

International House Brisbane - ALS

Enrolment Form 2016



PERSONAL DETAILS

Family Name: _____ Given Names: _____
Date of birth (dd/mm/yy): _____ Title: Mr Ms Miss Mrs
Nationality: _____ Gender: Male Female
Passport Number: _____ Current level of English: _____
Current address: _____
Current phone: _____ Email: _____

VISA & INSURANCE DETAILS

VISA / PLANNED VISA: Student Working Holiday Tourist Business Dependent Other - details: _____
This is the visa you will be on for your studies
Do you require us to provide you with a Confirmation of Enrolment (CoE)? : Yes No
Which DIBP office will you apply to for your visa? _____

Please bring your current Visa documentation with you on your first day of class; you will be required to show it before you can start class

Are you currently enrolled at another institution in Australia? YES NO (If yes, a letter of release would be required)

OSHC(Overseas Student Health Cover – compulsory requirement for student visa holder from arrival in Australia)
Do you want IH Brisbane – ALS to arrange OSHC for you? YES NO If Yes, Single Couple Family

COURSE DETAILS: GE and IELTS courses start every Monday. Check more about start dates on page 3

General English Full-time Business English Intermediate Full-time
 General English Full-time Evening Classes Certificate IV TESOL
 IELTS Preparation Full-time General English Part-time *
 IELTS Preparation Full-time Evening Classes Private tuition *
 Cambridge Exam Preparation FCE CAE CPE Other _____
* NOT for student visa

REQUESTED COURSES START DATE

First course: _____ Start date: _____ Number of weeks: _____
Second course: _____ Start date: _____ Number of weeks: _____
Third course: _____ Start date: _____ Number of weeks: _____

IH Brisbane – ALS can help you with your further study, at our Pathway Partners. Do you plan to study further in Australia? YES NO
If yes, where and which program do you wish to study _____

ACCOMMODATION & AIRPORT TRANSFER

Do you want IH Brisbane-ALS to arrange your accommodation? (Minimum 4 weeks for either service)

Option 1. Homestay

Yes No

Number of weeks: _____ Start date: _____

Please download the application form at www.ihbristbane.com.au

Have you attached Homestay application form? Yes No

Option 2. IH Brisbane-ALS Accommodation

Yes If yes, Twin share Single Window No window No

Number of weeks: _____ Start date: _____

Please complete the application form at www.ihbristbane.com.au

I have completed the online accommodation application form. Yes No

Please check page 4 for full details and costs.

2016 PUBLIC HOLIDAYS IN BRISBANE / SCHOOL STAFF TRAINING DAY

Public Holidays (IH Brisbane - ALS is closed on official public holidays)	1 & 26 Jan, 25 & 28 Mar, 25 Apr, 2 May, 10 Aug, 3 Oct, 26 & 27 Dec (IH Brisbane – ALS will be closed from the 26 th to 30 th December 2016 inclusively)	School Staff Training (IH Brisbane - ALS is closed on these days)	18 March, 8 July and 18 November
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TERMS AND CONDITIONS

1. I have read and agree to following policies, all available in the Student Handbook:

- PRIDE policy
- Attendance requirements
- Privacy policy

and understand failure to follow them may result in my exclusion from IH Brisbane – ALS, as detailed in the unacceptable behavior procedure.

I have also read and understood the information regarding

- Leave requests
- Deferment Policy
- Course Changes
- Late payment of fees

2. Indemnity: Neither IH Brisbane – ALS and its staff nor its representatives, will be held responsible for any loss, damage, illness or injury to people or property which may occur while students are on any activity or excursion organized by IH

Brisbane - ALS. Students are solely responsible for taking out own insurance which we recommend be purchased in their own country.

3. Release of Photography: Photos or images of students participating in IH Brisbane - ALS school activities, taken by/for IH Brisbane - ALS staff, remain the property of IH Brisbane - ALS and can be used for promotional materials. If you do not wish to be photographed or videotaped please inform us in writing as soon as possible.

4. Contact details: Students are required to notify IH Brisbane – ALS within 5 working days of any changes to residential address through their student portal; failure to do so may result in automatic visa cancellation.

