

Instructions to applicants

Please type or use BLOCK LETTERS when completing this form. Return the completed form to:
 Orange English – Level 6, 416–420 Collins Street Melbourne, Victoria 3000. | Mobile: +61 3 6185 0160
 Email: info@orangeenglish.edu.au | Website: orangeenglish.edu.au

Section 1 – General Information

Which of the following best describes you?

- ☐ I am an agency representative applying on behalf of a client.
- ☐ I am an individual applying directly to study at Orange English College.

If yes to **agency representative**, please complete the following:

Agency Name: _____ Agent Telephone/Mobile phone number: _____

Agent Email: _____

Agency Address line 1: _____

Agency Address line 2: _____ Suburb / City: _____

State (if applicable): _____ Country: _____ Post Code: _____

If yes to **individual applying directly**, please complete the following:

Did any Orange English College representative help you with the application / your enrolment?

- ☐ No, no one helped me. ☐ Yes, an OEC representative helped me.

If yes, please write the representative's name: _____

Course Preferences (Melbourne)

Please note that you may select more than one option. Course availability is dependent on campus selection.

Select	Cricos Course Code	Course Name	Duration	Time Tables	Start Date
☐	116183B	General English		☐ Morning (4 days a week) ☐ Evening (4 days a week)	
☐	116185M	English for Academic Purposes			
☐	116184A	IELTS Preparation			

* For ELICOS program: number of weeks may vary based on Entry Level Placement Test / Result (IELTS / PTE or equivalent) and Exit Level goal

Preferred Intake Dates

Preferred Start Date: _____ Preferred End Date: _____

*Each course includes levels and each level consists of a 10-week study period, with an additional 2-week break.

Section 2 – Personal Information

Personal Details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other, please specify: _____ Sex: ☐ M ☐ F ☐ Other, please specify: _____

Family Name (surname): _____ Middle Name: _____ Given Name: _____

Email Address: _____ Phone number: _____ Date of Birth: _____

Nationality: _____

Passport and Visa Details

Passport Number: _____ Passport Issuance Country: _____ Passport Date of Expiry: _____

Are you currently studying in Australia? ☐ Yes ☐ No

Do you hold a valid visa in Australia? ☐ Yes ☐ No

If Yes, Which visa you are holding?

Visa Type: _____ Visa Expiry Date: _____

Have you applied for a student visa before? ☐ Yes ☐ No

Do you require assistance with a student visa application? ☐ Yes ☐ No

Residence

* Overseas address of residence:

Home Phone Number: _____ Mobile Phone Number: _____

Address 1: _____

Address 2: _____ Suburb / City: _____

State (if applicable): _____ Country: _____ Post Code: _____

If **currently residing in Australia**, please complete the following address of residence as well:

Home Phone Number: _____ Mobile Phone Number: _____

Address 1: _____

Address 2: _____ Suburb / City: _____

State (if applicable): _____ Country: _____ Post Code: _____

Emergency Contact Details

☐ Local ☐ International

Relationship: _____ First (and second) Name(s): _____ Last Name(s): _____

Email Address: _____ Home or Mobile Phone Number: _____

Health Cover

Do you have current Overseas Student Health Cover (OSHC)? ☐ Yes ☐ No

*If Yes, Please complete the following:

Name of Insurance Provider (Company): _____

Membership Number: _____ OSHC Expiry Date: _____

* If No, please complete the following:

What type of OSHC will you require?

- ☐ Single Cover (Student only) ☐ Couple Cover (Student and Spouse)
- ☐ Family Cover (Student, Spouse and Children) ☐ Single Parent Cover (Student and Children)

Do you want us to organise your OSHC? ☐ Yes ☐ No

OSHC Duration (Enter no of weeks): _____

English Proficiency / Education Background

1. Have you taken an English test before? ☐ Yes ☐ No

If yes, please specify: ☐ IELTS ☐ TOEFL ☐ PTE ☐ Other: _____

Score (if applicable): _____

2. How would you rate your current English language skills?

- ☐ Beginner ☐ Elementary ☐ Pre Intermediate ☐ Intermediate ☐ Upper Intermediate ☐ Advanced

3. Evidence of English Proficiency

A copy of the supporting document on which you are basing your English proficiency claim:

- ☐ ELICOS / GE Certificate ☐ IELTS or equivalent test results ☐ Other: _____

4. Highest Qualification Completed: _____

5. Name of Education Institution: _____

Disability and Mental Health

In order to provide appropriate support services, we invite you to give us information about any disability or mental health issue you may have.

