



# Lloyds International College

( CRICOS: 01942A /RTO: 7017 /ABN: 70 060 771 566 )

Address: Level 1 & 2, 499 Kent St Sydney NSW 2000 Phone : 02 8263 1202

-EST. 1999-

Web: [www.lloydscollege.nsw.edu.au](http://www.lloydscollege.nsw.edu.au) Email: [admin@lloydscollege.nsw.edu.au](mailto:admin@lloydscollege.nsw.edu.au)

## PERSONAL DETAILS

Family Name\*: \_\_\_\_\_

Given Name(S)\*: \_\_\_\_\_

Gender\*: Male  Female

Date Of Birth\*: \_\_\_\_/\_\_\_\_/\_\_\_\_

Country of Birth\*: \_\_\_\_\_

Country of Citizenship\*: \_\_\_\_\_

Passport Number\*: \_\_\_\_\_

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

Mobile\*: \_\_\_\_\_

Address in Australia

Unit Number\*: \_\_\_\_\_

Street NO & Name\*: \_\_\_\_\_

Suburb\*: \_\_\_\_\_

State\*: \_\_\_\_\_ Postcode\*: \_\_\_\_\_

Address in Overseas\*: \_\_\_\_\_

Country\*: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Do you consider yourself to have a disability, impairment or long-term condition?

YES  NO

If you answered yes, do you require extra leaning support ?

YES  NO

## ELICOS COURSES

TIMETABLE

MORNING CLASSES  
MONDAY-FRIDAY  
08:15 am-12:30 pm

EVENING CLASSES  
MONDAY-FRIDAY  
17:15 pm-21:30 pm

**General English (4-72 weeks) Teaching hours : 20hrs/week)**

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ weeks AM  PM

**IELTS Preparation Course (1-10 weeks)**

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ weeks AM  PM

**Preparation For The Cambridge First Certificate in English Course (12 weeks)**

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ weeks AM

**English for Academic Purposes (1-12 weeks)**

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ weeks PM

## OVERSEAS STUDENT HEALTH COVER(OSHC)

Do you want Lloyds International College to arrange your OSHC? YES  NO

OSHC Duration : \_\_\_\_\_ months

OSHC Cover Type :

Single  Couple  Family

## EDUCATIONAL DETAILS

What's your current English level ?

Beginner  Elementary

Pre-Intermediate  Intermediate

Upper-Intermediate  Advanced

Please provide certified copy of any English proficiency certificate/score report .IELTS 5.0 or above is an entry requirement for all vocational courses.

What is the highest level of education that you have completed?:

Bachelor  Advanced Diploma

Diploma  Certificate IV

Certificate III  Other Education

Proposed Future Studies:

University Undergraduate  Vocational College

University Postgraduate  TAFE

## VISA REQUIREMENT

Which type of visa do you plan to study under at Lloyds?\*

Student  Working Holiday

Student with dependant  Other

Where will you apply for your visa?

Within Australia  Outside Australia



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## VOCATIONAL COURSES

	Duration
<input type="checkbox"/> <b>BSB20120 Certificate II in Workplace Skills</b>	52 weeks
<input type="checkbox"/> <b>BSB30120 Certificate III in Business</b>	52 weeks
<input type="checkbox"/> <b>BSB40120 Certificate IV in Business</b>	52 weeks
<input type="checkbox"/> <b>BSB50420 Diploma of Leadership and Management</b>	52 weeks
<input type="checkbox"/> <b>BSB60420 Advanced Diploma of Leadership and Management</b>	78 weeks
<input type="checkbox"/> <b>BSB40820 Certificate IV in Marketing and Communication</b>	52 weeks
<input type="checkbox"/> <b>BSB50620 Diploma of Marketing and Communication</b>	52 weeks
<input type="checkbox"/> <b>BSB60520 Advanced Diploma of Marketing and Communication</b>	78 weeks

## INTAKE DATES 2022-2024

### 2022

- 07 Jan
- 11 Feb
- 18 Mar
- 08 Apr
- 13 May
- 17 Jun
- 08 Jul
- 12 Aug
- 16 Sep
- 07 Oct
- 11 Nov

### 2023

- 06 Jan
- 10 Feb
- 17 Mar
- 06 Apr
- 12 May
- 16 Jun
- 07 Jul
- 11 Aug
- 15 Sep
- 06 Oct
- 10 Nov

### 2024

- 05 Jan
- 09 Feb
- 15 Mar
- 05 Apr
- 10 May
- 14 Jun
- 05 Jul
- 09 Aug
- 13 Sep
- 04 Oct
- 08 Nov

## CREDIT UNIT TRANSFER/RPL

Depending on your previous student and work experience, we are able to give your credit or exemptions from certain course units.

Do you wish to apply for Recognition of Prior Learning? (RPL)  YES (Please complete RPL assessment form)  NO

## UNIQUE STUDENT IDENTIFIER(USI)

USI No: \_\_\_\_\_

If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/your-usi/create-usi>

## REFERRAL INFORMATION

Education Agency: \_\_\_\_\_

How did you hear about us ?

