

Programs and Enrolment Form 2006

- Full-time courses incorporate 5 hours per week of supervised self access study
- Student visa holders must enrol in full-time programs
- Please refer to the ACL brochure or website for complete program descriptions

Further enquiries: enquiry@acl.edu.au

Enrol online: www.acl.edu.au



Course Dates and Fees

Introduction to Academic Skills	Duration	Fees	Start	Finish	Start	Finish
	5 wks	\$1,750	23 January 27 February 3 April 8 May 13 June 17 July	24 February 31 March 5 May 9 June 14 July 18 August	21 August 25 September 30 October 4 December	22 September 27 October 1 December 5 January 07
English for Academic Purposes (EAP)			Start	Finish	Start	Finish
Certificate III in EAP (91106NSW)	10 wks	\$3,500	23 January	31 March	21 August	27 October
Certificate IV in EAP (91105NSW)	10 wks	\$3,500	27 February	5 May	25 September	1 December
Diploma of EAP (91096NSW)	10 wks	\$3,500	3 April 8 May 13 June 17 July	9 June 14 July 18 August 22 September	30 October 4 December	5 January 07 9 February 07
Intensive Writing for Further Study			Start	Finish		
	5 wks	\$1,750	9 January 13 June	10 February 14 July		
General English			Start Dates			
Full-time	1 to 20 wks 21 to 30 wks 31 to 40 wks 41 wks +	\$350 pw \$340 pw \$330 pw \$300 pw	23 January, 27 February, 3 April, 8 May, 13 June, 17 July, 21 August, 25 September, 30 October, 4 December Students may also start on any Monday for any number of weeks			
Part-time	1 to 12 wks	\$300 pw				
Cambridge Examination Preparation			Start	Finish		
First Certificate in English (FCE)	10 wks	\$3,850	3 January	10 March		
	12 wks	\$4,550	20 March	9 June		
	12 wks	\$4,550	18 September	8 December		
Certificate in Advanced English (CAE)	10 wks	\$3,850	3 January	10 March		
	12 wks	\$4,550	20 March	9 June		
	12 wks	\$4,550	18 September	8 December		
Executive Business English						
	Group of 2 Group of 4 Group of 6	\$1,475 per stud/wk \$975 per stud/wk \$800 per stud/wk	Customised program for groups. Available throughout the year			
One-to-One Tuition						
		\$99 per hour	Customised program for individuals. Available throughout the year			
English Plus						
Add this program to one of ACL's English courses Refer to course fees above	Surfing Scuba Diving Horse Riding Sailing	\$140 \$395 \$280 \$495	Golf Aromatherapy Floristry	\$440 \$360 \$440		
Internship Placement					Paid Hospitality program	
Add this program to one of ACL's English courses Refer to course fees above	Intern 1-6 weeks Intern 7-12 weeks Intern 13-24 weeks	\$1,490 \$1,760 \$2,120	Intern 25-36 weeks Intern 37-48 weeks Intern 49-52 weeks	\$2,480 \$2,840 \$3,200	Intern 26 weeks Intern 38 weeks Intern 52 weeks	\$3,150 \$3,550 \$3,950

Administration Fees 2006

Administration Fee (applies to all students)				
Enrolment Fee		\$200		
Materials Fee (applies to all courses except Cambridge Preparation)				
1 to 10 weeks		\$60		
11 to 20 weeks		\$90		
21 to 30 weeks		\$120		
31+ weeks		\$150		
Overseas Student Health Cover (applies to all students enrolling on a student visa)				
Single Premiums	1 month	\$28.50	7 months	\$199.50
	2 months	\$57.00	8 months	\$228.00
	3 months	\$85.50	9 months	\$256.50
	4 months	\$114.00	10 months	\$285.00
	5 months	\$142.50	11 months	\$313.50
	6 months	\$171.00	12 months	\$342.00
Accommodation Fees (optional)				
Accommodation Placement Fee	\$190			
Airport Pickup (one way)	\$110			
Homestay (18+ yrs)	\$230 per week			
Homestay (18+ yrs)	\$35 extra nights			
Homestay (16-17 yrs)	\$250 per week			
Carer Fee*	\$50 per week			
Accommodation Amendment Fee	\$80			
* Carer fees apply to students under 18 years old				

Program and Administration prices inclusive of 10% Goods & Services Tax (GST) where applicable

Examinations

Cambridge Exam Dates			
First Certificate in English (FCE)		\$322	11 March
		\$322	13 June
		\$322	12 December
Certificate in Advanced English (CAE)		\$327	11 March
		\$327	14 June
		\$327	13 December
TOEIC	Contact ACL staff for registration information	\$250	Test conducted at ACL every 5 weeks
IELTS	Contact ACL staff for registration information	\$240	Test conducted 2 or 3 times per month

