required, under s19 of the ESOS Act 2000, to tell the Department about certain changes to international student enrolments and any breach by students of a student visa condition relating to attendance or satisfactory academic performance. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach by the student of a student Visa condition.

Please read our Privacy Policy which is available on our website ([www.eagleacademy.com.au](http://www.eagleacademy.com.au)) or in printed form by request.

