



SID : \_\_\_\_\_ (Office Use Only)

## Campus Choice

I wish to study at:

Brisbane Campus       Gold Coast Campus

## Personal Details

Family Name: \_\_\_\_\_

First Name(s): \_\_\_\_\_

Gender:  Female       Male

Date of Birth (day/month/year): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Nationality: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

## Visa Details

\* **Student Visa Holders must be 16 years of age or older**  
 \* **Non Student Visa Holders must be 14 years of age or older**

What type of visa will you hold?

Student Visa       Working Holiday Visa       Visitor Visa

\*Note: Please provide a copy of your passport when you submit the application form.

**If you are applying for a Student Visa the following questions must be answered before we can issue the eCoE:**

1. In which country were you born? \_\_\_\_\_

2. Where (which DIAC office) will you apply to for your visa? \_\_\_\_\_

3. What is your passport number? \_\_\_\_\_

4. Do you need Overseas Student Health Cover?  Yes       No

If yes, what type of cover?  Single       Couple       Family

\* Note : Minimum 3months OSHC required

## Proposed Course of Study at BROWNS

Please indicate which course you wish to apply for:

**Intensive General English** - Beginner to Advanced / CRICOS No. 076222B

**General English (Part Time)** / \*Non-Student Visa Holder Only

**Cambridge Business English Certificate (BEC Vantage) Preparation**  
 / CRICOS No. 069032M / \*Pre entry test required

**Cambridge First Certificate in English (FCE) Preparation**  
 / CRICOS No. 061169C / \* Pre entry test required

**Cambridge Certificate in Advanced English (CAE) Preparation**  
 / CRICOS No. 061171J / \* Pre entry test required

**Intensive Academic English** / CRICOS No. 073982G / \* Pre entry test required

**IELTS Exam Preparation** / CRICOS No. 061172G / \* Pre entry test required

**IELTS Exam Preparation Plus** / CRICOS No. 067523G / \* Pre entry test required

**English for Academic Purposes (EAP)** / CRICOS No. 061170K  
 / \* Pre entry test required

**English + Surfing** / Gold Coast Campus Only / \*Non-Student Visa Holder Only

**English + Scuba Diving** / Gold Coast Campus Only / \*Non-Student Visa Holder Only

**English + Golf** / Gold Coast Campus Only / \*Non-Student Visa Holder Only

**English + Tennis** / Gold Coast Campus Only / \*Non-Student Visa Holder Only

**English + Photography** / Gold Coast Campus Only / \*Non-Student Visa Holder Only

**English + Volunteer (Aged Care/Child Care)** / Gold Coast Campus Only  
 / \*Non-Student Visa Holder Only

**English + Internship (Aged Care/Child Care)** / Gold Coast Campus Only  
 / \*Non-Student Visa Holder Only

## Course Duration at BROWNS

Course Start Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Number of Weeks: \_\_\_\_\_ weeks

## Future Study

BROWNS Direct Pathway (I do not plan to take an IELTS Exam)

Further Study (I need an IELTS overall result of \_\_\_\_\_)

Institution name: \_\_\_\_\_

Course name: \_\_\_\_\_

## Accommodation & Airport Transfers

**Please note** Accommodation and airport pick up cannot be arranged until we have received all flight details **at least 2 weeks prior to the arrival.**

Do you require BROWN Homestay?  Yes       No

Do you require BROWNS Luxury Homestay?  Yes       No

Do you require BROWNS Luxury Student Apartment?  Yes       No

**If Yes, BROWNS pick up service is compulsory.**

\*Note : \$ 220 Accommodation placement fee(non-refundable) for apartment must be paid, otherwise Accommodation booking confirmation will not be issued.

Number of Weeks of Accommodation: \_\_\_\_\_ weeks

Accommodation **Start** Date: \_\_\_\_\_ Accommodation **End** Date: \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**If you request Homestay Accommodation, you must answer the following questions:**

1. Do you smoke?  Yes       No

2. Do you like children?  Yes       No

3. Do you like pets?  Yes       No

4. Do you have any allergies or medical problems?  Yes       No

If yes, please specify what they are: \_\_\_\_\_

5. Do you have any special requirement?  Yes       No

If yes, please specify what they are: \_\_\_\_\_

6. Do you have any food you cannot eat?  Yes       No

If yes, please specify what they are: \_\_\_\_\_

7. Please list your favourite activities: \_\_\_\_\_

8. Do you require Airport **Pick Up**?  Yes       No

If yes, which Airport:

Brisbane International       Coolangatta (Gold Coast)

Arrival time: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_

9. Do you require Airport **Drop Off**?  Yes       No

If yes, which Airport:

Brisbane International       Coolangatta (Gold Coast)

Arrival time: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_



### BROWNS Student Agreement

The following is an agreement between **BROWNS English Language School ('BROWNS')** and an intending student. Please make sure that you understand and sign this document before you complete your enrolment and pay your fees. Then keep a copy of the signed agreement for your records.

