

APPLICATION FORM



ENGLISH LANGUAGE SCHOOL IN SYDNEY

English Language School In Sydney

Level 2 -4, 545 Kent Street, Sydney NSW 2000
Telephone: 02 9283 3601, Fax: 02 9283 3609
http://www.elsis.edu.au, email: info@elsis.edu.au
CRICOS Provider Code:02644C

English Language School In Sydney (Melbourne Campus)

Level 7, 399 Lonsdale Street, Melbourne VIC 3000
Telephone: 03 9600 1984
http://www.elsis.edu.au, email: info@elsis.edu.au
CRICOS Provider Code:02644C

2015 COURSE INFORMATION, FEES AND CHARGES

All prices are quoted in Australian dollars

MINIMUM AGE FOR ALL COURSES: 18 YEARS OLD

COURSES	FEES	SYDNEY START DATES	MELBOURNE START DATES
GENERAL INTENSIVE ENGLISH 20 hrs/pw CRICOS CODE 054514E MIN ENROLMENT: 2 WEEKS	Day \$340 per week Evening \$340 per week	Every Monday Preferred start date 5 Jan, 16 Feb, 30 Mar, 11 May, 22 Jun, 3 Aug, 14 Sept, 26 Oct	Every Monday Preferred start date 5 Jan, 16 Feb, 30 Mar, 11 May, 22 Jun, 3 Aug, 14 Sept, 26 Oct
PREPARATION COURSE FOR THE INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS) 20 hrs/pw CRICOS CODE 062241C MIN ENROLMENT: 6 WEEKS	Day \$340 per week	Every Monday Preferred start date 5 Jan, 16 Feb, 30 Mar, 11 May, 22 Jun, 3 Aug, 14 Sept, 26 Oct	N/A
ENGLISH FOR ACADEMIC PURPOSES (EAP) 20 hrs/pw CRICOS CODE 058166K MIN ENROLMENT: 6 WEEKS	Day \$340 per week Evening \$340 per week	5 Jan, 16 Feb, 30 Mar, 11 May, 22 Jun, 3 Aug, 14 Sept, 26 Oct	5 Jan, 16 Feb, 30 Mar, 11 May, 22 Jun, 3 Aug, 14 Sept, 26 Oct
BUSINESS ENGLISH 20 hrs/pw CRICOS CODE 072180F MIN ENROLMENT: 6 WEEKS	\$340 per week	30 Mar, 14 Sep	N/A
PREPARATION COURSE FOR THE CAMBRIDGE EXAMS 20 hrs/pw FIRST CERTIFICATE IN ENGLISH (FCE) CRICOS CODE 062240D	10 weeks \$3,400 12 weeks \$4,080 Cambridge exam fees FCE \$300	5 Jan–13 Mar (10 weeks) 16 Mar – 5 Jun (12 weeks) 15 Jun – 21 Aug (10 weeks) 7 Sept – 27 Nov (12 weeks)	N/A
ENROLMENT FEE	Student Visa \$200	Other Visas \$150	
MATERIAL FEES	1 - 12 weeks \$80 13 - 24 weeks \$160 25 - 36 weeks \$240 37+ weeks \$320		
OVERSEAS STUDENT HEALTH COVER (OSHC)	Single: max of \$54 per month if ELSIS only. Package courses are for the full duration of the package and will result in a higher fee.		

ACCOMMODATION & AIRPORT PICK-UP

Price Lists: Accommodation and Airport Pickup

Homestay

Accommodation Placement Fee	\$250 per person (non-refundable)
Single Room	\$270 per person per week
Extra Night	\$40 per night per person
Minimum Deposit	2 Weeks rent
Airport Pickup Sydney (optional)	\$71.50 per person with accommodation \$121 per person without accommodation
Airport Pickup Melbourne (optional)	\$150 per person

2Stay

Accommodation Placement Fee	\$209 per person (non-refundable)
Single Room	\$330 per person per week
Double/Twin Room	\$220 per person per week
Minimum Deposit	4 weeks rent
Airport Pickup Sydney (optional)	\$71.50 per person with accommodation \$121 per person without accommodation
Airport Pickup Melbourne (optional)	\$150 per person

STUDENT DETAILS

Title: _____ First Name: _____ Family Name(s): _____
Marital Status: Single Married Divorced
Date of Birth: _____ Age: _____ Gender: Male Female
Passport N°: _____ Nationality: _____
Address (home country): _____

Telephone: _____
Fax: _____ Email : _____
Address in Australia (if known): _____

Mobile: _____

COURSE DETAILS

Sydney course options: General Intensive English (GE), IELTS Preparation (IELTS), Business English (BE), English for Academic Purposes (EAP), Cambridge First Certificate (FCE)

Melbourne course options: General Intensive English (GE), English for Academic Purposes (EAP)

	Course Name	SYD	MEL	Day/Evening	Start Date	Weeks
1 st course	_____			Day Evening	___/___/20___	___
2 nd course	_____			Day Evening	___/___/20___	___
3 rd course	_____			Day Evening	___/___/20___	___
4 th course	_____			Day Evening	___/___/20___	___

Day has 2 timetables, one in the morning and other in the afternoon
Timetables will be allocated when placement test has been completed at ELSIS
There is no guarantee of the choice of timetable.

