

2017 COURSE INFORMATION, FEES AND CHARGES

All prices are quoted in Australian dollars
MINIMUM AGE FOR ALL COURSES: 18 YEARS OLD

COURSES	Minimum Enrolments	Campus	Timetable	Fees	Start Dates
GENERAL INTENSIVE ENGLISH 20 hrs/per week CRICOS CODE 054514E	2 weeks	Sydney Melbourne Brisbane	Day Evening	\$340 per week	Every Monday Preferred start date 3 Jan, 13 Feb, 27 Mar, 8 May, 19 Jun, 31 Jul, 11 Sep, 23 Oct
PREPARATION COURSE FOR THE INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS) 20 hrs/per week CRICOS CODE 062241C	2 weeks	Sydney Melbourne Brisbane	Day Evening	\$340 per week	Every Monday Preferred start date 3 Jan, 13 Feb, 27 Mar, 8 May, 19 Jun, 31 Jul, 11 Sep, 23 Oct
ENGLISH FOR ACADEMIC PURPOSES (EAP) 20 hrs/per week CRICOS CODE 058166K	6 weeks	Sydney Melbourne Brisbane	Day Evening	\$340 per week	3 Jan, 13 Feb, 27 Mar, 8 May, 19 Jun, 31 Jul, 11 Sep, 23 Oct
PREPARATION COURSE FOR THE CAMBRIDGE EXAMS 20 hrs/per week FIRST CERTIFICATE IN ENGLISH (FCE) CRICOS CODE 062240D CERTIFICATE IN ADVANCED ENGLISH (CAE) CRICOS CODE 063235D PRELIMINARY ENGLISH TEST (PET) CRICOS CODE 068411G	10-12 weeks	Sydney Melbourne	Day	\$340 per week	3 Jan – 10 Mar (10 weeks) 13 Mar – 2 Jun (12 weeks) 19 Jun – 25 Aug (10 weeks)* 11 Sep – 1 Dec (12 weeks) Exam dates PET 18 Mar, 17 Jun & 1 Dec FCE 10 Mar, 3 Jun, 24 Aug & 9 Dec CAE 11 Mar, 2 Jun, 25 Aug & 8 Dec *PET is not available

ENROLMENT FEE	Student Visa \$200	Other Visas \$150
MATERIAL FEES	\$60, 1 - 6 weeks \$10 per week thereafter	
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	\$285 per person per week (Syd/Mel), \$265 (Bne)
Minimum Deposit	2 Weeks rent
Airport Pickup Sydney	\$121 per person without accommodation
Airport Pickup Melbourne	\$150 per person
Airport Pickup Brisbane	\$121 per person

2Stay

Accommodation Placement Fee	\$209 per person (non-refundable)
Single Room	\$340 per person per week (Syd), \$350 (Mel), \$260 (Bne)
Double/Twin Room	\$220 per person per week (Syd/Mel), \$200 (Bne)
Minimum Deposit	4 Weeks rent
Airport Pickup Sydney	\$71.50 per person with accommodation
Airport Pickup Melbourne	\$150 per person
Airport Pickup Brisbane	\$71.50 per person
Blanket (Purchased)	\$40
Heater (Rented)	\$5
Fan (Rented)	\$5

STUDENT DETAILS

Title: _____ First Name: _____ Family Name(s): _____

Marital Status: Single Married Divorced

Date of Birth: _____ Age: _____ Gender: Male Female

Passport N^o: _____ Nationality: _____

Address (home country): _____

_____ Telephone: _____

Fax: _____ Email : _____

Address in Australia (if known): _____

_____ Mobile: _____

COURSE DETAILS

EL SIS course options: General Intensive English (GE), IELTS Preparation (IELTS), English for Academic Purposes (EAP), Cambridge Exam preparation (PET, FCE, CAE)

	Course Name	SYD	MEL	BRIS	Timetable Preference	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___	___

*The Day timetable consists of morning and afternoon
Timetables will be allocated when placement test has been completed at ELSIS
There is no guarantee of timetable preference.

Start Dates

- General Intensive English and IELTS students commence every Monday excluding public holidays, (see important dates).
- Cambridge Preparation Courses and English for Academic Purposes commence on specific dates. Please check the dates on page 1.
- To enter ELSIS courses, students must successfully complete a Pre-Entry English Language Test

IMPORTANT DATES

2017 Public Holidays:

New Year's Day	01 January
Additional Day	02 January
Australia Day Holiday	26 January
Labour Day (VIC)	13 March
Good Friday	14 April
Easter Monday	17 April
ANZAC Day	25 April
Labour Day (QLD)	01 May

Queen's Birthday (NSW/VIC)	12 June
Royal Queensland Show (QLD)	16 August
Friday before the AFL Grand Final (VIC)	29 September
Labour Day (NSW) / Queen's Birthday (QLD)	02 October
Melbourne Cup (VIC)	07 November
EL SIS Christmas Holiday	18 December 2017 to 01 January 2018

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 of 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 except lunch weekdays.