5. Personal information provided to IH Brisbane - ALS is confidential, but by law, may be provided by IH Brisbane– ALS to appropriate parties. IH Brisbane – ALS is required to share information about its students with the Australian Government and other designated authorities, such as the TPS. IH Brisbane - ALS has the right to share information on your progress and attendance with your sponsor or educational agent

REFUND, ENROLMENT & CANCELLATION POLICY

Refund Policy – there are 5 refund categories at IH Brisbane – ALS:

1. **Cancellation due to Visa refusal - Before start date:** \$250 Admin Fee. Tuition, Material and Airport Reception Fees refunded. Enrolment and Accommodation Placement Fees not refunded.
2. **Cancellation due to Visa refusal - After course has commenced:** \$250 Admin Fee. Unused Tuition and Material Fees refunded. Enrolment and Accommodation Placement Fees not refunded.
3. **Cancellation notice given more than 4 weeks prior to the start day:** \$250 Admin Fee. Tuition, Material and Airport Reception Fees refunded. Enrolment and Accommodation Placement Fees not refunded.
4. **Cancellation notice given less than 4 weeks prior to the start day:** \$1200 Admin Fee. Tuition, Material and Airport Reception Fees refunded (if more than 48 hours notice given). Enrolment and Accommodation Placement Fees not refunded.
5. **Cancellation after course has commenced:** No refunds eligible.

- **Course Commencement means the first working day of the week the student is enrolled to start.** Where multiple courses are issued on a single Letter of Offer, all courses commence on the first working day of the first course.
- **Change of Enrolment - It may be possible up to 1 week before course commencement to transfer to a later course.** A change of enrolment fee will be payable; this is the cost of revising enrolment information such as the start date, course length and Confirmation of Enrolment. No charge will be made for the first change, afterwards \$40.00 admin fee will be charged for each subsequent change. Any refund request after making a change will be as case 4 except in case of visa refusal.
- **Failure to commence** – IH Brisbane – ALS is required to report any student default within 5 working days.
- **Pre-requisite level of English** – some courses at IH Brisbane – ALS require a pre-requisite level of English. Students who do not have this level of English will not be able to commence study in this course, but will be offered a place in an different course. Any difference in fees will be the sole responsibility of the student.
- **Course Cancellation by IH – Brisbane ALS** - If IH Brisbane - ALS is unable to deliver a course, a full refund of unused portion of prepaid tuition fees, material fees, and enrolment fee will be made within 2 weeks of the day on which the course ceased being provided. You may be offered enrolment in an alternative course at no extra cost, and have the right to choose whether you would prefer a refund of fees or to accept a place in another course, which must be done in writing.
 - In the unlikely event that IH Brisbane - ALS ceases to operate and is unable to offer you a place in another course or a refund, for student visa holders the TPS will place you in a similar course at no charge. Any refund due to a default of IH Brisbane - ALS as the registered provider is covered by the provisions of the Education Services of Overseas Students Act 2000 (the ESOS Act) (as amended).
- **Request for Refund**
 - Request for refund must be made on a Request For Refund Form (download from our website www.ihbristbane.com.au) with appropriate supporting documentations (e.g. the letter from the Department of Immigration and Citizenship and bank details) and submitted to enrol@ihbristbane.com.au.
 - A refund can only be paid if IH Brisbane - ALS has received the money and it has been entered into its accounts, and all debts to IH Brisbane - ALS have been paid.
 - Refund payments will be made in Australian currency within 4 weeks of submitting the completed Request For Refund Form and all required supporting documentations.
 - All refunds will be made payable to the students only, except for formally approved sponsored students or education agents who paid on behalf of the students (students must send us an authorization letter)
 - Requests for refunds of Overseas Student Health Cover (OSHC) must be made directly to the student's OSHC provider.
 - Promotional discount will not be applicable in any refund cases.

For further information please read the IH Brisbane - ALS Student Handbook at www.ihbristbane.com.au

DISPUTE RESOLUTION

If you are unhappy with anything at IH Brisbane - ALS, please talk with one of our staff. You can bring a friend with you at any time.