Start Dates

- General Intensive English and IELTS students commence every Monday excluding public holidays, (see important dates)
- Business English, Cambridge Preparation courses and English for Academic Purposes commence on certain start dates. Please check the dates on page 1.
To enter these courses, students must successfully complete a pre-entry English language test

IMPORTANT DATES

2015 Public Holidays:

Thursday 1 January	› New Year's Day
Monday 9 March	› Labour Day (VIC)
Monday 6 April	› Easter Monday
Monday 8 June	› Queen's Birthday
Tuesday 3 November	› Melbourne Cup (VIC)

Monday 26 January	› Australia Day Holiday
Friday 3 April	› Good Friday
Saturday 25 April	› ANZAC Day
Monday 5 October	› Labour Day (NSW)
21 Dec 2014 – 3 Jan 2015	› ELSIS Christmas Holiday inclusive

A full week's tuition is payable for weeks comprising public holidays, no refunds will be offered due to shortened weeks.

AGENT INFORMATION

Did an agent assist you with the enrolment? Yes No
Agency Name: _____
What is the name of the counsellor? _____
Email: _____

Agent Stamp

ACCOMMODATION

EL SIS can arrange accommodation for you through our 2Stay Accommodation Agency. You have a choice to two types of accommodation:

Homestay where you live-in with a family, in a single room or, if you prefer a double/twin room. All facilities, services and meals provided.

CozyStay where you live in shared accommodation with other students in either a single room, a double/twin share or triple share room. All facilities and household services provided (electricity, water, gas, internet access, cleaning, fully furnished, bed linen).

Price Lists for Accommodation and Airport Pickup are on the front page of this Application Form

Do you require accommodation : Yes No

Homestay: Single Double

CozyStay: Single Double Triple

How many weeks? _____ Do you have any special needs? _____

Do you like pets? Yes No Do you smoke ? Yes No

Do you have any medical conditions/allergies? _____

- Bookings will not be made until payment is received
- A minimum 2 weeks' notice is required for changes to homestay requests
- A minimum 2 weeks' notice is required prior to placement
- Minimum booking is 4 weeks

Under Federal legislation, students must notify the college of any changes to local addresses immediately.

AIRPORT PICK-UP

Do you require airport pick-up? Yes No

Arrival Date: _____ Time: _____ Flight No. _____

- If these are not available, please provide details as soon as possible
- If your flight details change, please give us as much notice as possible
- 2 working days' notice must be given for any changes to details of inbound flights

VISA AND INSURANCE DETAILS

Put a tick () in the box for the Visa you will study with:

Student Visitor (Tourist) Working Holiday Other _____

If you are travelling on a Student Visa, the Australian Government requires you to have Overseas Student Health Cover (OSHC).

Do you require OSHC: Yes No Cover required: Single Family of 2 Family of 2+

If you require family cover, please list your dependant(s) name(s)

Name _____ Gender: Male Female Date of birth _____

Name _____ Gender: Male Female Date of birth _____

Name _____ Gender: Male Female Date of birth _____

EDUCATIONAL BACKGROUND

Name of highest qualification: _____

Name of institution/ year completed: _____

English Language Proficiency – score and date of test (i.e. IELTS, PTE (academic), TOEFL, others): _____

FURTHER STUDY IN AUSTRALIA

What will you do when you finish your English course?

University Course

Business or other Vocational Course

Travel Return Home

Other _____

If you are going on to further study:

Course Applied for: _____

Name of Institution: _____

Course Commencement Date: _____

TOTAL FEES – Please complete

Enrolment Fee	\$ _____
Tuition Fee (1)	\$ _____
Tuition Fee (2)	\$ _____
Tuition Fee (3)	\$ _____
OSHC	\$ _____
Material Fee	\$ _____
Airport Pick-up	\$ _____
Accom. Placement	\$ _____
Accommodation	\$ _____
TOTAL	\$ _____

ENROLMENT TERMS AND CONDITIONS (please read carefully)

If ELSIS offers you a position in its courses the offer will carry a number of conditions. These conditions come from our obligations under Australian laws and regulations, and are designed to protect your rights and the quality of education you receive as an international student. They are also designed to make sure you meet the requirements of your visa.

They cover fees and charges, non-commencement, cancellation of enrolment and change of provider, attendance and academic performance requirements, complaints and appeals and visa conditions. They also cover its International Student Refund Policy and Procedure.

