

2010 ENROLMENT INFORMATION

HOW TO ENROL

You can enrol through one of our many agents around the world or alternatively through SELC directly.

To enrol directly with SELC you can:

* Enrol online at www.selc.com.au

* Fill out an enrolment form and fax, email or post it to SELC.

Please read all information carefully before enrolling, including the Conditions of Enrolment.

COURSES AT A GLANCE

GENERAL ENGLISH:

Beginner to Advanced

The course aims to develop students' overall proficiency in the four skills (speaking, listening, reading, writing) in general or everyday contexts. Course books are supplemented by task-based learning, integrating multimedia.

ENGLISH FOR ACADEMIC PURPOSES:

Intermediate to Advanced

This course is for students who want to enter an Australian university or college using one of SELC's numerous direct entry pathways without the need for a standardised test score. It uses authentic material appropriate for tertiary settings and familiarises students with the language and culture of higher education in Australia and the research skills they will need.

IELTS PREPARATION:

Intermediate to Advanced

This course is for students who need to prepare for the IELTS test. The course consists of two 12-week cycles, a lower level designed for students aiming for 5.5 and a higher level for 6.5 or above. Students improve their language proficiency and test-taking techniques through skills development and graded exam practice, focusing on each module and key task-types.

ENGLISH FOR BUSINESS COMMUNICATION:

Intermediate to Advanced

This course is aimed at people working in international business or wishing to do so, and offers all the language and cultural communication skills needed by people who use English for their work. Some classes are held in our state-of-the-art Business English Centre.

ENGLISH FOR CUSTOMER SERVICE COMMUNICATION:

Elementary to Pre-Intermediate

This course is in two 4-week modules and will help you to communicate in work situations such as cafés and hotel bars. You will study in our Virtual Café/Bar and sit examinations for two external qualifications that can help you find work while you are in Australia.

CAMBRIDGE TEST PREPARATION:

Upper Intermediate to Advanced

The SELC courses familiarise students with the test format and equip them with the skills and strategies needed for success in First Certificate in English (FCE), Certificate in Advanced English (CAE) and Certificate of Proficiency in English (CPE).

2010 CAMBRIDGE TEST DATES

COURSE	EXAM CLOSING DATES	WRITTEN EXAM DATES
FCE	15 January 25 March 24 September	13 March 15 June 7 December
CAE	15 January 25 March 24 September	6 March 16 June 8 December
CPE	25 March 24 September	17 June 9 December

2010 TOEIC TEST DATES - SELC is an official TOEIC Test Centre.

26 February	13 August
23 April	8 October
18 June	3 December

ENROLMENT PROCEDURE

1. Send a completed enrolment form to SELC.
2. SELC will send you a Letter of Offer and an invoice.
3. Arrange payment of fees.
4. SELC will send you documents necessary for visa processing.
5. Apply for a student, visitor or working holiday visa at the Australian Embassy or Consulate in your country.

In some countries you will need to have a Pre-Visa Assessment (PVA) before applying for a student visa. Please check with DIAC for details.

Visa information: www.immi.gov.au

DIAC - Department of Immigration and Citizenship

PRE-VISA ASSESSMENT

1. Send SELC a completed enrolment form (mail, fax or online).
2. SELC will send you a Letter of Offer.
3. Send Australian visa application form, SELC Letter of Offer and any other documents you may need to DIAC.

CONFIRMATION OF ENROLMENT

1. If your Pre-Visa Assessment is successful, DIAC will advise you in writing. Scan or fax a copy of this letter to SELC.
2. SELC will send you an invoice for fees. Pay SELC the full amount.
3. When SELC receives payment we will issue documentation necessary for student visa processing.
4. Send all necessary documents to DIAC.

VISAS

STUDENT VISA

To study full-time for more than 3 months you will need a student visa. You must also pay Overseas Student Health Cover (OSHC). Student visa holders may work for up to 20 hours per week.

VISITOR VISA

To study for 3 months or less, you can travel with a visitor visa. You can study full-time or part-time and medical insurance is not compulsory, although recommended. Visitor visas do not allow you to work.