Course Holidays

New Year's Day Holiday	2 January
Australia Day	26 January
Good Friday	14 April
Easter Monday	17 April
Anzac Day	25 April
Staff Professional Development Day	26 May
Queen's Birthday	12 June
Staff Professional Development Day	7 August
Labour Day	2 October
Staff Professional Development Day	3 November
Christmas Day Holiday	25 December
Boxing Day Holiday	26 December

Insurance

Overseas Student Health Cover (student visa applicants only)

It is an Australian Government requirement that if you enter Australia on a student visa, you must be insured by Overseas Student Health Cover (OSHC) even if you already have your own private medical insurance. The OSHC fee should be paid directly to ACL. ACL will transfer your payment to the OSHC office (Medibank Private) in Sydney.

You can also obtain your Overseas Student Health cover online through the Medibank Private website www.medibank.com.au.

It is strongly advised that all students arrange travel insurance (against loss, damage, theft etc) prior to travelling to Australia.

Use and Disclosure of Information Collected

When ACL collects information from you, in any format, that personally identifies you, the purposes for which the information being collected will be given. This data will be kept confidential: it may be given to relevant areas of ACL for processing and use, under a duty of confidentiality to ACL. This data will not be given to third parties outside the ACL Group unless otherwise stated (refer to Terms & Conditions No 12) or with your permission. You may also request access to and correction of your personal data held by ACL by contacting enquiry@acl.edu.au. ACL will only market products or services to you if you have agreed to opt for such information to be sent to you.

Visa Information

Student Visa If you wish to study in Australia for more than 12 weeks, you need to apply for a student visa. While on a student visa you must study in a full-time course and be covered by Overseas Student Health Cover (OSHC). Once you arrive in Australia you may apply for Work Permission, which allows you to work up to 20 hours per week while studying.

Tourist/Visitor Visa If you plan to study in Australia for 12 weeks or less, you can apply for a tourist/visitor visa. Tourist/visitor visas do not allow you to undertake paid employment.

Working Holiday Visa If you come to Australia on a working holiday visa, you may study for a maximum of 12 weeks.

Special Programs Visa allows entry of up to 12 months for Internship applicants.

For further information contact your ACL representative, the nearest Australian Embassy or view <http://www.immi.gov.au>

Homestay and Airport Pickup

Homestay accommodation is generally booked and invoiced for 4 weeks, unless you specifically request a shorter or longer period. You should supply your confirmed flight arrival details at least 2 weeks before arrival. Your homestay details will be provided after your payment and flight details have been received.

For other types of accommodation or more details on homestay, please visit the Student Services section of our website www.acl.edu.au

Enrolment Form 2006



Please complete and fax to: + 61 2 9252 3799 or send to:

Admissions Office, ACL, 157-161 Gloucester Street, The Rocks, Sydney NSW 2000 Australia.

Email: enquiry@acl.edu.au | Internet: www.acl.edu.au | CRICOS Provider Code 00031D

Office use only

Student number: _____

► 1. Personal Details

Family name: _____

Given name/s: _____

Nationality: _____

Male Female Date of Birth: _____ / _____ / _____

Home Country Address: _____

City: _____

Country: _____

Tel: _____ Fax: _____

Email: _____

Australian Address (if known): _____

Tel: _____ Fax: _____

Email: _____

► 2. What type of Visa will you apply for?

Tourist Working Holiday Special Programs Visa Other

Student – if you already have an Australian student visa:

Passport Number: _____

► 3. Enrolment Request

Start Date: _____ / _____ / _____ Total Course Weeks: _____

Select your course

If choosing more than one course please number the order (eg 1,2) in the box

- | | | |
|--|-------|-------|
| <input type="checkbox"/> Introduction to Academic Skills* | 5 | weeks |
| <input type="checkbox"/> Certificate III in EAP* | 10 | weeks |
| <input type="checkbox"/> Certificate IV in EAP* | 10 | weeks |
| <input type="checkbox"/> Diploma of EAP* | 10 | weeks |
| <input type="checkbox"/> Intensive Writing for Further Study* | 5 | weeks |
| <input type="checkbox"/> General English Full-time | _____ | weeks |
| <input type="checkbox"/> General English Part-time | _____ | weeks |
| <input type="checkbox"/> Cambridge First Certificate in English (FCE) | _____ | weeks |
| <input type="checkbox"/> Cambridge Certificate in Advanced English (CAE) | _____ | weeks |
| <input type="checkbox"/> Executive Business English | _____ | weeks |
| <input type="checkbox"/> One to One Tuition | _____ | hours |

Select your additional program

- Internship
- English Plus: Surfing Scuba Diving Horse Riding
- Sailing Golf Aromatherapy Floristry

* Please provide your IELTS or TOEFL test results with your application, if available.
Test result validity maximum 2 years prior to ACL start date.

