

English Language Institute (GUELI)

English Language Programs

How to apply

Fill out application form and email, post or fax to GUELI

Receive your letter of offer

Accept by paying your full ELICOS fee

GUELI will send you a Confirmation of Enrolment (eCOE)*

Apply for visa

Apply for your accomodation and airport reception

For more information visit the English Language Institute website at: www.griffith.edu.au/gueli

Brisbane location

Griffith University , Nathan Campus
 Languages Building (N56)
 East Creek Road
 Nathan Queensland 4111
 Australia

Gold Coast location

Level 4
 Australia Fair
 Marine Parade
 Southport Queensland 4215
 Australia

*In order to obtain your Australian student visa you will need a Confirmation of Enrolment form (eCOA) from Griffith University. If you are from a country assessment level 3 or 4 a copy of your PVA letter from the Australian Embassy is required before a Confirmation of Enrolment form can be issued. Students on a Tourist or Working Holiday Visa do not need a Confirmation of Enrolment form.

Program fees and dates

2006 ELICOS (English Language Intensive Courses for Overseas Students)

Enrolment fee: AUD\$125.00

Tuition fees: AUD\$295.00 per week

2006 ELICOS program dates

ELICOS program dates are as follows:

Students may study ELICOS (E) from 5 weeks to 45 weeks in multiples of 5 week blocks. EAP PLUS (EAP+) is available twice a year and students must complete the 10 week allocated block. EAP English Test Preparation (ETP) may be studied from 5 to 10 weeks. These programs are only available at certain times of the year. Please refer to the following table.

Placement test and orientation dates	Class start dates	Class finish dates	Programs available during these dates
Thursday, 5 January 2006	Monday, 9 January 2006	Friday, 10 February 2006	E
Thursday, 16 February 2006	Monday, 20 February 2006	Friday, 24 March 2006	E
Thursday, 23 March 2006	Monday, 27 March 2006	Friday, 28 April 2006	E
Thursday, 4 May 2006	Monday, 8 May 2006	Friday, 9 June 2006	E ETP
Thursday, 4 May 2006	Monday, 8 May 2006	Friday, 14 July 2006	EAP +
Thursday, 8 June 2006	Tuesday, 13 June 2006	Friday, 14 July 2006	E ETP
Thursday, 20 July 2006	Monday, 24 July 2006	Friday, 25 August 2006	E
Thursday, 24 August 2006	Monday, 28 August 2006	Friday, 29 September 2006	E
Thursday, 5 October 2006	Monday, 9 October 2006	Friday, 10 November 2006	E
Thursday, 9 November 2006	Monday, 13 November 2006	Friday, 15 December 2006	E ETP
Thursday, 9 November 2006	Monday, 13 November 2006	Friday, 9 February 2007	EAP +
Thursday, 4 January 2007	Monday, 8 January 2007	Friday, 9 February 2007	E ETP

2006 Cambridge Exam Preparation Courses

Cambridge First Certificate in English preparation course (FCE)

Enrolment Fee: AUD\$125.00

12 week FCE Program tuition fees: AUD\$3,912.00 includes \$295.00 weekly participation fee, \$50.00 textbook fee* and \$322.00 FCE exam fee

Cambridge Advanced Certificate in English preparation course (CAE)

Enrolment fee: AUD\$125.00

12 week CAE Program tuition fees: AUD\$3,917.00 includes \$295.00 weekly participation fee, \$50.00 textbook fee* and \$327.00 CAE exam fee

2006 FCE and CAE program dates are as follows:

Pre-test dates	Class start dates	Class finish dates
Friday, 17 March 2006	Monday, 20 March 2006	Friday, 9 June 2006
Friday, 15 September 2006	Monday, 18 September 2006	Friday, 8 December 2006

Cambridge Business English Certificate Vantage preparation course (BEC Vantage)

-Subject to approval.

* Correct at time of printing

2006 Other fees

Overseas Student Health Cover:.....will be on letter of offer

Optional fees

Brisbane airport reception fee:.....AUD\$105.00

Gold Coast airport reception fee:.....AUD\$135.00

Homestay placement fees for Brisbane and Gold Coast:.....AUD\$205.00

Brisbane weekly homestay fee:.....AUD\$185.00 per week (4 weeks payable in advance)

Gold Coast weekly homestay fee:.....AUD\$200.00 per week (4 weeks payable in advance)

ISLPR Test:.....AUD\$220.00

Note: All fees and charges are subject to change and any increase in fees is payable on arrival.