1. Do you consider yourself to have a disability, impairment or long-term condition? ☐ Yes ☐ No

2. If yes, then please indicate the area of disability, impairment or long-term condition: (you may select more than one)

Please note: Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

- ☐ Hearing / deaf ☐ Learning ☐ Vision ☐ Intellectual ☐ Medical condition ☐ Acquired brain impairment

- ☐ Medical illness ☐ Physical ☐ Other, please specify: _____

*Refer to the Disability Supplement for an explanation of the above list.

Section 3 – Fees

Fee payment options

Note: Under the ESOS Legislation, Providers cannot require Students to pay more than 50% of their tuition fees before they start the course. However, Students, or the person responsible for paying the tuition fees, may choose to pay more than 50 per cent of their tuition fees before they start their course.

For further information please contact us at accounts@orangeenglish.edu.au

☐ **OPTION A** – I would like to pay more than 50% of my total tuition fees upfront.

Total Tuition fees (more than 50%) I wish to pay (please insert amount here) \$ _____

You will be able to pay amount inserted above via bank transfer in the bank account mentioned in an "International Student: Letter of Offer, Student Agreement and Acceptance of Offer Form". If you have any balance of the tuition fees left after paying desired amount mentioned above, you may choose to deposit the balance via bank transfer or by using EFTPOS for the balance of the fees. If you do not have any balance remaining, you will not be required to do anything further, and your Tuition Fees will be paid in Full.

☐ **OPTION B**

Monthly Payment Plan If you wish to pay your fees on the Monthly Payment Plan, you will be required to pay Initial Deposit mentioned in the "International Student: Letter of Offer, Student Agreement and Acceptance of Offer Form" under the subheading "Initial payment required – Deposit" via bank transfer and for the balance of the fees, you will be set up on a Monthly payment plan and you may choose to deposit the monthly instalments via bank transfer or by using EFTPOS.

Note: We will send you an "International Student: Letter of offer, Student Agreement and Acceptance of Offer Form" as per the Payment Option selected by you. More details about payment methods including Bank Details will be mentioned in an "International Student: Letter of Offer, Student Agreement and Acceptance of Offer Form".

Accommodation & Airport Pick up

Would you like us to organise Airport Pick up? ☐ Yes ☐ No

If yes, please fill out Airport pickup request form available on

Would you like us to organise Accommodation for you? ☐ Yes ☐ No

If yes, one of our friendly staff will be in touch for further information.

Application Checklist

☐ Have you completed all sections of this application

☐ Certified Copy of Student's Passport

☐ Evidence of English Proficiency (if available e.g. IELTS, TOEFL etc.)

☐ Certified evidence of Year 11 or 12 including Academic History

☐ Others, please specify: _____

Student Declaration

In signing or emailing this form I acknowledge and declare that:

- 1.** I have read, understood and completed all questions and details on the enrolment form.
- 2.** I am on a visa that allows me to study in Australia.
- 3.** Arrangements have been made to pay the fees and charges for this qualification.
I will inform OEC (Orange English College) of any changes in my contact details, including my email address, via info@orangeenglish.edu.au
- 4.** I agree to abide by the rules and regulations of Orange English College (OEC).
- 5.** I confirm that I have been informed about the training, assessment and support services to be provided and about my rights and obligations as a student at Orange English College (OEC).
- 6.** I authorise Orange English College (OEC) or its agent, in the event of illness or accident during any Orange English College (OEC) activity, and where emergency contact or next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
- 7.** I have access to the internet and a printer, complying with OEC's policies.
- 8.** I agree to comply with all the Terms and Conditions included in this Enrolment Form.
- 9.** I consent to Orange English College using and publishing my name, and any photographs or videos in any of its publications and materials (including written, electronic or multimedia materials) for distribution anywhere in the world, on OEC website and social media platforms, for educational, promotional or reporting purposes.
- 10.** I acknowledge that Orange English College collects, stores, and uses my personal information in accordance with the Privacy Act 1988.
- 11.** I understand that the information I provide during the enrolment process is collected for the purposes of:
 - Assessing my application and eligibility for enrolment.
 - Managing my enrolment, academic progress, and participation in the program.
 - Complying with legal and regulatory obligations, including reporting to government agencies such as the Department of Home Affairs, Australian Skills Quality Authority (ASQA), and other relevant authorities.
- 12.** I understand that my personal information may be disclosed to third parties where required by law or where necessary for the delivery of educational services. This may include, but is not limited to, government departments, education authorities, and contracted service providers.
- 13.** I declare that the information I have provided is accurate and complete, and I consent to the collection, use, and disclosure of my personal information as outlined in this form. I understand that I have the right to access and correct my personal information in accordance with the Privacy Act 1988.

Student signature [or electronic acknowledgement]:

Signature: _____ **Date Processed:** _____

Disability Supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: Please note: Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the lifespan. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.