IH Brisbane - ALS has a Dispute Resolution process but you also have the right to take action under Australia's consumer protection laws or to pursue other legal remedies. See full details on www.ihbristbane.com.au. Personal information provided to IH Brisbane - ALS is confidential, but by law, may be provided by IH Brisbane– ALS to appropriate parties

<p>STUDENT DECLARATION</p> <ul style="list-style-type: none"> • I have read and understood the IH Brisbane - ALS Student Handbook 2016 viewed at www.ihbristbane.com.au • I understand and accept the above conditions of enrolment and Refund and Course change policy of IH Brisbane - ALS <p>Signature: _____ Date: ____ / ____ / ____</p>	<p style="text-align: center;">AGENT STAMP /</p>
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2016 COURSE START DATES

***To enter these courses, please attach results of any recent English language test or arrange for an admission test**

COURSE	COE	START DATES		LEVEL	OTHER INFORMATION
General English Full-time CRICOS Code 062145C (20 hrs/week + 9 hrs optional included)	✓	Any Monday (Tuesday, if Monday is a public holiday).	Preferred start dates: 18/1, 29/2, 11/4, 23/5, 4/7, 15/8, 26/9, 7/11	6 levels – Beginner to Advanced	IH Brisbane - ALS has formal testing for General English students every 3 weeks
General English (part-time) (15 hrs/week) Not for student visa holders				6 levels - Beginner to Advanced	IH Brisbane - ALS has formal testing for General English students every 3 weeks
IELTS Exam Preparation Full-time CRICOS Code 062147A (20 hrs/week + 9 hrs optional included)	✓		Mock exam weeks: 11/1, 22/2, 4/4, 16/5, 27/6, 8/8, 19/9, 31/10, 12/12 <i>It is not recommended to start on these weeks</i>	3 levels - Intermediate, Upper Intermediate and Advanced	IH Brisbane - ALS has formal testing for IELTS every Friday
Certificate IV in TESOL CRICOS Code 078558F (220 hrs per course)	✓	18 January, 6 June and 1 August		Upper Intermediate and Advanced	Admission to TESOL courses requires a minimum English level of Upper Intermediate
English for Academic Purposes (EAP) CRICOS Code 062146B (20 hrs/week + 9 hrs optional included)	✓	Please contact IH Brisbane – ALS for further start dates.		Upper Intermediate and Advanced	Admission to EAP courses requires a minimum English level of Upper Intermediate
Cambridge Exam Preparation (25 hrs/week) First Certificate in English (FCE) CRICOS Code 062149K	✓	FCE 11 January (10 weeks) 21 March (12 weeks) 4 July (12 weeks) 26 September (10 weeks)		Upper Intermediate	Exam dates: FCE - 19/03, 11/6, 23/9, 3/12 CAE - 4/6, 3/12 Admission to Cambridge courses requires a minimum English level of Upper Intermediate. Exam registration is compulsory for students
Certificate in Advanced English (CAE) CRICOS Code 062148M		CAE 21 March (10 weeks)* 26 September (10 weeks)* *with a minimum of 6		Advanced	
Private tuition Not for student visa holders		Start anytime.		6 levels - Beginner to Advanced	Contact IH Brisbane - ALS to arrange
General English Full-time (Evening) CRICOS Code 062145C (20 hrs/week)	✓	Any Monday (Tuesday, if Monday is a public holiday)	Preferred start dates: 18/1, 29/2, 11/4, 23/5, 4/7, 15/8, 26/9, 7/11	Please check levels available	IH Brisbane - ALS has formal testing for General English students every 3 weeks
IELTS Exam Preparation Full-time (Evening) CRICOS Code 062147A (20 hrs/week)	✓			Please check levels available	IH Brisbane - ALS has formal testing for IELTS every Friday
Business English Full-time CRICOS Code 076650D (20 hrs/week + 9 hrs optional included)	✓	Please contact IH Brisbane – ALS for start dates.		Intermediate and above	IH Brisbane - ALS has formal testing for this course every 4 weeks
(IH Brisbane – ALS will be closed from the 26th to 30th December 2016 inclusively)					

**IH Brisbane - ALS makes every effort to provide courses as advertised.
However, we reserve the right to alter timetables and start dates when necessary.**

HOW DO I ENROL?

1. Complete and sign your IH Brisbane - ALS enrolment form. Send direct to IH Brisbane - ALS or via one of our Education Agents. Send Enrolment form to enrol@ihbrisbane.com.au
2. IH Brisbane ALS will send you (or your agent) a Letter of Offer.
3. Complete the **Letter of Offer** & return with your payment information.
4. IH Brisbane ALS will send you a **Confirmation of Enrolment (COE)** so you can apply for your Australian Student Visa. (if applicable)
5. Book your flight to Brisbane.