WORKING HOLIDAY VISA

People between 18 and 30 from some countries are able to apply for a Working Holiday visa. You are allowed to study for up to 4 months.

UNDER 18 YEARS ACCOMMODATION ARRANGEMENTS

All students under 18 years of age must have an adult carer in Australia. The Confirmation of Appropriate Accommodation/Welfare (CAAW) form is issued when SELC is responsible for placing a student with a homestay / carer. This form is used for student visa processing.

A CAAW form **will** be issued by SELC if you:

1. Stay in a SELC homestay
2. Stay with a carer nominated by your parents. SELC will inspect, interview and arrange screening of the carer appointed. Please contact SELC Accommodation Department to request this service, for which a fee will apply.

A CAAW form **will not** be issued by SELC if you stay with a parent or relative over 21. In this case the SELC carer form must be completed, so that the college has your accommodation details.

BREAK DURING STUDY

If you would like to have a break during your study period it must be pre-arranged at the time of enrolment. You must include your break information on the enrolment form.

2010 FEES AND START DATES

All amounts are in Australian Dollars and include GST (where applicable)

COURSE		FEES	START DATES
General English	2 - 52 weeks	2 - 9 weeks \$360 per week	For all courses <u>except</u> those with * below: 4 January 19 July 1 February 16 August 1 March 13 September 29 March 11 October 27 April (Tuesday) 8 November 24 May 6 December 21 June 3 January (2011)
English for Academic Purposes	2 - 36 weeks	10 - 19 weeks \$350 per week	
IELTS Preparation	2 - 24 weeks	20 - 29 weeks \$340 per week	
English for Business Communication	2 - 24 weeks	30 - 39 weeks \$330 per week 40 + weeks \$320 per week	
English for Customer Service Communication		* Barista + Latte Art Certificates \$150	
- Professional Barista Training	4 weeks	* Bar & Cocktail (RSA + RCG) Certificates \$150	
- Bar & Cocktail Training	4 weeks		
General English Part-time (non student visa holders only)		\$310 per week	*English for Customer Service Communication - Bar & Cocktail Training start dates: 1 Feb, 27 Apr, 19 Jul, 11 Oct
Private Tuition		\$100 - \$120 per hour	Students may start on any Monday
Cambridge Test Preparation 10 week intensive FCE / CAE courses 12 week FCE / CAE / CPE courses		Rate includes tuition and excursion \$3800 \$4560	4 January - 12 March 2010 22 March - 11 June / 13 September - 3 December 2010 <i>NB: Students doing this program must complete the full course (10 or 12 weeks) and must also sit the exam at the end of the course.</i>
<i>NB: Places in this program depend on the result of the Overseas Qualifying Test (QT) and the SELC Placement Test on Day 1. If SELC does not receive a QT, there will be no refund of any difference in the fees paid for this program and General English (or whatever alternative course the student chooses) nor a full refund of fees if a student fails to reach SELC's Cambridge qualifying standard.</i>			

ENROLMENT FEE

Payable for first term only \$200

MATERIALS FEE - ALL COURSES

\$5 per week (Maximum \$160)

CAMBRIDGE EXAMINATION FEES

FCE \$362 / CAE \$368 / CPE \$376

Paid by the student after arrival

INTERNET / E-MAIL (ADSL / Wi-Fi)

Free for all SELC students (subject to availability)

OVERSEAS STUDENT HEALTH COVER RATES (student visas)

PERIOD OF STAY AUTHORISED BY VISA

1 month	-	\$ 33	7 months	-	\$227
2 months	-	\$ 65	8 months	-	\$260
3 months	-	\$ 98	9 months	-	\$292
4 months	-	\$130	10 months	-	\$324
5 months	-	\$162	11 months	-	\$357
6 months	-	\$195	12 months	-	\$389

