

Enrolment Form Please print in English and complete all sections

Brisbane (BNE) Gold Coast (GC)



Personal Details

Family Name:		Given Names:	
Date of Birth: Day <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female
Nationality:		First Language:	
Occupation:		Passport Number: <small>(students travelling on student visas must provide a passport number or copy)</small>	
Address in home country: <small>(Required in case of emergency - please provide these important details)</small>			
Telephone:		Email:	
Address in Australia: <small>(If known)</small>			
Telephone:		Email:	
Visa: <input type="checkbox"/> Student <input type="checkbox"/> Visitor <input type="checkbox"/> Working Holiday <input type="checkbox"/> Other	OSHC Required? <small>(Student Visa students only)</small> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you suffer any allergies or medical conditions? <small>(Please specify)</small>			



Course Details

Which course do you wish to study?

UFO English	<input type="checkbox"/> L25 (25 hrs p/w)	<input type="checkbox"/> L15 (16.7 hrs p/w)
IELTS as an extension to UFO English	<input type="checkbox"/> IELTS 1	<input type="checkbox"/> IELTS 2
Cambridge	<input type="checkbox"/> FCE	<input type="checkbox"/> CAE <input type="checkbox"/> CPE (Brisbane only)
Cambridge Flexi	<input type="checkbox"/> Cambridge Flexi	
English for Academic Purposes	<input type="checkbox"/> EAP	
TOEIC +	<input type="checkbox"/> TOEIC+	
Course 1 start date: Day <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Course 2 start date: Day <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Course length: Weeks <input type="text"/> <input type="text"/>	Campus: <input type="checkbox"/> BNE <input type="checkbox"/> GC	
Course length: Weeks <input type="text"/> <input type="text"/>	Campus: <input type="checkbox"/> BNE <input type="checkbox"/> GC	



Accommodation

Would you like Langports to arrange accommodation for you? Yes No

Type of Accommodation: Homestay Deluxe Family Self-cater
 Student House

Date in:	Date out:	Number of weeks:	Additional Nights:
<small>Please note that the check in date should be the weekend before the course starts and the check out date should be the weekend after the course finishes. Minimum of 4 weeks homestay, unless the course is 1, 2 or 3 weeks where students can stay for that period.</small>			
Would you like to stay with a family with children?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Don't mind
Do you like pets? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't mind		Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What are your hobbies/interests?			
Do you have any special requests? <small>(e.g. special food, etc.)</small>			



Airport Greeting Service

Do you wish to be transferred to and from the airport? Brisbane Airport (BNE) Coolangatta Airport (Gold Coast - OOL)

Arrival Yes No **Return** Yes No

Flight:	Date:	Time:	Flight:	Date:	Time:
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If yes, please ensure that you provide flight details at least 14 days before you are due to arrive or depart.

If you do not have Langports accommodation and require a transfer, please send us the address that you wish to be transferred to at least 14 days before you arrive.



How did you learn of Langports English Language College?

Friend or Past Student Magazine Education Agent Internet Other

Name of source (including friend's recommendation)



Student's Declaration and Signature

I have read and accept the terms and conditions overleaf and hereby apply to enrol in Langports English Language College.

Signature*: _____ **Date:** Day Month Year

*Parent or Guardian if the student is under the age of 18.

Terms and Conditions



Fees and Charges, Conditions and Courses

Langports reserves the right to change its fees, charges and conditions, cancel or defer courses, and to alter course timetables at any time without notice.

Students will pay the price for their course at the current market price at the time of enrolment. Any specials offered by Langports at a later date only apply to bookings received during that special. Specials cannot be applied to previous bookings.



Refund & Cancellation Policy

Clause 1: In the event of a cancellation, no refund will be made on the enrolment fee or accommodation placement fee.

All notifications of course cancellation and requests for a refund must be made to the Principal in writing. A written response will be provided in writing within five working days. Where any refund is granted, this will be paid within four weeks from the date of the notice of cancellation.

Study Cancellation:

- Cancellations received more than 4 weeks before the course commencement will normally receive a full refund of fees, subject to clause 1.
- Cancellations received less than 4 weeks before start of course will normally receive a refund of fees less a cancellation charge equal to 4 weeks of the current published tuition fee.
- Cancellations received after course commencement will not be eligible for a refund of fees.
- A full refund of fees, subject to clause 1, will be made if a visa application has been denied (proof of visa rejection from the Australian immigration authorities is required within 2 weeks from the date of notice)
- Students will be charged for any bank fees incurred in the refund of fees – a \$40 bank fee applies to international bank transfers.