Before you sign and submit this form you must read and accept these conditions. They can be found on the ELSIS Website at <http://elsis.edu.au/enrol/conditions-of-acceptance/>

INTERNATIONAL STUDENT REFUND POLICY TABLE (please read carefully)

Reasons for Refund of Course Fees Paid	Refund Payable
If your visa application is rejected by the Australian Department of Immigration, and you have not yet commenced the course, you will need to attach proof of this in the form of the "Letter of Rejection" and contact the college to notify them of this prior to the course commencing	100% of the fees are refundable and payable to you within 28 days. \$250 as an administration fee, which does not form part of the course fees is NOT refundable.
Visa application unsuccessful (proof required as above), but student has commenced studies	100% of the fees are refundable and payable to you within 28 days. \$250 as an administration fee, which does not form part of the course fees is NOT refundable.
Visa application delayed by circumstances beyond the student's control, thus not enabling the student to begin the course on time. This requires documented evidence.	100% of the fees are refundable and payable to you within 28 days. \$250 as an administration fee, which does not form part of the course fees is NOT refundable.
The student does not meet the Minimum Entry Requirements or other conditions set out in the Letter of Offer	100% of the fees are refundable and payable to you within 28 days. \$250 as an administration fee, which does not form part of the course fees is NOT refundable.
Student default as defined in the Act	Refund according to the Act refund calculations
Student provides misleading or false information	Refund according to calculations in the Act. The result of the misleading information needs to be noted. For example, whether the misleading (or false) information may lead to a visa rejection or may lead to an institute refusing the student enrolment. The refund could range from 100% minus \$250 of administration fees to 100% minus \$250 minus spent monies through attendance of course.
Withdrawal from the course prior to commencement (10 weeks or more prior to the starting date of the course) (70 or more calendar days)	100% of the fees are refundable and payable to you within 28 days. \$250 as an administration fee, which does not form part of the course fees is NOT refundable.
Student or intending student default	Refund according to calculations in the Act ("Calculation of Refund Specification 2014") and the "Act". The refund could range from 100% minus \$250 of administration fees to 100% minus \$250 minus spent monies through attendance of course.
Withdrawal from the course prior to commencement (between 4 and 10 weeks prior to the starting date of the course) (29 to 69 calendar days)	75% of the fees are refundable and payable within 28 days. \$250 as an administration fee, which does not form part of the course fees is NOT refundable.
Provider default	Refund according to the Act and its calculations and generally 100% of unused fees payable within 28 days
Withdrawal from the course prior to commencement (less than 4 weeks prior to the starting date of the course) (1 to 28 calendar days)	50% of the fees are refundable and payable within 28 days. \$250 as an administration fee, which does not form part of the course fees is NOT refundable.
Withdrawal on or after the course start date where visa granted to the student	No refund
Breach of student visa conditions, visa cancellation or failure to comply with enrolment conditions	No refund for courses undertaken
Withdrawal by the student from an English Language Course provided by the college after accepting the offer of admission, but before enrolment.	100% refund minus an administration fee of \$250.
Withdrawal by the student from an English Language Course provided by the college after enrolment, but before the census date	100% refund minus an administration fee of \$250.
Withdrawal by the student from an English Language Course offered by the college after the census date	An administration fee of \$250 will be charged to the student. A refund of any remaining weeks of tuition paid for, but not studied will be made to the student.
Withdrawal by the student from an English Language Course offered by the college at any time due to compassionate and/or compelling reasons beyond the control of the student, supported by written evidence and as determined by the college	An administration fee of \$250 will be charged to the student. A refund of any remaining weeks of tuition paid for, but not studied will be made to the student if the circumstance is deemed by the college as compassionate and/or compelling.
Special circumstances where the student is not able to travel to Australia, not due to a visa rejection, but due to compelling and/or compassionate reasons outside the control of the student, supported by written evidence and as determined by the college.	100% refund
Student visa is rejected to attend an English Language Course provided by the college	100% refund
If the college is unable to run the course for any reason	100% refund
Change of visa sub-class to permanent resident	Pro-rata refund based on number of weeks studied
Late arrival to a course and student has been granted a visa	No refund
Student expelled from the college for breaching college policies and has started and is completing a course	No refund
Cancellation of accommodation or homestay, at least 2 weeks (14 days) prior to commencement date of accommodation (if booked via the college)	100% refund
Cancellation of accommodation or home stay, from 2 weeks (14 days) to 48 hours prior to commencement date of accommodation	2stay: \$209 placement fee not refundable Homestay: \$250 placement fee not refundable
Cancellation of accommodation or homestay, less than 48 hours prior to commencement date	No refund
Cancellation of accommodation or homestay after commencement date of accommodation	No refund
Airport pickup	In the event of a student being refused a visa, any prepaid airport pick up fees will be 100% refunded to the student if those services were organised by the college and where fees are applicable and have been paid by the student. In other cases, an administration fee of \$30 will not be refunded to the student and the remaining prepaid amount for airport pick up will be refunded to the student.
Airport transfer service: Less than 1 working days notice for changes to inbound flights	No refund

STUDENT DECLARATION

I agree to abide by the above POLICIES, TERMS AND CONDITIONS.

Signature

Print Name

Date

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