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 prior to placement
- A minimum 2 weeks' notice is required for changes to homestay requests
- 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)

ELSYS REFUNDS POLICY, PROCEDURES AND ACTIONS: Student Guide	
Schedule A, Visa Issues: Visa Application Rejection or Processing Delay; Visa Cancellation or Breach; Change of Visa Status	
Situation	Refund
Student's visa application is rejected. (We will need to sight a verified letter from the Australian Embassy/Consulate rejecting the application).	Full Refund: Tuition Fees * for cancelled course/s Full Refund: OSHC Fee.
Student withdraws their visa application on request from ECA.	Full Refund: Tuition Fees* for cancelled course/s Full Refund: OSHC Fee.
Student cannot start their course on time because the Visa Application processing is delayed by circumstances beyond the student's control.	No Refund: ECA will defer enrolment and provide new documentation for the next Commencement Date if Application for Deferral of Enrolment is submitted.
Student's visa is cancelled because they fail to comply with enrolment conditions or breach their visa conditions.	No Refund of Unspent Tuition and Materials Fees for current course and any subsequent package course for which fees have been pre-paid. No Refund: OSHC Fee.
Schedule B, Provider Default: ELSIS Fails to Start the Agreed Course or is Unable to Deliver it in Full	
Situation	Refund
ECA cancels a course and does not offer an equivalent alternative course at no extra cost.	Full Refund: Tuition Fees * Full Refund: OSHC Fee.
ECA Cancels the Agreed Course but offers an alternative equivalent course at no extra cost to the student. Student chooses to Accept the offer of the alternative course.	No Refund: Student issued LoO for the alternative course. The pre-paid Tuition Fees will be fully refunded and the student will be invoiced for the alternative course fees, or on the student's request, the pre-paid fees will be transferred from discontinued course to alternative course. Student issued CoE for the equivalent alternative course.
ECA Cancels the Agreed Course but offers an equivalent alternative course at no extra cost to the student. Student Rejects Offer. Student chooses to pursue an alternative course with another provider.	No Refund of Unspent Tuition Fees for current course and any subsequent package course for which fees have been pre-paid, subject to Appeal.
Schedule C, Student Default: Course Withdrawal/Release Package Program Courses	
Situation	Refund
Cancellation/Withdrawal before or after the Commencement Date of a course which is part of a package program.	No Refund: Paid Course Tuition and Non-tuition Fees for the course withdrawn from and any subsequent package courses. Full Refund: OSHC Fee if withdrawal is before course commencement date. No Refund: OSHC Fee if withdrawal is after course commencement date.
Cancellation of CoE and Reporting for breach of student visa conditions, conditions of enrolment and/or National Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.)	No Refund: Paid Course Tuition and Non-tuition Fees for the course withdrawn from and any subsequent package courses. No Refund: OSHC Fee.
Cancellation/Withdrawal due to demonstrated Compassionate and/or Compelling Circumstances, and approved by ELSIS.	Full Refund (if withdrawal is before course start date): Tuition Fees * Part Refund: Unspent Tuition Fees for current course at time of withdrawal if withdrawal is after course commencement date. Full Refund: OSHC Fee if withdrawal is before course commencement date. No Refund: OSHC Fee if withdrawal is after course commencement date.
Schedule D, Student Default: Course Withdrawal/Release Non-Package Courses	
Situation	Refund
Cancellation/Withdrawal more than 8 weeks (56 days) before the commencement date for a non-package course CoE.	Full Refund: Tuition Fees * Full Refund: Materials Fee and OSHC Fee.
Cancellation/Withdrawal more than 4 weeks (28 days) but less than 8 weeks before the commencement date for a non-package course CoE.	75% Refund: Tuition Fees * Full Refund: Materials Fee and OSHC Fee.
Cancellation/Withdrawal more than 2 weeks (14 days) but less than 4 weeks before the commencement date for a non-package course CoE.	50% Refund: Tuition Fees * Full Refund: Materials Fee and OSHC Fee.
Cancellation/Withdrawal less than 2 weeks (14 days) before initial course start date or after the official course commencement date.	No Refund: Tuition Fees OR CoE Security Deposit & Materials Fee Full Refund: OSHC Fee if cancellation is before official commencement date. No Refund: OSHC Fee if cancellation is after official commencement date.
Cancellation of CoE and Reporting for breach of student visa conditions, conditions of enrolment and/or National Code Standards (Unsatisfactory Attendance, Unsatisfactory Academic Progress, Non-payment of Fees, etc.)	No Refund: Tuition Fees OR CoE Security Deposit & Materials Fee. No Refund: OSHC Fee.
Cancellation/Withdrawal due to demonstrated Compassionate and/or Compelling Circumstances.	Full Refund (if withdrawal is before course commencement date): Tuition Fees * Part Refund (if withdrawal is after course commencement date): Unspent Tuition Fees for course at time of withdrawal. Full Refund: OSHC Fee if withdrawal is before course commencement date. No Refund: OSHC Fee if withdrawal is after course commencement date.
Schedule E, Accommodation Problems	
Situation	Refund
Cancellation more than 2 weeks (10 working days) before student's arrival date.	Full Refund: Pre-paid rent for Homestay and CozyStay.
Cancellation from 2 days (48 hours) to 2 weeks before student's arrival date.	Part Refund: Homestay forfeits Placement Fee and 2 weeks Rent. Part Refund: CozyStay: forfeits \$350.00.
Cancellation less than 48 hours before student's arrival date.	No Refund.

* Tuition Fees OR CoE Security Deposit plus Enrolment and Materials Fees for the cancelled course/s minus the lesser of 5% of the amount of Course Fees received before the default date or \$500.

STUDENT DECLARATION

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

Signature

Print Name

Date

Level 2, 545 Kent Street, Sydney NSW 2000 CRICOS Provider Code: 02644C
Telephone: 02 8265 3200 | Fax: 02 9283 3646 | www.elsis.edu.au | email: apply@elsis.edu.au

Level 7, 399 Lonsdale Street, Melbourne VIC 3000 CRICOS Provider Code: 02644C
Telephone: 03 9603 5333 | www.elsis.edu.au | email: apply@elsis.edu.au

Level 1, 126 Margaret Street, Brisbane QLD 4000 CRICOS Provider Code: 02644C
Telephone: 07 3210 7474 | www.elsis.edu.au | email: apply@elsis.edu.au



2016 ELSIS Application