Accommodation Cancellation:

- Cancellations received more than 4 weeks before course commencement will normally receive a full refund of fees, subject to clause 1.
- Cancellations received less than 4 weeks before course commencement will incur a cancellation charge equal to 2 weeks rent.
- Minimum of 4 weeks homestay, unless the course is 1,2 or 3 weeks. If a student wishes to cancel their homestay within this 4 week period, no refund will be given. To cancel homestay a minimum of 2 weeks notice must be given.
- After studies have commenced, 2 weeks notice must be given or a cancellation charge equal to 2 weeks rent will apply. Any unused accommodation fees will be refunded to the student within 2 weeks of submitting a refund request form.

Airport Greeting:

No refund will be made if the student fails to notify Langports of their flight details or any change of details less than 48 hours before arrival.

Cancellation of course by Langports

If Langports cancels a course, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the course cancellation. Alternatively, you may be offered enrolment in an alternative course at Langports at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement. If in the unlikely event that Langports ceases to operate and is unable to provide a full refund, students may be placed in an alternative course by our Tuition Assurance Scheme (TAS) English Australia at no extra cost to you. Finally, if the English Australia TAS can not place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.



Deferment Policy

Students must start their course on their allocated start date, except in exceptional special circumstances.

Students that wish to defer their start date and their course must give one week's written notice. If notice is less than one week Langports will charge one week's tuition fee. Students that do not arrive on the designated start date and do not give notice of deferment will automatically lose one week's tuition fees and their course will not be extended. If notice of deferment is not received within 48 hours after course commencement the course may be cancelled.



Transfer between colleges

- Students wishing to transfer between colleges must study for a minimum of 2 weeks at each campus.
- Students studying in the EAP, TOEIC Plus or Cambridge courses cannot transfer between campuses during their course. They may take a UFO English course at one campus and transfer to the other campus for Cambridge or EAP and vice versa.
- Langports will pay the cost of a single, one-way transfer between campuses.



Other Conditions of Enrolment

- Students are required to notify Langports of any change of local address, while enrolled in a course, within 3 working days.
- Students under the age of 18 must agree to Langports' welfare arrangements outlined in a separate letter.
- Students are fully responsible for their educational and living expenses while studying at Langports.
- Students who have any school-aged dependants accompanying them will be required to pay full fees at a private or government school in Queensland.
- Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007, and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.
- Students consent to Langports making reasonable enquiries to DIAC regarding their visa and to sharing these details with Government and health Insurers for the purpose of ensuring that visa conditions for staying in Australia are maintained.
- Langports has the right to share information about your course and progress with your sponsor, university or college or educational representative.
- Any photos or video footage taken at Langports or by Langports staff of Langports students are the property of Langports and may be used in reproduction of materials for promotional use without consent.
- Langports, and its representatives and staff will not be held liable for any loss, damages, death, illness or injuries to people or property which occurs whilst students are on any activity or excursion organised by Langports. It is the student's sole responsibility to take out insurance against such risks and we recommend that students travelling abroad take out comprehensive travel, accident and medical insurance in their own countries.
- By providing their private email address on this form or the Langports registration form, students accept that they are giving permission to Langports to communicate with them by email on any matters relating to their enrolment at Langports.
- Entry to the following Langports' courses require a pre-requisite level of English; EAP, TOEIC Plus, Cambridge FCE, CAE and CPE and Cambridge Flexi.
- Students attending the UFO English course will be tested on commencement of the course in order to be placed in a class at the appropriate level.
- Students must complete all class work, assignments, activities and assessments in order to maintain satisfactory academic progress.
- Students are required to maintain a minimum of 80% attendance in order to receive a certificate on graduation and students studying on a student visa can be reported to the Department of Immigration and Citizenship (DIAC) if they fail to maintain this attendance.
- Students are required to abide by the Langports Code of Conduct, available in the Student Information booklet and on the Langports' website.
- Langports has an internal complaints and appeals process and students can access this through the Student Services Department.
- Additional information about students' rights and responsibilities under the Australian Government ESOS Act 2000 and National Code 2007 is available online at: http://aei.dest.gov.au/AEI/ESOS/Quickinfo/ESOS_Framework_pdf.pdf
- This agreement and the availability of complaints and appeals processes, does not remove the right to take further action under Australia's consumer protection laws; neither does it remove a student's right to pursue other legal remedies.