As an applicant for enrolment in a BROWNS course(s), I agree to abide by the following:

- I understand that some courses at BROWNS (IELTS Preparation, IELTS Preparation Plus, Intensive Academic English, EAP and Cambridge Exam Preparation) require a prerequisite level of English for entry.
- I understand that on commencement, BROWNS will test my English language ability and place me in an appropriate class level according to my English ability.
- I also understand that I will be assessed by BROWNS during the progress of my course and agree to accept the decision of BROWNS in relation to this placement and assessment.
- I understand that on arrival and during my course, BROWNS has a duty by law to check that my visa details are correct and may need to notify any changes to the Australian Immigration Department if necessary.
- I understand the BROWNS Statement of Achievement will be issued without any grades achieved if my attendance is less than 80%. Also it will state 'Overall attendance was unsatisfactory'.
- I also understand that if I hold an Australian Student Visa, BROWNS has an obligation to report me to Australian Immigration authorities if my attendance is less than 80% or my performance in the course is consistently unsatisfactory.
- I understand no holiday will be granted unless I can show a medical certificate or I inform BROWNS prior to commencing my studies.
- I understand that I cannot transfer to another school or College during the period of my enrolled course without a written letter of release from BROWNS.
- I understand that a full week's tuition is payable in weeks that contain a public holiday.
- I understand I must notify BROWNS within seven (7) days, of any change of address in Australia. (Immigration requirement for Australian Student Visa holders.)
- I understand that BROWNS, and its representatives and staff, will not be held liable for any loss, damages, death, illness or injuries to people or property which occur whilst students are on any activity or excursion organised by BROWNS. It is my sole responsibility to take out insurance against such risks and BROWNS recommends that before travelling abroad I take out comprehensive travel, accident and medical insurance in my own country.
- I understand that any school-age children or other dependants who accompany me will be required to attend school and pay full fees at an Australian private or government school.
- I understand that BROWNS is required to share personal information about its students with the Australian Government and other designated authorities, including the Tuition fees Assurance Scheme and the ESOS Assurance Fund Manager.
- I agree to pay course fees due at commencement at least four (4) weeks prior to the course start date.
- I understand that if my fees are overdue at any time during my course, I will be excluded from class and may be reported to Immigration for not fulfilling the requirements of my Australian Student Visa.
- I understand that BROWNS reserves the right to expel a student who does not adhere to the discipline code of the school. In such cases no refund will be given. Please refer to the Student Handbook for an explanation of this code.

**Disclaimer:** I understand that BROWNS has the right to alter its fees and conditions, cancel or defer its courses and alter class timetables and contact hours at any time without notice.

### Refund & Cancellation Policy

*Please read carefully*

#### Course

- Requests for refunds must be made in writing to the Director, BROWNS English Language School, PO Box 10485, Southport BC, QLD, 4215.
- Tuition fees are not transferable to other institutions or other students, once you commence your enrolment.
- The enrolment fee, material fee, apartment placement fee, telegraphic transfer fee and student visa government tax are non-refundable.
- All refunds will be paid to the person who has entered into the contract with BROWNS, unless the person gives a written direction to pay the refund to someone else. Refunds will be processed and paid within four (4) weeks of the receipt of the written notification. Payment will be made either in the form of a cheque in Australian Dollars (AUD), or by overseas transfer. Refund cheques will be posted to the nominated address, or made available for collection from Administration.
- Bank charges are deducted from refunds made by overseas electronic transfer or bank draft.
- If the required visa is not granted by Immigration, a full refund of tuition fees will be made, provided that sufficient evidence of visa refusal is given to the college by the refusing Australian Authority.
- If written cancellation of the enrolment is received four (4) or more weeks prior to the initial course commencement – 100% of tuition fees will be refunded.
- If written cancellation of the enrolment is received less than four (4) weeks prior to the initial course commencement – 50% of tuition fees will be refunded.
- You must advise BROWNS at least two (2) weeks prior to your start date if you intend to postpone your course. If notification is not received you will be invoiced \$100 to cover administration costs.
- In the unlikely event of BROWNS being unable to provide a course for an enrolled student, all fees will be refunded in full.
- No refunds will be granted once the student commences studies at BROWNS unless the student has a legitimate complaint against BROWNS that can be substantiated under the Consumer Protection Laws of the Commonwealth of Australia or the State of Queensland.