► 4. Further Studies in Australia

Are you planning further academic studies in Australia after you have finished your course at ACL?

No Yes If "Yes", please complete this section:

Institution: _____

Course: _____ Start Date: _____ / _____ / _____

► 5. How did you hear about ACL?

- | | |
|--|--|
| <input type="checkbox"/> Internet | <input type="checkbox"/> Exhibition _____ |
| <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Advertisement _____ |
| <input type="checkbox"/> ACL Student | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Agent _____ | |

► 6. Accommodation Service

Please select the service you require:

- | | | |
|-----------------------------------|---|------------------------------------|
| <input type="checkbox"/> Homestay | <input type="checkbox"/> Guesthouse/Lodge | <input type="checkbox"/> Hotel |
| Type of room: | <input type="checkbox"/> Single Room | <input type="checkbox"/> Dormitory |
| Number of weeks: _____ | Start date: _____ / _____ / _____ | |

If you require Homestay, please complete:

Do you smoke? Yes No Do you like animals? Yes No

Do you enjoy being around children? Yes No

Do you have any medical conditions (e.g. asthma, diabetes etc)?

Do you have any dietary requirements (e.g. vegetarian diet etc)?

Do you have any special requests?

Do you require an Airport Pick-up on arrival? Yes No

Flight Number: _____ Date: _____ / _____ / _____ Time: _____

► 7. Payment Details

Enrolment Fee	A\$ 200
Tuition Fees	A\$ _____
Materials Fee	A\$ _____
Overseas Student Health Cover	A\$ _____
Accommodation Placement Fee	A\$ _____
Accommodation	A\$ _____
Airport Pick-up Fee	A\$ _____
Other _____	A\$ _____
Total	A\$ _____

I acknowledge that my enrolment is subject to the Terms and Conditions set out on the four pages of this Enrolment Form, which I have read and understood. I confirm that this Enrolment Form shall constitute a written authority for the purposes of the Education Services for Overseas Students (Registration of Providers and Financial Regulation) Act, 2000 and ESOS Regulations 2001. I also agree to be bound by the rules and regulations of ACL, as applicable and as determined from time to time.

Signature of Student

Signature of Parent (if student under 18 years)

Date: _____ / _____ / _____

Agent Stamp:

HOMESTAY & EDUCATION AUSTRALIA
Suite 103, Level 1, 379-383 Pitt Street
Sydney NSW 2000 Australia
Telephone 02 9268 0933
Facsimile 02 9268 0399

How to Enrol

Student Visa applicants

Step 1: Send a completed and signed ACL Enrolment Form to your ACL representative or direct to ACL. On receipt of the Enrolment Form, ACL will send you a Letter of Offer and a Confirmation of Fees.

Step 2: Pay the total cost of your course.

Step 3: Upon receipt of your payment, ACL will forward a copy of your official electronic Confirmation of Enrolment (eCoE).

Step 4: You will need to submit your copy of the eCoE to the Australian Embassy together with your student visa application.

For countries where the Australian Government requires Pre-Visa Assessment (PVA):

Step 1: Send a completed and signed ACL Enrolment Form to your ACL representative or direct to ACL. On receipt of the Enrolment Form ACL will send you a Provisional Letter of Offer.

Step 2: Submit the Provisional Letter of Offer to the Australian Embassy in your country to apply for the PVA.

Step 3: After receiving the PVA document from the Embassy send it to your ACL representative or direct to ACL along with payment of the total cost of your course, as per your Provisional Letter of Offer. Upon receipt of your payment, ACL will forward a copy of your official electronic Confirmation of Enrolment (eCoE).

Step 4: You will need to submit your copy of the eCoE to the Australian Embassy together with your student visa application.

Tourist or Working Holiday Visa applicants

Step 1: Send a completed and signed ACL Enrolment Form to your ACL representative or direct to ACL. On receipt of the Enrolment Form ACL will send you a Letter of Offer and a Confirmation of Fees.

Step 2: Pay the total cost of your course. Note – payment must be made before your course start date and before ACL can finalise any arrangements for your stay.

How to Pay

Please make your payment in Australian currency by:

1. Credit card: Visa or Mastercard (using our Credit Card Debit Authorisation form) Note - Credit card payments incur a 2.2% surcharge.