Counsellor Name: \_\_\_\_\_

Internet  Lloyds Website  Friend  Other

## PAYMENT DETAILS

Do you wish to pay 100% of tuition fee upfront ?

Note: Please make sure you refer the specific entry requirements that apply to the course you are enrolling in. For courses that are more than 25 weeks you are not required to pay more than 50% of tuition fees upfront, but you may volunteer to do so.

YES  NO

## METHOD OF PAYMENT

Cash  Credit Card  Bank Deposit  International Money Transfer

## BANK DETAILS

Bank: Commonwealth Bank (CBA)  
BSB : 062 105  
Account Number : 1097 9429  
SWIFT CODE : CTB AAU 2S

Account Name : CAPROCK INTERNATIONAL PTY LTD  
Trading as Lloyds International College  
Bank Branch : Shop 72, Ashfield Mall Shopping Centre  
260a Liverpool Rd Ashfield, NSW 2131



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## REFUND POLICY

1. The Enrolment Fee, Administration Fee, credit card transaction fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not.
  2. A \$500 fee is payable for administering course cancellation after course commencement.
  3. Where a student has cancelled prior to commencement a fee of \$150 is charged for processing the refund (except in visa rejection cases).
  4. An administrative charge of \$100 is made to vary an application e.g. Change of Start Date, Change of Course, Additional CoEs/instalments (4th, 5th etc.)
  5. If your application for a visa to study in Australia is rejected before the commencement date of the course and the College receives notification in writing and a copy of the Australian Embassy rejection letter, a full refund of all pre-paid Tuition fees minus the lesser of \$500 or 5% of all pre-paid Tuition fees will be paid. This excludes all non-refundable fees listed under item 1. If you commence a course at the College and subsequently your visa application is rejected, a refund of the portion of the Tuition fees which you have paid but for which tuition has not yet been received will be refunded. Proof of refusal letter must be provided no later than 4 weeks after refusal date, otherwise normal cancellation fees may be charged.
  6. Student Default: No refund will be made if a student:
    - has given false or misleading information
    - fails to comply with the conditions of enrolment at the College
    - is in breach of their visa requirements as imposed by the Australian Government
    - withdraws after the commencement date of the course
  7. Student Withdrawal: If you give written notice of your intention to withdraw from a course, all pre-paid Tuition fees will be refunded, minus an administration charge of \$150 and a cancellation fee, calculated as a percentage of the total pre-paid Tuition fees as follows:
    - 40 days or more before the commencement date, tuition fees will be refunded less a cancellation fee of 15%.
    - more than 5 days before the commencement date, tuition fees will be refunded less a cancellation fee of 30%.
    - less than 5 days before course commencement date, tuition fees will be refunded less a cancellation fee of 45%.
 Refund procedures:
    - You must complete the Refund Application Form.
    - Your refund will be processed within 4 weeks of receipt of your completed refund application if it includes all the required documents.
- Note:
- Fees for additional services not covered in this Enrolment Agreement with Lloyds International College and directly paid to Education Agents by students are not covered by this refund policy.
  - Refunds will be paid directly to the student who entered into the Enrolment Agreement with Lloyds International College.
  - Bank charges are deducted for overseas refunds made by electronic transfer.
  - A written statement will be provided to the student to explain how the refund is calculated.
8. Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date of the first course.
  9. Commencement of the course is defined as the course start date in the first Application form submitted by the student or agent and not subsequent changes to the starting date.
  10. Course and other Fees are not transferable to another student or institution but may be transferred to another course within Lloyds International College at the discretion of the College.
  11. Any approved refunds are made payable to and sent to the student, in the country of origin as applicable in Australian dollars.
  12. Provider Default: In the unlikely event that Lloyds International College is unable to deliver your course in full, starting from the agreed date, you will be offered a full refund within 2 weeks after the default date. This would include course cancellation due to low enrolments. If Lloyds International College is unable to provide a refund or place a student in a suitable alternate course the Tuition Protection Service (TPS) will offer students a suitable alternate place with another provider or refund the student the unused portion of the prepaid tuition fees. For more information, visit <https://tps.gov.au/StaticContent/Get/Faqs>
  13. This refund policy applies to all tuition fees paid to the college and includes any tuition fees paid to an education agent to be remitted to the College.
  14. All refund considerations will be strictly limited to the monies paid, which Lloyds International College has received from the student as tuition fees only i.e. exclusive of all non-refundable fees listed under item 1.
  15. This agreement, and right to make complaints and seek appeals of decisions and action under various processes, does not affect the right of the student to take action under Australian Consumer Law if the Australian Consumer Law applies. [consumer.gov.au/australian-consumer-law](http://consumer.gov.au/australian-consumer-law)

## STUDENT DECLARATION

- I have fully read and understood the college's terms and conditions including the refund and cancellation policy and I agree to abide by them.
- I understand that all communication from the college will be sent to the email address I have provided on this form.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