#### Accommodation

##### BROWNS Homestay / BROWNS Luxury Homestay

- If you cancel or postpone your homestay booking more than two (2) weeks before your arrival, 100% of the Homestay Accommodation fee and the Homestay Placement fee will be refunded.
- If you cancel or postpone your homestay booking less than two (2) weeks before your arrival, 100% of the Homestay Accommodation fee and the Homestay Placement fee will be refunded. You will be charged \$100 to cover administration costs.
- If you cancel or postpone your homestay booking less than two (2) days before your arrival, you will be charged one (1) week's Homestay Accommodation fee and the Homestay Placement fee will not be refunded.
- Once student has been placed to a homestay and confirmation has been sent out, request to change to another homestay less than 2 weeks will incur another placement fee of \$220
- If you request homestay or advice the necessary details to look for a homestay less than 3 working days you will be charged with the late fee of \$100 and will not be able to meet all your requests.
- After Homestay Accommodation has commenced, two (2) weeks' notice must be given if you wish to cancel or change the remainder of your booking. Otherwise a cancellation charge equal to two (2) weeks' homestay fee will apply. If you cancel or change your homestay, you will be charged \$100 administration costs and \$220 homestay placement fee may be applied.

# 2013 ENROLMENT FORM

Refund & Cancellation Policy,  
Course Start Dates and Signature

# BROWNS

English Language School



## Refund & Cancellation Policy - Continued

### BROWNS Luxury Student Apartment

- If you cancel your Apartment Accommodation booking after an Apartment Bed Confirmation is issued and sent by BROWNS, the Apartment Placement Fee of \$220 will be charged as a cancellation fee.
- If you cancel or postpone your Apartment booking more than four (4) weeks before your arrival, 100% of the Apartment Accommodation fee and the Room and Key Bond will be refunded.
- If you cancel or postpone your Apartment booking less than four (4) weeks prior to your arrival, you will be charged one (1) week's Apartment Accommodation fee and \$100 to cover administration costs.
- If you cancel or postpone your Apartment booking less than two (2) weeks before your arrival, you will be charged two (2) week's Apartment Accommodation fee and \$100 to cover administration costs.
- If you cancel or postpone your Apartment booking less than one (1) week before your arrival, no refunds will be granted.
- Students CANNOT shorten the length of stay nor get refund once arrived.
- No refund will be granted once the student commence their stay.
- If the student is evicted from the apartment due to breach of apartment rules and condition, student will not be refunded for the remainder of his/ her stay. Apartment bond and key bond will be still refunded as long as long as the apartment condition is in good condition.

### Airport Pick Up

- If notice of cancellation or amendment is received forty eight (48) hours or more prior to the initial arrival time – 100% of the airport pickup fee will be refunded.
- If notice of cancellation or amendment is received less than forty eight (48) hours prior to the initial arrival time – the airport pickup fee will be charged and no refund will be provided.

### Refunds will not be granted if:

- The Department of Immigration and Citizenship (DIAC) excludes you from continuing your studies.
- You withdraw after the program begins.
- A student is expelled from Browns English Language School (see above).

### Refunds (Deferment on Compassionate Grounds)

- Should a student become seriously ill or be required to return home due to exceptional circumstances of a compassionate nature (such as death or severe illness of the immediate family) and can no longer continue their study, BROWNS may refund the balance of unused tuition fees and accommodation fees. Requests for such refund must be made in writing to the Director.
- This fee refund is wholly at the discretion of the Director of BROWNS. Appropriate evidence, such as an original medical certificate or death certificate in English, will be required.
- In the unlikely event that BROWNS is unable to deliver your course in full, 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 day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by BROWNS 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 BROWNS is unable to provide a refund or place you in an alternative course TPS (Tuition Protection Services – ESOS) will place you in a suitable alternative course at no extra cost to you. Finally, if TPS cannot 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.

### Rights of Overseas Students in Refund Disputes:

BROWNS has a Dispute Resolution process designed to help settle any disputes over refunds. BROWNS has a trained Counsellor to assist students and explain any decisions made by BROWNS. Overseas students may also nominate a support person to accompany them at any stage of the dispute resolution process. If necessary, BROWNS can also arrange an external mediator to help settle the dispute. Full details of our Dispute Resolution Process can be found in the Student Handbook. This agreement and the availability of the complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.

**Note:** For the purpose of this policy a course is the total number of ELICOS weeks as shown on the student's Letter of Offer and/or Confirmation of Enrolment.