Refund policy (as per The National Code Sections 43-44)

- All requests for refunds must be made in writing to the Director, GUELI.
- Refunds will only be remitted in Australian dollars to the student's home country.
- The enrolment fee is non-refundable.
- Tuition fees will be refunded in full if a visa application is rejected. The student must provide evidence in writing to GUELI within 28 days of the visa being rejected. The refund will be made within four weeks of approval.
- All fees will be refunded in full within two weeks if GUELI is unable to deliver the program.
- Refunds will not be granted after a program has commenced.
- If a student cancels his/her application for a program more than 28 days before the commencement date of the program, GUELI will refund 75% of the tuition fee paid less any other outstanding fees and charges incurred.
- If a student cancels his/her application for a program less than 28 days from the commencement date of the program, GUELI will refund 50% of the tuition fee paid less any other outstanding fees and charges incurred. The maximum amount retained by GUELI will not exceed 12 weeks of the published tuition fee.
- This agreement does not remove the right to take further action under Australia's consumer protection laws. If students need assistance from someone outside GUELI, they may contact either:
 - English Australia via the internet on www.englishaustralia.com.au or by telephone 02 9264 4700 or
 - Queensland Ombudsman on telephone 3005 7000, toll free (outside Brisbane): 1800 068 908 or email: ombudsman@ombudsman.qld.gov.au
 - Dispute Resolution Branch – Department of Justice and Attorney-General on telephone 3239 6269, toll free (outside Brisbane): 1800 017 288 or email: SEQ.DRC@justice.qld.gov.au

Transfer policy

- Tuition fees will not be transferred to another English language teaching (ELICOS) centre.
- Students may transfer tuition fees to a formal award program at Griffith University if the student produces evidence of having met the English language requirements for their program.
- If student tuition fees are approved for transfer to another Australian institution, GUELI will transfer the program fees directly to the institution, less a charge of 20% of the cancelled portion of fees paid to GUELI, less any other outstanding fees and charges.
 - transfer conditions are in accordance with government requirements.
 - 14 days written notice is given prior to the commencement date of an ELICOS program.

Leave of absence

Leave will not normally be permitted once a student has commenced their program.

Grievance procedures

The centres' staff can be approached if you have a problem or complaint. If you need help from someone outside GUELI, please refer to point 9 in the refund policy for other contacts.

Griffith University English Language Institute (GUELI) collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the university's privacy plan at www.griffith.edu.au/ua/vc/pp.

→ Please print in BLOCK LETTERS.

→ If you apply through an approved Griffith University or Griffith University English Language Institute agent, all correspondence relating to your application will be forwarded to that agent.

1 Have you applied to Griffith before?

Yes No

If **yes**, please quote your Griffith ID No.

Are you intending to enrol in a Griffith University degree program?

Yes No

If yes, name of degree or program:

Are you currently studying at another institution in Australia?

If **yes**, name of institution:

2 Personal details

Title: Mr Mrs Ms Miss Other:

Family name:

First names:

Preferred name:

Date of birth: / / (day/month/year)

Gender: Male Female

Nationality:

Passport Number:

Country of issue:

Permanent home address

Home number and street:

City: State:

Country: Post/zip code:

Telephone number:

Fax number:

Email address:

Mailing address in home country for correspondence (if different from above)

Mailing address:

City: State:

Country: Post/zip code:

3 Preferred program/ commencement dates

Course duration

No. of weeks: 5 10 15 20 25
 30 35 40 45 12 (FCE/CAE only)

Visa information

Are you applying for: A new student visa Extension to a student visa Tourist visa Working holiday visa

other: OR, are you a: permanent resident

Program information

Please indicate which program you wish to apply for:

- General English (GE) English for Academic Purpose (EAP)
 Cambridge FCE
 Cambridge CAE
 Cambridge BEC Vantage (*subject to approval*)
 English for Internships English for Working Holiday Makers
International University Studies (IUS) – please email gueli@griffith.edu.au
for an application form.