*These fees have been rounded up to the next dollar amount

*Subject to change without notice

PUBLIC HOLIDAYS

New Year's Day	1 January	Queen's Birthday	14 June
Australia Day	26 January	Teachers' Holiday	2 August
Good Friday	2 April	Labour Day	4 October
Easter Monday	5 April	Christmas Day	25 December
ANZAC Day	26 April	Boxing Day	27 December

ACCOMMODATION

PLACEMENT FEE

\$200 (All students)

HOMESTAY

- **Half Board** (Breakfast and dinner, 7 days a week)

\$245 per week (18 years and over, single)

\$294 per week (Under 18 years, incl. guardianship fee)

- **Room and Facilities** (Use of kitchen for own cooking)

\$182 per week (18 years and over only)

LODGE - SINCLAIRS

(Breakfast 7 days. No dinner. Share kitchen & bathroom facilities)

- Single room \$295 per week
- Twin or Double room \$205 per person, per week

LODGE - BONDI BEACHOUSE

(No meals provided. Share kitchen & bathroom facilities)

- Single room \$490 per week
- Twin room \$273 per person, per week
- Double room (2 people) \$280 per person, per week
- Dormitory room \$203 per person, per week (normally max. 4, occasionally 6)

Serviced Apartments - Bondi Serviced Apartments (No meals)

- Studio apartments Price on application - pay direct (1 or 2 people)

Hotel (Breakfast 7 days)

- Single / Double / Twin room Price on application - pay direct (1 or 2 people)

AIRPORT MEETING AND TRANSFER ON ARRIVAL

\$130 (to accommodation or SELC)

Tuition, health cover and accommodation fees are subject to change, due to forces beyond our control.



ENROLMENT FORM

Please fill out and return form to:
SYDNEY ENGLISH LANGUAGE CENTRE
PO Box 1900,
Bondi Junction NSW 1355 AUSTRALIA
T:(61-2) 8305 5600 / E:info@selc.com.au
F:(61-2) 9389 6977 / W:www.selc.cam.au

PERSONAL INFORMATION

Family Name

Given Names

Gender Male Female / Date of Birth / /
day / month / year

Country of Birth

Nationality

Language spoken

Passport Number

What visa type will you study on?

Address

Phone Fax

Email

Do you suffer from any known medical condition? If yes

STUDY

When do you want to start? day / month / year

How long do you want to study for? weeks

Do you require a break in the course?
A break must be pre-arranged at the time of enrolment

Break dates No. of weeks

What course do you want to study at SELC?

- General English
 - Full-time Part-time
- English for Academic Purposes
- IELTS Preparation
- English for Business Communication
- English for Customer Service Communication
 - Barista Training Bar & Cocktail Training
- Cambridge Test Preparation
 - FCE CAE CPE
- Private Tuition

English Level:

- Beginner Elementary Intermediate Advanced

Do you want to study in Australia after you complete your English course? YES NO if yes...

Institution name Start date

Course name

Who told you about SELC? Agent Stamp (if applicable)

ACCOMMODATION

Do you want SELC to arrange accommodation for you?

- Yes No

If no and you are **Under 18** please read the Carer Information on the front page.

If yes, for how many weeks? weeks

Check in: day / month / year

Check out: day / month / year

NB: Homestay check-in must be on the weekend (Saturday or Sunday) immediately before the course begins.

Type of Accommodation: (please choose ONLY ONE OPTION)

- 1. HOMESTAY**
 - Half Board (breakfast & dinner) Room & Facilities (no meals)
 - Single Twin (with travelling companion)

Do you smoke? Yes No If yes ...

Do you agree to smoke outside? Yes No

Do you have any allergies to pets, food etc? Yes No If yes ...

Please state:

Do you have any special requests? (Must be made at the time of enrolment and cannot be guaranteed)

2. LODGE

- Sinclairs (Light breakfast only) Bondi Beachouse (No meals)
- Single Twin Dorm (4-6 people)

3. SERVICED APARTMENT

4. HOTEL

ARRIVAL DETAILS

Do you want a SELC Airport Transfer? Yes No
Flight arrival details (if known):

Arrival date

Arrival time

Flight number

NB: Changes in arrival details must be advised to SELC 72 hours in advance. If delayed in transit, please contact our emergency representative as stated on your accommodation booking confirmation letter.