## Course Start Dates - 2013

You can choose to start your Intensive General English, Intensive Academic English, IELTS Exam Preparation and IELTS Exam Preparation Plus course at BROWNS on **any Monday**.

### Cambridge FCE/CAE Exam Preparation Course Start Dates

(Paper Based Exam):

2 <sup>nd</sup> January 2013 (10 weeks)	17 <sup>th</sup> June 2013 (10 weeks)
18 <sup>th</sup> March 2013 (12 weeks)	9 <sup>th</sup> September 2013 (12 weeks)

However, you can choose to start on **any Monday in the first 5 weeks of the course**.

### Recommended Cambridge BEC Exam Preparation Course Start Dates

(Computer Based Exam):

2 <sup>nd</sup> January 2013 (10 weeks)	17 <sup>th</sup> June 2013 (10 weeks)
18 <sup>th</sup> March 2013 (12 weeks)	9 <sup>th</sup> September 2013 (12 weeks)

However, you can choose to start on **any Monday** (minimum 6 weeks)

### BROWNS School Holidays for 2013:

1 <sup>st</sup> January 2013	30 <sup>th</sup> August 2013 (Gold Coast only)
28 <sup>th</sup> January 2013	7 <sup>th</sup> October 2013
29 <sup>th</sup> March 2013	23 <sup>rd</sup> December 2013
1 <sup>st</sup> April 2013	24 <sup>th</sup> December 2013
25 <sup>th</sup> April 2013	25 <sup>th</sup> December 2013
6 <sup>th</sup> May 2013	26 <sup>th</sup> December 2013
14 <sup>th</sup> August 2013 (Brisbane only)	27 <sup>th</sup> December 2013

## Enrolment Declaration and Signature

I have read and understood the above policies, terms and conditions of enrolment of **BROWNS English Language School** and agree to abide by these terms and conditions and accept BROWNS Refund and Cancellation Policy

Signature: \_\_\_\_\_

(Applicant ONLY, not agent, not sponsor)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/legal guardian signature: \_\_\_\_\_

(If applicants are under 18 years of age)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Payment is considered acceptance of all BROWNS Terms and Conditions including the Refund Policy.**

## Send Your Application to:

BROWNS English Language School

Facsimile: +61 7 5561 1196

Email: registrar@brownsels.com.au

### Agent Details or Agent Stamp

Agent's Name: \_\_\_\_\_

Agent Email: \_\_\_\_\_



### Course Fees

<b>Intensive General English - Beginner to Advanced</b> (25 hours per week) CRICOS No. 076222B *Student Visa Holder & Non-Student Visa Holder	1 - 5 weeks	\$380 per week
	6 - 12 weeks	\$370 per week
	13 - 17 weeks	\$365 per week
	18 - 24 weeks	\$360 per week
	25 - 71 weeks	\$355 per week
<b>General English (Part Time)</b> (15 hours per week) *Non-Student Visa Holder		\$310 per week
<b>Cambridge Business English Certificate (BEC) Preparation</b> (25 hours per week) CRICOS No. 069032M *Student Visa Holder & Non-Student Visa Holder	\$3,700 (10 weeks)	
	\$4,440 (12 weeks)	
<b>Cambridge First Certificate in English (FCE) Preparation</b> (25 hours per week) CRICOS No. 061169C / *Student Visa Holder & Non-Student Visa Holder	\$3,700 (10 weeks)	
	\$4,440 (12 weeks)	
<b>Cambridge Certificate in Advanced English (CAE) Preparation</b> (25 hours per week) CRICOS No. 061171J *Student Visa Holder & Non-Student Visa Holder	\$3,700 (10 weeks)	
	\$4,440 (12 weeks)	
<b>Intensive Academic English</b> (25 hours per week) CRICOS No. 073982G *Student Visa Holder & Non-Student Visa Holder		\$370 per week
<b>IELTS Exam Preparation</b> (25 hours per week) CRICOS No. 061172G *Student Visa Holder & Non-Student Visa Holder		\$370 per week
<b>IELTS Exam Preparation Plus</b> (25 hours per week) CRICOS No. 067523G *Student Visa Holder & Non-Student Visa Holder		\$370 per week
<b>English for Academic Purposes (EAP)</b> (25 hours per week) CRICOS No. 061170K *Student Visa Holder & Non-Student Visa Holder		\$370 per week
<b>English + Surfing</b> Gold Coast Campus Only / *Non-Student Visa Holder		\$450 per week
<b>English + Scuba Diving PADI</b> Gold Coast Campus Only / *Non-Student Visa Holder		\$1,310 for 2 weeks
<b>English + Golf</b> Gold Coast Campus Only / *Non-Student Visa Holder		\$550 per week
<b>English + Tennis</b> Gold Coast Campus Only / *Non-Student Visa Holder		\$570 per week
<b>English + Photography</b> Gold Coast Campus Only / *Non-Student Visa Holder		\$750 per week
<b>English + Internship</b> On completion of at least 2 weeks Intensive General English Course, undertake full time UNPAID internship in Aged Care/Child Care. Gold Coast Campus Only / *Non-Student Visa Holder	\$555	Internship Placement Fee
<b>English + Volunteer</b> Combine English study with volunteer work in Aged Care/Child Care - Tues & Thurs mornings. Gold Coast Campus Only / * Non-Student Visa Holder		\$470 per week