Enrolment Fee – \$220 for all courses	\$	220.00
Course Materials – \$12 per week on all courses Includes internet, handouts and text books (students are entitled to one text book for every 10 weeks of UFO English study)	\$	
UFO English (Intensive English Program) L25 (25hrs) 1 - 4 weeks \$355 per week	\$	
CRICOS Course Code: 074240E 5 - 12 weeks \$350 per week	\$	
13 - 24 weeks \$345 per week	\$	
Maximum study length 70 weeks 25+ weeks \$340 per week	\$	
L15 (16.7hrs) 1 - 12 weeks \$305 per week	\$	
IELTS1 5 weeks \$350 per week	\$	
IELTS2 10 weeks \$350 per week	\$	
UFO English, IELTS and Cambridge Flexi courses begin every Monday.		
Week 1 starting dates: <input type="checkbox"/> 3 January <input type="checkbox"/> 12 March <input type="checkbox"/> 21 May <input type="checkbox"/> 30 July <input type="checkbox"/> 8 October These dates are our preferred dates, however students can start any Monday if they choose. (Tuesday if Monday is a Public Holiday)		
TOEIC + 25 hours per week. Pricing is the same as UFO English (L25). CRICOS Course Code: 073273D		
10 week course Brisbane & Gold Coast Campuses - (recommended for intermediate level) <input type="checkbox"/> 3 January <input type="checkbox"/> 12 March <input type="checkbox"/> 28 May <input type="checkbox"/> 6 August <input type="checkbox"/> 15 October	\$	
5 week course Gold Coast Campus only - (recommended for high pre-intermediate & intermediate level) <input type="checkbox"/> 9 January <input type="checkbox"/> 13 February <input type="checkbox"/> 14 May <input type="checkbox"/> 18 June <input type="checkbox"/> 30 July <input type="checkbox"/> 10 September <input type="checkbox"/> 15 October <input type="checkbox"/> 19 November	\$	
TOEIC Examination Fees Admin Fee \$30, TOEIC Exam \$180, Certificate \$30 (\$50 if requested later)	\$	
English for Academic Purposes (EAP) (recommended for Upper-intermediate level) 25 hours per week. Pricing is the same as UFO English (L25). CRICOS Course Code: 074241D		
12 week course <input type="checkbox"/> 12 March <input type="checkbox"/> 18 June <input type="checkbox"/> 24 September	\$	
Cambridge 25 hours per week F.C.E. (Upper Intermediate level) and C.A.E. (Advanced level)		
First Certificate of English (FCE) CRICOS Course Code: 054051J Certificate in Advanced English (CAE) CRICOS Course Code: 054053G Certificate of Proficiency in English (CPE) CRICOS Course Code: 054054F		
10 week course - <input type="checkbox"/> 3 January <input type="checkbox"/> 18 June \$3,500	\$	
12 week course - <input type="checkbox"/> 19 March <input type="checkbox"/> 10 September \$4,200	\$	
C.P.E. (Post Advanced level) Not available at the Gold Coast campus		
12 week course. <input type="checkbox"/> 19 March <input type="checkbox"/> 10 September. \$4,750	\$	
Cambridge Examination Fees F.C.E. - \$362, C.A.E. - \$368, C.P.E. - \$376, B.E.C. - \$378	\$	
Compulsory Cambridge Retreat. (includes transport, activities, accommodation and food) \$220	\$	
Cambridge Flexi F.C.E. (Upper Intermediate level) and C.A.E. (Advanced level) levels available Available to students on working holiday & visitor visas only	\$	
4 ~ 10 week course. Students can start any Monday. Pricing is the same as UFO English (L25).		
2012 Examination Dates		
F.C.E. Written 10 March* 12 June* 23 August* 4 December*		
C.A.E. Written 17 March* 13 June* 24 August* 5 December*		
C.P.E. Written 14 June* 6 December*		
Note: *Listening/speaking exams are held within the 2 weeks prior to the written exams. All courses finish the week before the final exams. Students may therefore wish to book extra nights' accommodation.		
Under 18 Fee (for under 18 yrs students) \$50 per week (charged even if the student does not use Langports homestay)	\$	
Accommodation Placement Fee - \$220 fee applies to all accommodation types	\$	
Accommodation Type Deluxe Homestay \$275 per week \$40 per extra night	\$	
Family Homestay \$240 per week \$35 per extra night	\$	
Self-cater Homestay \$175 per week \$25 per extra night	\$	
Student Houses – see www.langports.com for details		
*Students staying with families over the Christmas holidays will be asked to pay an extra \$40 for the Christmas week **There is a holding fee of \$50 per week if the student wishes to hold their place in homestay while they travel *** Students can enter homestay no earlier than the weekend before their course start date. **** Minimum of 4 weeks homestay, unless the course is 1, 2 or 3 weeks where students can stay for that period.		
Airport Transfer <input type="checkbox"/> BNE airport to BNE suburb \$110 <input type="checkbox"/> BNE airport to GC suburb \$130 <input type="checkbox"/> GC airport to GC suburb \$110 <input type="checkbox"/> GC airport to BNE suburb \$160	\$	
Public Holidays and Christmas Holidays 2012 2 January, 26 January, 6 April, 9 April, 25 April, 7 May, 11 June, 15 August (Brisbane only), 31 August (Gold Coast only) Langports will be closed for Christmas Holidays from 24 - 28 December 2012. Langports will re-open on the 31 December 2012 but close again for a New Year's Day on 1st January 2013.		