<p>▼ OFFICE USE</p> <p>STUDENT#</p> <p>ENROL#</p>	<p>I declare that the information provided by me in this form is true in every detail. I confirm that I have read and understood the conditions of enrolment (next page) and agree to be bound by them.</p> <p>Date: _____ Student's Signature: _____</p> <p>Parent or Legal Guardian must sign where student is under 18 years of age.</p> <p>Parent/Guardian's full name: _____ Parent/Guardian's Signature: _____</p>
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METHOD OF PAYMENT

Payment can be made by:

1. Bank draft

2. Bank cheque

Personal cheques are not accepted.

3. Credit Card

For credit card payments please contact SELC. We will send you a credit card payment form. A 2% surcharge will apply.

4. Direct Transfer

Account Name	Sydney English Language Centre
Account number	167368
Branch number	032 051
SWIFT Code	WPACAU2S
Bank Name	Westpac Banking Corporation
Branch	Bondi Junction, Westfield Shopping Centre NSW 2022 Australia

Please ensure your name is included in the transaction and a copy of the bank receipt is scanned or faxed to (61-2) 9389 6977.

CONDITIONS OF ENROLMENT

Please read the following conditions carefully before filling out your enrolment form.

STUDENT DECLARATION

The enrolment will not be processed until SELC has sighted a signed copy of our Conditions of Enrolment in the enrolment form.

PAYMENT OF FEES

The enrolment fee must be paid when you enrol. It is not refundable. All tuition and accommodation fees must be received by SELC at least 4 WEEKS before your course begins, otherwise we cannot guarantee your place.

ACCOMMODATION

Your accommodation will be confirmed when we receive the arrival date and time of your flight and flight number. We must receive this information at least 2 WEEKS before you arrive in Australia. Send us a fax or e-mail if necessary. We will then send you the name, address and telephone number of your accommodation provider. Homestay accommodation may not be available the day you arrive in Sydney, particularly if you arrive at short notice or many days before your course begins. In these cases we reserve the right to put you in budget hotel accommodation for a short period. There may be extra charges payable for hotel accommodation. See (14 and 15) below for accommodation cancellation policy.

REFUND AND CANCELLATION POLICY

All refund and cancellation requests must be made in writing. A 'course' is defined as the number of weeks of prepaid tuition.

- Enrolment and accommodation placement fees are not refundable.
- If your visa application is rejected, tuition fees are refunded in full. SELC requires official confirmation from your local Australian Embassy or Consulate that you are unable to obtain a visa to travel to Australia before any refund will be made.
- If you cancel your enrolment 28 days or more before the course begins, all tuition fees will be refunded within 4 weeks.
- If you cancel your enrolment less than 28 days before the course begins, 70% of the tuition fees will be refunded within 4 weeks.
- If you cancel your enrolment on or after your start date there will be no refund.
- If you defer the start date of your course, the cancellation policy will apply from your original course start date, not the deferred start date.
- External certificate fees for English for Customer Service Communication are not refundable or transferable to another person.
- In the case of your expulsion from the school there will be no refund of tuition fees.
- Refunds will not be made directly to a student in Australia. If you enrol through a SELC agent, the refund will be paid through that agent.
- Tuition fees are not transferable to another person.
- Students who have met the English entry requirements and who transfer to further study institutions which have direct entry agreements with SELC are eligible for a refund of the unused portion of English studies, less an administration fee up to 40%. The refund will be calculated from the course commencement date of the further study institution. Students will not be released from their enrolment at SELC prior to the course start date of the next institution.
- No refunds will be made for classes missed due to exams, excursions, internships or other obligations that fall outside the normal schedule of classes.
- SELC reserves the right to cancel a course if numbers are insufficient. If SELC cancels a course, SELC will refund all compulsory fees (including the Enrolment fee) you have paid for the course within 4 weeks.
- If you cancel your homestay you are required to give two weeks' notice to the family and to SELC or two weeks' cancellation fee will apply.
- One week's notice is required for Bondi Beachouse or one week's cancellation fee will apply. The initial 4-week booking is not refundable for Sinclairs and two weeks' notice is required after the initial 4-week booking or two weeks' cancellation fee will apply.
- This agreement, and availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.
- SELC reserves the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.
- SELC reserves the right to deny you access to its premises and to withdraw its other services if your conduct disrupts the normal operation of the school. SELC's dispute resolution processes do not circumscribe your right to pursue other legal remedies.