BROWNS English Language School Pty Ltd as Trustee for BROWNS English Language School Trust

BROWNS English Language School and the Australian Government want international students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for international students. These laws are known as the ESOS framework and they include the *Education Services for Overseas Students (ESOS) Act 2000* and the *National Code 2007*. More information can be found [http://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Documents/ESOS\\_FrameWork\\_pdf.pdf](http://www.aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/nationalcodepartd/Documents/ESOS_FrameWork_pdf.pdf)

### Accommodation Fees

<b>BROWNS Accommodation Placement Fee</b> Gold Coast & Brisbane (Minimum 2 weeks' notice for Homestay Placement to be arranged)		\$220
<b>BROWNS Luxury Student Apartment Brisbane Weekly Fee</b> *2 Twin share room + 2 bathroom / *Total of 4 students per apartment *1 Single room + 2 Twin share room + 2 bathroom / *Total of 5 students per apartment	\$240 per week (Twin) \$35 Extra Night	\$295 per week (Single) \$43 Extra Night
<b>BROWNS Luxury Student Apartment Gold Coast Weekly Fee</b> *2 Twin share room + 2 bathroom / *Total of 4 students per apartment	\$230 per week \$33 Extra Night	
<b>BROWNS Luxury Student Apartment Bond (for Room and Key)</b> Gold Coast & Brisbane	\$300	Refunded on check-out
<b>BROWNS Homestay Weekly Fee</b> Gold Coast & Brisbane	\$245 per week \$35 Extra Night	
<b>BROWNS Luxury Homestay Weekly Fee</b> Gold Coast & Brisbane	\$275 per week \$40 Extra Night	
<b>Halal Homestay Weekly Fee</b> Gold Coast & Brisbane	\$280 per week \$40 Extra Night	

### Service Fees

<b>Enrolment Fee (all courses)</b>	\$220
<b>Telegraphic Transfer Fee</b>	\$30
<b>Student Visa Government Tax</b>	\$30
<b>Materials Fee (all courses)</b>	\$15 per week
<b>FCE Exam Fee</b> Paper Based (PB) - 15/03/13, 11/06/13, 22/08/13, 03/12/13 Computer Based (CB) - 19/01/13, 23/02/13, 23/03/13, 11/04/13, 25/05/13, 15/06/13, 13/07/13, 10/08/13, 27/09/13, 19/10/13, 29/11/13, 14/12/13	\$290 (PB) \$280 (CB)
<b>CAE Exam Fee</b> Paper Based (PB) - 16/03/13, 12/06/13, 23/08/13, 04/12/13 Computer Based (CB) - 19/01/13, 16/02/13, 22/03/13, 13/04/13, 30/05/13, 08/06/13, 06/07/13, 17/08/13, 21/09/13, 26/10/13, 16/11/13, 07/12/13	\$300 (PB) \$290 (CB)
<b>BEC Vantage Exam Fee (Held in Brisbane only)</b> Computer Based (CB) - 26/01/13, 22/03/13, 02/05/13, 08/06/13, 06/07/13, 02/08/13, 07/09/13, 19/10/13, 09/11/13, 13/12/13	\$280 (CB)
<b>Airport Pick up</b> Brisbane Airport to Gold Coast address / Gold Coast Airport to Brisbane address	\$160
<b>Airport Pick up</b> Brisbane Airport to Brisbane address / Gold Coast Airport to Gold Coast address	\$110
<b>Guardianship Fee</b> Under 18 years old / Student Visa Holder Only	\$50 per week

### Overseas Student Health Cover (OSHC) Fees \*Student visa only

3 months (*Minimum 3months OSHC required)	\$110 (Single Cover)
6 months	\$220
9 months	\$330
12 months	\$440

**Please note:** all fees are in Australian dollars (\$AUD) and all prices are subject to change at any time without notification.