For information about studying as an International Student in Australia, see <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

2016 FEES and CHARGES

Enrolment Fee	\$195 (This is the cost of processing an application, including materials, I.D. badge and correspondence related costs)		
Material Fee	\$15 per week for all courses except TESOL and Cambridge (Up to a maximum of 24 weeks)		
Tuition Fees			
General English (Full-time)	1 - 72 weeks	\$370 per week	
IELTS Exam Preparation (Full-time)	1 - 36 weeks	\$370 per week	
<i>We often offer special promotions for students, please contact us for details.</i>			
General English (part-time) Not for student visas - 14 hrs/week		\$260 per week	
General English / IELTS Exam Preparation Full-time Evening Classes		\$270 per week	
Certificate IV in TESOL	8 weeks	\$3,100 + Material\$400	
English for Academic Purposes (EAP)	12 weeks	\$4,260	
Cambridge Exam Preparation			
First Certificate in English (FCE) & Certificate in Advanced English (CAE)	10 weeks	\$3,550	
First Certificate in English (FCE) & Certificate in Advanced English (CAE)	12 weeks	\$4,260	
Certificate of Proficiency (CPE)	12 weeks	\$4,260	
Cambridge exam fees	FCE \$320, CAE \$320, CPE \$on application		
Cambridge materials and textbook	10 weeks \$260, 12 weeks \$300		
Business English	4 / 8 weeks	\$370 per week	
Private tuition:	\$95 per hour		
Other Fees			
OSHC: STUDENT VISA HOLDERS ONLY	See prices below		
Under 18 years old management fee	\$100 – every 12 weeks enrol		
Pathway management fee	Less than 5 weeks, \$75 6 weeks or more, \$150		
Homestay Fees		IH Brisbane – ALS Accommodation Fees (not available to students under 18)	
Placement fee (includes airport pick up)	\$300	Placement fee (includes airport pick up)	\$225
Gold Coast airport pick up surcharge	\$70	Gold Coast airport pick up surcharge	\$60
Accommodation* - pay to home-stay on arrival (18 years & over).	\$240 or 300 per week	Accommodation* – Pay to accommodation manager on arrival	from \$115 per week
TOTAL All fees are in AUD\$ and include GST where applicable.			

* Price is subject to change depends on IH Brisbane – ALS management decision without notice.
For General English, EAP & IELTS, textbooks are free on loan.

INSURANCE: OSHC (Overseas Student Health Cover)

If you are applying for an Australian Student visa, you will be required by Department of Immigration and Citizenship to have Overseas Students Health Cover (OSHC) for the duration of your stay in Australia. IH Brisbane ALS can arrange OSHC to cover your visa duration. OSHC is not available for other visa categories. IH Brisbane – ALS currently use BUPA.
See www.overseasstudenthealth.com for more information, including other forms of medical insurance for non-student visa holders.

2016 Premiums (single cover in AUD\$, prices are subject to change without notice). Minimum purchase is 3 months.

Single rate	\$49 per month	Couple rate	\$138 per month	Family rate	\$200 per month
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IH Brisbane – ALS recommends all students obtain personal travel insurance in your own country.

PAYING FOR YOUR COURSE

***Fees and charges must be paid in advance**

When we receive your ENROLMENT FORM, we will send you a LETTER of OFFER. Please complete all the details on and return to IH Brisbane - ALS with your payment.

IH Brisbane - ALS accepts bank draft, International telegraphic transfer, credit card (MasterCard or VISA only) and EFTPOS.

Credit card payments attract a 3.1% payment processing fee and EFTPOS attract 1.45% payment processing fee to reflect the bank fees charged to IH Brisbane – ALS.

Bank cheque: Please make payable in AU\$ to
“**AUSTRALIAN LANGUAGE SCHOOLS**”
Australian Language Schools
PO Box 13393 George St
Brisbane, Queensland 4003 Australia

Bank transfer:
Bank Name: **ANZ Bank** Swift Code: **ANZ BAU 3M**
Account Name: **Australian Language Schools**
Branch Address: **146 Queen Street Mall, Brisbane**
BSB: **014010** Account Number: **491553135**

Mastercard **Visa** (unfortunately AMEX is not accepted)

Credit card payments attract a 3.1% payment processing fee to reflect the bank fees charged to IH Brisbane - ALS. Signature of this means acceptance of this.

Credit card number: _____ Expiry date: ____ / ____

Name printed on card: _____ Amount: AU\$ _____ + Surcharge AU\$ _____

Signature of cardholder _____ Total Amount to be charged: AU\$ _____