



## Enrolment and Payment Details

### VISAS

To study for 12 weeks or less you will need to have a Visitor Visa or Working Holiday Visa. A Visitor Visa application can be obtained from any Australian Embassy or Consulate. Information on visas for Australia can be found on DIMAC's website: [www.immi.gov.au](http://www.immi.gov.au)

### HEALTH INSURANCE

We recommend you take out your own health insurance before you travel.

### FEES

- ❖ The registration fee is required on booking to secure a place at Port Douglas English Language Centre.
- ❖ The accommodation placement fee is payable only if you require help with accommodation.
- ❖ Fees are due 14 days before the beginning of the course.
- ❖ A charge may be applicable to cover bank and transfer fees.
- ❖ All prices are in Australian dollars and may be subject to change.

### PAYMENT OF FEES

Payment may be made by bank transfer to:  
*Port Douglas English Language Centre*

Name of Bank: National Australia Bank  
Address: 6 Macrossan Street  
Port Douglas, Qld 4877 Australia

Branch Number: 084878  
Account Number: 87 327 1643

Payment may also be made by Credit Card  
(Visa or Mastercard)

### **PLEASE RETURN THE COMPLETED ENROLMENT FORM TO:**

Port Douglas English Language Centre  
P O Box 466, Port Douglas  
Qld 4877 Australia

Fax local: 07 4099 4955  
Fax from overseas: 61 7 4099 4955  
Attached Document: [enquire@pdelc.com.au](mailto:enquire@pdelc.com.au)

### CANCELLATION AND REFUND

Applicants receive a full refund of fees (less bank transfer charges) if bookings are cancelled more than 14 days before the beginning of a course or if a visa cannot be obtained. The first week's fee will be retained by the centre if bookings are cancelled less than 14 days before the course starts. If a student withdraws after the beginning of a course, there is no refund of any tuition fees paid, except in the case of severe illness or other urgent family circumstances. Where Port Douglas English Language Centre is unable to offer a course, or terminates a course before it is completed, students will receive a full refund of any outstanding fees.

The registration and accommodation placement fees are not refundable, but they are transferable and can be used for an enrolment at a later date. No fees are refundable for public holidays or days lost due to the student's absence.

Port Douglas English Language Centre should be notified in writing of the student's intention to withdraw from a course. A refund will be paid to the person who enters into the contract with the school, unless that person directs the school, in writing, to pay the refund to someone else. The refund will be paid within four weeks of receiving written notification. Where possible, the refund will be paid in the same currency in which the fees were paid. This agreement does not remove the right to take further action under Australia's consumer protection laws.

### TERMS AND CONDITIONS OF ENROLMENT

The student agrees to adhere to the rules, standards and instructions of Port Douglas English Language Centre. The student further agrees to waive and release all claims against PDELc, its owners, and its appointed agents for any loss, injury, accident, delay or expense resulting from participation in any of its courses, airport transfers, and all accommodation arrangements. Port Douglas English Language Centre, its owners, and its appointed agents are not responsible for any injury or loss suffered during periods of independent travel or absence from the enrolled courses.

In the event of problems or complaints relating to your enrolment at Port Douglas English Language Centre, you can, in the first instance, talk to any staff member. If you need help from someone outside of the centre, you may contact an independent grievance mediator; and/or exercise your rights to other legal remedies.