Proposed commencement date:

Chosen centre: Brisbane Gold Coast

4 English proficiency

a. What is your first language?

b. **For EAP students only** – Do you hold an IELTS, ISLPR or TOEFL certificate of English proficiency obtained within two years of commencement of your proposed study?

If **no**, please go to section 5

If **yes** – name of test:

Test scores:
Listening: _____ Reading: _____ Writing: _____
Speaking: _____ Overall score: _____ Test date: __ / __ / __

Please attach certified copy of results.

5 Accommodation / airport reception

Do you require Homestay with an Australian family? Yes No

If you wish to take advantage of Griffith University's Homestay accommodation, an application form will be faxed to you for completion prior to your departure.

Do you wish to be met at Brisbane Airport? Yes No

Overseas Student Health Cover (OSHC)

In order to qualify for a student visa which allows you to study in Australia, you must first pay for Overseas Student Health Cover.

6 Declaration and signature

I wish to apply for enrolment at the Griffith University English Language Institute. I have read and understood and agree to abide by the conditions of enrolment as outlined in this application.

Applicant's signature: _____ Date: __ / __ / __

Agent's details or agent's stamp:

Agent's name: **HOMESTAY & EDUCATION AUSTRALIA**
Agent's address: **Suite 103, Level 1, 379-383 Pitt Street**
Sydney NSW 2000 Australia
Country: **Telephone 02 9268 0933**
Contact person: **Facsimile 02 9268 0399**

6 Declaration to be read by applicant

I declare that the information I have supplied on this form is correct and complete.

I agree:

- to abide by the conditions of enrolment and admission at Griffith University English Language Institute;
- that I have read and understood the published course information in the relevant brochure and/or website applicable to the course, and that I have sufficient information to enrol;
- if sponsored, to permit Griffith University to release details of my progress to my sponsoring body on request;
- to permit Griffith University to release my details to, or obtain details from third parties as necessary in the usual course of university business, eg. government departments, DIMIA, and OSHC provider;
- that I am responsible for payment of all fees applicable to the course, and that I will abide by the centre's enrolment policy; and
- to notify the Griffith University English Language Institute if there is any change to the information I have given in this application.

I understand that:

- the university may vary or cancel any decision it makes (including cancelling my enrolment) if the information I have given is incorrect or incomplete;
- it is my responsibility to provide all required documentation;
- I am fully responsible for my educational and living expenses while studying at Griffith University. I understand that living expenses in Australia may be higher than in my own country. I confirm that I am liable to meet these costs, and I understand that neither Griffith University nor the Australian Government is obliged or required to help me if I need financial assistance;

- if I have school-aged children who accompany me to Australia, I will be required to pay compulsory school fees; and
- the information provided by me may be available to Commonwealth and state agencies and the ESOS Assurance Fund Manager, pursuant to obligations under the ESOS Act 2000 and the National Code.

Contact GUELI

www.griffith.edu.au/gueli

For general enquiries
Email: gueli@griffith.edu.au

Brisbane admissions
Email: elibne-admissions@griffith.edu.au OR
Telephone: +617 3735 7089

Gold Coast admissions
Email: eligc-admissions@griffith.edu.au
Telephone: +617 5571 4800

Information on degree programs at Griffith University www.griffith.edu.au/international

Email: international@griffith.edu.au
Telephone: +617 3735 7200
Facsimile: +617 3735 5280

For visa information

Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) www.immi.gov.au

General enquiries within Australia: 131881
General facsimile number in Brisbane: 3360 5819
Queensland Office
Email: dima.businesscentre.qld@immi.gov.au

7 Address for applications

If you are applying for study at the **Brisbane** centres:

The Admissions Manager
Griffith University English Language Institute
Griffith University
170 Kessels Road
Nathan Qld 4111
AUSTRALIA
Telephone: +617 3735 7089
Facsimile: +617 3735 7090
Email enquiries: elibne-admissions@griffith.edu.au

If you are applying for study at the **Gold Coast** centre:

The Operations Manager
Griffith University English Language Institute
Griffith University
PO Box 3491
Southport Qld 4215
AUSTRALIA
Telephone: +617 5571 4800
Facsimile: +617 5528 0450
Email enquiries: eligc-admissions@griffith.edu.au

*Please note that the information contained in this application form was correct at the time of publication.
All fees and charges are subject to change and any increase in fees is payable on arrival.*

