

138 Cromwell Street
Collingwood VIC Australia 3066
t (03) 9495 6622
m 0416 060 919
e admin@latrobecollege.edu.au
w latrobecollege.edu.au
provider no 22248
cricos no 03157K
abn 65 068 683 214

STUDENT DETAILS

Full Name	<input type="text"/>	Travel Insurance	<input type="text"/>
Address	<input type="text"/>	Passport No	<input type="text"/>
Suburb / Postcode	<input type="text"/> <input type="text"/>	Nationality	<input type="text"/>
Telephone (H)	<input type="text"/>	Expiry Date	<input type="text"/>
Mobile	<input type="text"/>	Emerg Contact	<input type="text"/>
Email	<input type="text"/>	& Phone No.	<input type="text"/>

I WOULD LIKE TO ENROL IN Please select:

VENICE NEW YORK BERLIN

Year of program

Units of Study dates

The course will start in Melbourne approximately **4 weeks** prior to students leaving for the overseas destination. Students will undertake a pre-travel project class in the **Final Meeting Class** in Melbourne at Latrobe College.

Students will make their way to their overseas destination and meet with their teachers at 10am at a pre-determined destination point. See program handouts for dates. The overseas component go for 12 days. Students will gather again approximately 4 weeks later in Melbourne to participate in the Journals Exhibition at Latrobe College Gallery.

MY PAYMENT OPTIONS

For confirmation of your enrolment this form must be accompanied by a DEPOSIT or FULL PAYMENT.

I am paying the Deposit now \$600 and the balance of \$2750 by the **22nd JULY**

\$

I am paying the full payment now of \$3350

\$

(EFT) DIRECT DEPOSIT DETAILS

Please email admin@latrobecollege.com.au to confirm payment has been made

Commonwealth Bank
BSB 063 143

ACCOUNT 1029 1968

Include your name when paying by EFT

I WILL BE MAKING PAYMENT BY

Please tick

Credit Card/ Eftpos Cheque Cash

Money Order EFT VFH

IF YOU ARE SENDING PAYMENT BY FAX OR POST

Please note that we don't accept Amex or Diners

*

Card Type	<input type="text"/>
Name on Card	<input type="text"/>
Number	<input type="text"/>
Exp Date and CCV	<input type="text"/>
Amount	<input type="text"/>
Signature/ or Name	<input type="text"/>

*Not to be filled in if paying in person or by phone

ENROLMENT & PAYMENT CONDITIONS

Travel documents and all in-country local reservations must exactly match your passport name. It is therefore essential that you have a current passport with at least 6 months validity from date of return into Australia. **All students must have travel insurance** as a condition of this trip. In consideration of the right to participate in this tour, I hereby release LaTrobe College of Art and Design from all responsibility for damages, injuries, losses or delays due to any reason whatsoever and hereby assume all risks and dangers in connection with the tour.

The tour unit of study begins approximately one month before the tour leaves Australia. This takes place at the Final Meeting Class when students undertake the Pre-Trip project.

- Please fill in and return this form with payment, instalment or deposit to confirm the student's place in the unit of study to Latrobe College, 138 Cromwell St Collingwood 3066. Emails can be sent to admin@latrobecollege.edu.au **Payment Type** - Payment can be made by credit card by phone or on this form, eftpos, EFT (details above), or cash. **Confirmation** - This completed Enrolment Form and payment of full fees or deposit is confirmation of Enrolment. Please be aware that unit of study may start in Melbourne before students depart for their destination. **Receipts** - will be forwarded upon request only but can be retrieved from the office at any time. **Deposits** - A unit of study place can be reserved with a deposit, which is deducted from the program fee. With deposit payments the balance of the program fee or initial Instalment Payment is strictly payable **by 22 JULY**. **Instalment Payment Option** An initial payment followed by a set number of prearranged Instalments, strictly payable on the dates arranged. Late payments incur a 5% fee. Any payments over a month late will incur 10% fee. Payments must be completed in full before the student disembarks Australia

Census Date For Domestic Students Census date will be published on the College website, and will be approximately one week after the **Final Meeting Class**. The Final Meeting Class is generally held on the weekend at the end of JULY for overseas trip units of study that disembark Australia in August. **Withdrawing after Census Date** all fees are forfeited for the overseas unit of study. Full payment is strictly payable by the due date. Credit will be considered towards another LCAD unit of study.

International Students Withdrawing

Notice is required by email prior to 10 weeks before the start for 100% of fees to be refunded. If **Withdrawal** is given in writing between 4 and 10 weeks prior to the agreed start date, 75% of fees will be refunded (less the Deposit). If **Withdrawal** is given in writing between 4 weeks and the agreed start date 70% any payment (less the Deposit fee) will be refunded. **Withdrawal** after the agreed start date all fees are forfeited. Credit will be considered towards another LCAD unit of study. The college reserves the right to increase fees for the overseas unit of study but this will not occur 10 weeks before the start date of the unit of study.

Please email the college for specific policies that you would like to see or refer to the policies available on the college's web site at www.latrobecollege.edu.au, or speak to admin on 03 9495 6622 or admin@latrobecollege.edu.au if there is anything you are not sure about.

Please continue to next page.

Declaration

- *I am aware of the extent of the tuition costs associated with studying in the unit of study and I am prepared to meet these costs.*
- *I am aware of the conditions relating to my admission and agree to pay all fees for which I am liable, and have read and agree to the conditions relating to the Refund of Fees, as set out above. This Agreement does not remove my right to take further action under Australia's Consumer Protection Laws.*
- *I have read, understood and agree to abide by the conditions of enrolment with LCAD.*
- *I accept that LCAD will determine the grades that I achieve in the course program.*
- *I understand that if I provide incorrect or incomplete information, this may result in cancellation of my enrolment.*
- *I understand that I am obliged to notify the LCAD of any change of address while I am enrolled in the course.*
- *I authorise the college to use photographs of myself and my work for college promotion and documentary usage.*

Signed _____ **Date** _____
Student)