Course Dates and Fees continued

Medical Insurance		
<ul style="list-style-type: none"> Overseas Student Health Cover – O.S.H.C. is required by Australia’s Immigration Authorities (DIAC) for all student visa applications and must cover the period of the visa (usually 4 weeks longer than the course) 		
Single	\$31.70 per month	\$
Family	\$133.35 per month	
More information can be obtained online at www.ahm.com.au		
TOTAL AMOUNT PAYABLE		\$



Fees Calculator

	Amount AUD\$
Enrolment Fee \$220 for all courses	\$ 220.00
Course Fee	\$.00
Course Materials Fee \$12 per week	\$.00
Accommodation Placement Fee \$220 (Applies to all accommodation types)	\$.00
Homestay Fee	\$.00
Airport Greeting Service	\$.00
Under 18 fee	\$.00
Overseas Student Health Cover (Student Visas only)	\$.00
Cambridge Retreat (Cambridge Courses Only) \$220.00	\$.00
Exam Fees (Cambridge & TOEIC+ Courses Only)	\$.00
TOTAL	\$.00

Cost of Living

The Australian government recommends you budget around \$1560 per month for living costs. This includes your food, transport, accommodation and other living expenses.

Payment

Payment can be made by Bank Draft or International Telegraphic Transfer made payable to:

Account Name: Langports

Brisbane Account Number: 10488607

Gold Coast Account Number: 10488631

Commonwealth Bank, BSB No. 064 173

(171 Dandenong Rd, Mt Ommaney, Queensland 4074 Australia)

Swift Code: CTBAU25

Credit cards can also be processed but incur a 3% surcharge on all transactions. Visa and MasterCard cards accepted.

All fees are in Australian Dollars. Langports reserves the right to change its fees at any time. All fees are inclusive of GST where applicable.

Please Note:

Students holding a student visa, wishing to transfer to Langports from another institution

Those holding a student visa and wishing to transfer to Langports from another institution will be required to produce a Letter of Release as evidence showing a satisfactory attendance record, a satisfactory academic record and that all fees are paid in full. Once this has been provided, a Confirmation of Enrolment can be provided.

Students wishing to further their studies at another Australian institution

A Letter of Release will be provided once you have obtained a Letter of Offer from your intended institution. The Letter of Release will relate to your attendance, academic progress and your payment of fees.

How do I Enrol?

To enrol with Langports English Language College follow these 4 easy steps:

1. Choose your course of study and decide when you want to start classes.
2. Refer to the website providing information for Education Services for Overseas Students on http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_frameworkWork_pdf.pdf
3. Complete the Enrolment Form. Please don't forget to sign it!
4. Send the Enrolment Form to the Langports agent in your country or send it to:
Langports English Language College
GPO Box 3213 Brisbane
Queensland 4001 Australia
email: info@langports.com
fax: +61 7 3229 9198
5. When we receive your Enrolment Form, we will send you a Letter of Offer, Enrolment Acceptance and an Invoice for payment.
6. Please forward your fees in full and sign the Enrolment Acceptance letter and send it back to us. Langports will then send the appropriate confirmation documents (including the COE if you are applying for a Student Visa). If you are applying for a Student Visa you must show these documents at the Australian Embassy when you apply for your visa. Please check with the Australian Embassy if any special visa conditions apply to your country. **Minimum age for enrolment is 16 years old.**