



**MERCURY COLLEGES**

Excellence in Education  
(Since 1960)

# Mercury Colleges Pty Ltd

CRICOS Provider Number: 00172B

National Provide: 0872

Level 3, 3 Waverley Street, Bondi Junction, Sydney NSW 2022 Australia

Tel: +61 2 8263 1200 Fax: +61 2 8263 1238

Email: [info@mercurycolleges.com](mailto:info@mercurycolleges.com)

[www.mercurycolleges.com](http://www.mercurycolleges.com)

## International Students Application Form - Part 1

YOUR PERSONAL DETAILS		INTENDED COURSES	
FAMILY NAME:		COURSE 1:	
GIVEN NAME:	MALE: FEMALE:	DURATION:	Morning: Afternoon:
ADDRESS (AUSTRALIA) :		START DATE:	END DATE:
POST CODE:		COURSE 2:	
TELEPHONE: ( )	MOBILE:	DURATION:	Morning: Afternoon:
EMAIL:		START DATE:	END DATE:
DATE OF BIRTH: / /			
PROFICIENCY IN ENGLISH		OVERSEAS STUDENT HEALTH COVER	
What is your level of English? (Please tick) Beginner      Intermediate      Advanced		The Australian Government requires all persons entering Australia on a Student Visa to take Overseas Student Health Cover (OSHC). The current ahm cover is \$AUS 315.00 per annum / per person.	
Have you taken TOEFL / IELTS / other English test? Yes      No      if "Yes", Score: _____		YES      NO	
		IF "YES" THEN FOR HOW MANY WEEKS? _____	
INTERNATIONAL DETAILS (ALL NON-RESIDENTS MUST COMPLETE THIS SECTION)		AIRPORT PICK-UP	
COUNTRY OF CITIZENSHIP:		DO YOU REQUIRE PICK-UP FROM SYDNEY (KINGSFORD-SMITH) AIRPORT TO YOUR PLACE OF ACCOMODATION? <b>Airport Pick-Up      \$120.00</b>	
PASSPORT NUMBER:		YES      NO (IF "YES" THEN YOU WILL HAVE TO LET US KNOW YOUR ARRIVAL DETAILS AS SOON AS POSSIBLE.)	
VISA TYPE:		ACCOMODATION	
PLACE OF BIRTH:		DO YOU REQUIRE US TO FIND ACCOMODATION FOR YOU IN SYDNEY? <b>Accommodation Placement Fee (Non-Refundable)      \$187</b>	
YOUR OVERSEAS ADDRESS DETAILS		YES      NO	
		IF "YES" THEN FOR HOW MANY WEEKS? _____	
		SINGLE      SHARE      NON-SMOKING      SMOKING	
		HOMESTAY      STUDENT HOUSE	
TELEPHONE: ( )		DO YOU HAVE ANY SPECIAL FOOD OR DIETARY REQUIREMENTS?	
MANDATORY FORMS:		HOW DID YOU HEAR ABOUT MC? (PLEASE TICK)	
Please attach to this application form: 1. Copy of passport 2. High School Certificate (or Equivalent) 3. Education Transcript 4. Copy of IELTS/TOEFL results		Friends / Relatives      Embassy      Newspapers / Magazine Website      Agent (Name/Stamp)	



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## CANCELLATION AND REFUND POLICY

1. The Enrolment processing Fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not.
  2. An administrative charge of \$100 is made to vary an application e.g. Change of Start Date, Change of Course
  3. Tuition Fees and OSHC are refunded in full where The Australian Embassy/High Commission rejects the Student's Visa Application in writing and a copy of the rejection letter is sent to Mercury Colleges.
  4. Notices of Cancellation are not effective until Mercury Colleges receives written notification of your cancellation.
  5. Tuition fees will be refunded in part where a student wishes to cancel a course, with a letter signed by the student.
    - More than 28 days before course commencement, less 10% for administrative expenses
    - Where a cancellation occurs less than 28 days prior to the starting date of the course, 30% of tuition fees will be deducted from the full fee applicable for the semester/course.
  6. No refunds will be made after the commencement date of the course. Where 2 or more courses are packaged, the conditions apply to all elements. If Enrolment fee is waived due to special conditions/offers, all refunds will attract an administration charge of \$150.00. Note that for packaged courses the course start date is taken to be the start date of the first course
  7. Visa rejection refunds will require a copy of the visa rejection notification from the Australian Embassy / High Commission/ DIAC and your Official Mercury Colleges receipt.
  8. Course and other Fees are not transferable to another student or institution but may be transferred to another course within Mercury Colleges at the discretion of the College.
  9. All refunds due to student default are in Australian Dollars and processing time is four weeks.
  10. Any approved refunds are made payable to and sent to the student or his/her agent, in the country of origin as applicable in Australian dollars.
  11. Bank charges are deducted for refunds made by bank draft or electronic transfer.
  12. Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.
  13. Mercury Colleges will pay a full refund to the student within 2 weeks after the default date when Mercury Colleges:
    - Does not offer a course on the advertised start date:
    - Terminates a course after the course start date and before the course completion date
    - Does not provide a course as advertised due to sanctions by any authorities
 This refund is equal to the daily course rate (total tuition fees divided by the total course days) x the number of course days for which the student has not received service.
  14. All refund considerations will be strictly limited to the monies which Mercury Colleges has received from the student as tuition fees only i.e. exclusive of all no-refundable fees and agents' commission (whether this commission was deducted before or after student payment to Mercury Colleges).
  15. Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.
- This policy does not remove the right to take further action under Australia's Consumer Protection Laws [http://www.australia.gov.au/Consumer\\_Protection](http://www.australia.gov.au/Consumer_Protection)

### METHOD OF PAYMENT

Cheque	Cash	Credit Card	Bank Deposit	International Money Order
<b>Bank: StGeorge Bank      Branch: Bligh Street, Sydney 2000, Australia</b>				
<b>Account Name: Mercury Colleges Pty Ltd Account Number - 332 027 551660005</b>				
Name on Card:	Type of Card:	Card Number:	Expiry Date:	

### TOTAL DUE

Please include total for <u>all</u> services that you have requested up this point.	
Fee Calculation (see pricelist for fees) In <u>Australian Dollars</u>	
Enrolment .....	\$ .....
Tuition .....	\$ .....
Accommodation Placement Fee .....	\$ .....
Homestay Accommodation-weeks .....	\$ .....
Airport Transfers .....	\$ .....
OSHC .....	\$ .....
<b>TOTAL .....</b>	<b>\$ .....</b>

### DECLARATION

I have fully read and understood <b>MC's</b> terms and conditions including the refund and cancellation policy and I agree to abide by them.	
Signature of Student	Date:      /      /
If fees are being paid by another person(s) or company:	
I _____	
<b>(Name of person(s) / company paying fees – please print)</b> declare that I have the financial capacity to meet Course fees and agree to pay these fees as they become due and I have read, fully understood and accept MC's terms and conditions and I have signed and attached the compulsory checklist to this enrolment form.	