PUBLIC HOLIDAYS

SELC is closed for all official public holidays and the teachers' holiday in August. Compensation will not be made for classes not offered on public and special holidays.

OVERSEAS STUDENT HEALTH COVER (OSHC)

OSHC is compulsory by law for all student visa holders. SELC collects this fee at the time of enrolment on behalf of the health cover provider. It is your responsibility to read and check the conditions of this health cover. It is strongly advised that all students arrange travel insurance (against loss, damage, theft etc) prior to travelling to Australia.

ATTENDANCE

Student visa holders are required to maintain a minimum attendance of 80% and SELC is obliged to notify DIAC if your attendance rate falls below this. In addition, SELC reserves the right to exclude you from further classes without compensation if you fail to attend class regularly and there is no proper excuse for your absence. As well as being contrary to student visa regulations, irregular class attendance disrupts classes for other students.

CODE OF CONDUCT

Students must abide by SELC rules at all times; this includes conduct on the school premises, in class and in SELC-arranged accommodation. SELC reserves the right to discipline or expel students whose conduct is unsatisfactory. No refund of tuition fees will be made in the case of expulsion from the school.

COLLECTION AND USE OF PERSONAL INFORMATION

A copy of relevant pages in your passport may be required by SELC in regard to your enrolment. Photographs, videos and testimonials provided by you and/or taken by SELC may be used for marketing and promotion purposes. The information provided on this enrolment form, your academic results and/or attendance may be made available to parents, your agent, further studies institutions, our OSHC provider, Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. In addition, SELC is required to inform DIAC about certain changes to a student's enrolment, and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance. Student visa holders are required to provide SELC with their current Australian address at all times.

INDEMNITY DECLARATION

The student, or, in the case of a student under the age of 18, the parent(s) or legal guardian(s) agree that SELC and its employees and agents, on accepting the enrolment and providing tuition shall not be held responsible and/or be under liability as far as permitted by the law of the Commonwealth of Australia and/or will not make any claim against them for the student's death, bodily injury, disability, loss, damages and/or property damages which may be sustained by the student and/or which may be caused by the student in connection with or during the period of: a) his/ her attendance at any premises owned, operated or controlled by SELC b) his/her attendance at any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College or any activity of which SELC has any knowledge c) any accommodation whether short-term or long-term arranged for him/her by SELC; or in any way whatsoever during his/her association with SELC. On behalf of myself, my executors, administrators and assigns, I [the enrolled student or his/her parent(s) or legal guardian(s)] therefore hereby release SELC and/or its agents from loss, damage, death or injury from any actions, claims, demands which, if I had not entered into this Agreement, I might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and I hereby indemnify SELC and/or its employees, and/or agents against any such liability. Further, the student, or in the case of a student under the age of 18 the parent(s) or legal guardian(s) agrees to pay any direct or indirect costs incurred by the school in relation to these activities where a student attends and participates in excursions or activities (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of SELC or of which SELC has knowledge. Where a student who is under 18 years of age is accepted for enrolment as a student at SELC the parent(s) or legal guardian(s) further consent and agree that SELC at its absolute discretion may when it considers it desirable and/or essential seek and/or provide medical and/or dental and/or optical treatment for the student. In such cases such costs whether direct or indirect will be met by the parent(s) or legal guardian(s). If SELC has been obliged to incur costs on behalf of the student in such circumstances the cost will be repaid to SELC by the parent(s) or legal guardian(s) on demand.