



**Important – this acceptance must be completed, signed and returned with your payment for a confirmation of enrolment (COE) to be issued.**

If you wish to accept the offer Bradford College has forwarded you, please return this form with your payment to:

**Bradford College**  
C/- The University of Adelaide  
North Terrace  
Adelaide SA 5005  
AUSTRALIA

**Personal Information** (Please fill in the following information and exactly as per your passport (please print))

Title  Mr  Mrs  Miss  Ms  Other

Family Name (as in passport)

Given Names (as in passport)

Sex  Male  Female

Date of Birth

Country of Citizenship

Country of Birth

Location of the Australian High Commission/ Australian Consulate General/ Australian Embassy where you will be applying for a student visa:

**Education Services for Overseas Students (ESOS) Act**

Bradford College collects information from international students on this form and during enrolment in order to meet their 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. Under the ESOS Act, the College is obliged to monitor that students are making satisfactory course progress, students who are failing to achieve satisfactory grades will be required to see the Manager of Student Learning and they may be placed on a learning contract. If the student continues to have unsatisfactory grades then the College is obliged to inform the Australian Government. Students will also have their attendance recorded and the College will notify the Australian government if their attendance is unsatisfactory. Students who are reported for having unsatisfactory attendance and/or unsatisfactory grades risk having their visa cancelled by the Department of Immigration and Citizenship (DIAC).

Further information is available in the College's attendance and course progress policies for international students. If you require a copy of these policies please ask the administration staff at the College.

The ESOS framework is available on the Commonwealth Government's Australian Education International's website (AEI) at <http://aei.gov.au/AEI/ESOS/default.html>.

Please note: International students are required to notify Bradford College of any change of address within 7 days.

**Code of Conduct**

Bradford College maintain high academic standards, which require students to be committed to their studies in order to achieve the highest possible goals. You are expected to do all assignments and work allocated to you. If you are committed to your studies, we will be devoted to helping you achieve academic success.

Students will be issued with two warnings if they disobey College rules\*. If the student re-offends, Bradford College reserves the right to expel the student without refund. If this occurs, the College is obliged to report to DIAC that the student is no longer enrolled and is therefore in breach of their visa conditions. This could result in DIAC cancelling the student's visa and they may not be able to get a further visa to Australia.

\*The College rules are set out in the student diary. Information on circumstances in which your enrolment may be deferred, suspended or cancelled is also available on the website at: [www.bradford.adelaide.edu.au](http://www.bradford.adelaide.edu.au).

**Refunds**

Bradford College's full refund policy is available at [www.bradford.adelaide.edu.au](http://www.bradford.adelaide.edu.au).

Full tuition fee refunds are payable if:

- The College is unable to provide the academic program offered
- The offer of enrolment is withdrawn for reasons other than incorrect or incomplete information supplied by the student at time of enrolment
- An Australian visa application is refused
- Approval of an Australian Student visa is delayed beyond the student's control

Partial tuition fee refunds are payable in the following manner:

- 90% - when the offer of enrolment is withdrawn because of incorrect or incomplete information supplied by the student at the time of enrolment
- 80% - when the student decides not to enrol at least 4 weeks prior to the commencement of the program.
- 50% - when the student decides not to enrol less than 4 weeks prior to the commencement of the program

No tuition fee refund is payable if:

- The College receives cancellation after the commencement date of the student's program
- The student withdraws after commencing the program. In this case the student is liable to pay the full tuition fee and any expenses, costs or disbursements incurred in recovering the tuition fee.
- The terms and conditions of the contract are breached
- The student's enrolment is cancelled by Bradford College.

Please note: The enrolment fee is non-refundable when a student withdraws their enrolment. The accommodation placement fee is non-refundable if the accommodation has already been arranged.

Students wishing to withdraw their enrolment and seek a refund must notify the Admissions Office in writing. If the student is withdrawing their enrolment due to their student visa application being refused they must supply proof (i.e. visa refusal letter) of this to the College. The refund request will be assessed according to the College's refund policy. The College will endeavour to process all refunds within 28 business days.

In the unlikely event that Bradford College, for unforeseen reasons, is unable to provide a course of study or continue a course of study as promised, protection of student fees is provided by the ESOS legislation, the Commonwealth of Australia and the provisions under the agreement between Bradford College and the University of Adelaide for the Degree Transfer and Foundation Studies Programs. Arrangements are in place for the Bradford English programs by way of an Australian Government recognised Tuition Assurance Scheme through the Australian Council for Private Education and Training (ACPET). ACPET will arrange for students to enrol in a similar English program with another provider and students won't be charged for any component of the program they have already paid for.

**Declaration**

I accept the offer for enrolment into the Bradford College Program(s) as detailed in the offer letter from Bradford College. I have read the itemised list of fees payable in the offer letter and I have enclosed payment for the total amount of fees owing for the first instalment.

I have read, understood and accept the College's refund policy; the reasons my enrolment may be deferred, suspended or cancelled; and my obligations as an international student in Australia in relation to attendance, achieving satisfactory course progress and notifying the College of any change of address within 7 days.

I understand that the information provided by me on this form and during enrolment may be made available, to the University of Adelaide and in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Fund Manager of the ESOS Assurance Fund and the Tuition Assurance Scheme, pursuant to obligations under the ESOS Act 2000, the ESOS Regulations 2001 and the National Code 2007. In other circumstances information provided by me on this form or during enrolment can be disclosed without my consent where authorised or required by law.

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.

Agent Stamp Here

Signature of Student  Date

Name (Please print)

Signature of Parent  (if student under 18) Date

Name (Please print)