2. International bank cheque payable to:

ACL Pty Ltd
PO Box N556 Grosvenor Place
Sydney NSW 1220 Australia

3. Bank transfer to:

Account Name: ACL Pty Ltd
Bank Name: ANZ
Bank Address: King & George Sts Branch
365 George Street, Sydney NSW 2000
BSB: 012-006
Account Number: 8374 95439
Swift Code: ANZBAU2S

Please provide us with a copy of your bank transfer receipt if you are using this payment method.

Please note: You are responsible for paying all bank charges.

ACL Pty Ltd ABN 51 003 916 701

157-161 Gloucester Street
The Rocks, Sydney NSW 2000, Australia

PO Box N556, Grosvenor Place, Sydney NSW 1220, Australia

CRICOS Provider No. 00031D

T 61 2 9252 3788 F 61 2 9252 3799 E enquiry@acl.edu.au
www.acl.edu.au

Terms & Conditions of Enrolment

Please read the following conditions carefully and contact enquiry@acl.edu.au if you need any further information:

1. Enrolment, Accommodation Placement and Airport Pick-up fees are not refundable.
2. Tuition fees are refundable in full if a visa application is rejected and the official Embassy rejection advice is made available to ACL. Cancellation and refund requests to ACL should be made immediately after receipt of the visa rejection advice and in writing.
3. If you cancel your enrolment more than 28 days before your start date, then all tuition fees will be refunded. All cancellation requests should be made in writing.
4. If you cancel your enrolment less than 28 days before your start date, then 75% of the tuition fees will be refunded, subject to a maximum cancellation fee of 12 weeks' tuition fees. All cancellation requests should be made in writing.
5. If you cancel your enrolment on or after your start date the tuition fees will not be refunded or transferred.
6. Refunds are not paid direct to you in Australia but in your home country, and will be paid within one month of receipt by ACL of the written cancellation request. If you enrol through a representative, the refund will be paid through that representative.
7. Where ACL cancels or defers a course, all fees will be refunded. In such cases refunds are not paid to you in Australia but in your home country, and will be paid within two weeks of the day on which the course ceased to be provided. If you enrol through a representative, the refund will be paid through that representative. Where possible, and at no obligation, a suitable alternative course will be offered as an alternative to a refund of tuition fees.
8. If you cancel your homestay request with less than 4 weeks' notice you may be liable for payment of the first 2 weeks. You are required to give 2 weeks' notice if you wish to cancel your homestay after commencement. Special cancellation fees may apply for other accommodation arrangements. An \$80 amendment fee applies to all changes made to accommodation bookings after the commencement of the course.
9. ACL reserves the right to change its fees, conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.
10. Provisions are made in accordance with the ESOS Act 2000 and ESOS Regulations 2001 for any default by ACL.
11. The Terms & Conditions of Enrolment as stated above do not remove the right to take further action under Australia's consumer protection laws.
12. Information provided on this Enrolment Form, your academic results and/or attendance may be made available to parents, agents, further studies institutions, 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.
13. ACL offers different timetables and courses and/or classes may be offered in the morning or afternoon.
14. Photographs, videos and testimonials provided by you and/or taken by ACL may be used for marketing and promotion purposes.
15. Any school-aged dependants accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

ACL Rules & Regulations

1. Student visa holders are required by the Australian Government to attend a minimum of 80% of their course. Students with less than 80% attendance will be reported to the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) immediately.
2. Student visa holders unable to attend classes due to illness will be marked as absent. Therefore, students must obtain a medical certificate from a registered practitioner and keep all the medical certificates to present to DIMIA if required.
3. Student visa holders are required to provide ACL with current Sydney residential address and telephone number at all times.
4. ACL students are required to follow Government requirements for international students and obey Australian law.
5. ACL students are expected to behave in a courteous and considerate manner towards ACL staff and other students.
6. No smoking is allowed on ACL premises.
7. All due care is to be taken with ACL equipment, facilities and property.
8. ACL students who breach these rules may be:
 - asked to leave ACL premises
 - reported to the relevant Government department
 - required to pay for damages caused
 - suspended from ACL activities for a period of time, without refund
 - expelled from ACL (in cases of serious breaches) without refund of remaining fees



ACL English for Academic Purposes Certificate III in EAP (91106NSW), Certificate IV in EAP (91105NSW) and Diploma of EAP (91096NSW) courses are accredited by the New South Wales Vocational Education and Training Accreditation Board (VETAB). These qualifications fall within the Australian Qualifications and Training Framework (AQTF).