



Lloyds International College

ABN Number: 70 060 771 566

(CRICOS Provider Code: 01942A; National Provider Code: 7017)

Level 1&5, 307 Pitt St, SYDNEY NSW 2000

Tel: + 61 2 8263 1200 - Fax: + 61 2 8263 1238

Web: www.lloydscollege.nsw.edu.au

Email: info@lloydscollege.nsw.edu.au

GENERAL ENGLISH

Course Aim: Each course aims to improve overseas' students' general English level, once the course has finished, students should be ready to enter the next class. The general English classes also form a basis for students to move on to more specialized areas such as IELTS Test Preparation.

Testing: On entry into the college the student will take a placement test, which determines their English Level and the class to which they are best suited. Students will be given progress tests to help them evaluate their performance. Classroom performance is also monitored and further recommendations are made on areas requiring attention and ways further progress could be made.

Throughout a month, students are tested on Speaking, Listening, Reading and Writing.

Levels: Elementary English
Pre-Intermediate English
Intermediate English
Upper Intermediate English
Advanced English

Further study: Students who complete our general English courses at an intermediate level will be able to undertake educational or vocational courses. Students wishing to take IELTS preparation should have finished an upper intermediate level course.

For more information contact **Lloyds International College** today on **+61 2 8263 1200**

TIMETABLE - ELICOS

Morning Classes (Monday –Thursday):

8.45am - 10.45am	Lesson 1
11.00am – 1.00pm	Lesson 2
1.00 pm - 1.30pm	Lunch Break
1.30 pm – 2.30 pm	Lesson 3

Evening Classes (Monday – Friday):

4.00pm – 5.30pm	Lesson 1
5.30pm – 5.45pm	Break
5.45pm – 7.15pm	Lesson 2
7.15pm – 7.30pm	Break
7.30pm – 8.30pm	Lesson 3

IELTS PREPARATION

Course Aim: The IELTS preparation course aims to:

- Familiarise students with all elements of the IELTS test.
- Provide test taking strategies to maximize student band scores.
- Assist students to achieve the band score they need.

Testing: On entering the college the student will be given a placement test to determine whether he/she is ready to join an IELTS class and in which areas of the test he/she needs to pay particular attention. Throughout the course students' progress will be monitored with materials similar to those used in the real test.

Modules: IELTS Preparation - General Module
IELTS Preparation – Academic Module

Completion: On completion of their IELTS preparation course our students are awarded a certificate, which grades their language level in the four key language skills as well as their classroom performance. The grades relate to detailed descriptors explaining the student's capabilities and learning needs

ENGLISH FOR ACADEMIC PURPOSES

Course Aim: Program designed to improve English language skills and academic study techniques of students. The language and skills will help students to achieve goals to enter university, TAFE or other colleges in future.

Course Outline: EAP course designed to focus on preparation students for study in an English-speaking country, including: listening and note taking; seminar presentation and discussion skills; speed reading; academic writing; library and internet use; university level vocabulary; preparation for English proficiency examination; academic culture of Australian universities; research techniques; critical thinking; essay writing.

Completion: On completion of their EAP course our students are awarded a certificate, which grades their language level in the four key language skills as well as their classroom performance. The grades relate to detailed descriptors explaining the student's capabilities and learning needs

ORIENTATION & PLACEMENT TEST

Please note that orientation and a placement test for all students at Lloyds College for General English and IELTS Preparation course are held on Mondays (except public holidays)



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CERTIFICATE III IN BUSINESS (BSB30101)

CRICOS Course Code: 040920F

Duration: 6 months full time

Description: This course is for people who want to acquire knowledge and skills to pursue employment and/or further training in a range of business areas. It covers skills such as keyboarding and using current business technology, writing and communication, improving work practices, maintaining workplace safety, organising self and others.

NOTE: Training Package under review (structure may change)

Job Opportunities: Clerk/administrator, small business assistant, computer operator.

Entry Requirements: Year 10 or equivalent or qualify for mature-age entry (over 20 years old at the time of enrolment)

International students: IELTS 5.5 or equivalent

Entry Requirements for the course will depend on the Australian Department of Immigration and Citizenship (DIAC) assessment level for the country. At present, countries are classified from Level 1 through to Level 4. See DIAC website: www.immi.gov.au for more details on Assessment level requirements for your country.

Completion: Upon successful completion of this course you will receive a nationally recognised Certificate III in Business (BSB30101). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Certificate III in Business (BSB30101)

Units: To gain Certificate III in Business (BSB30101) you must successfully complete all the following

Unit Code	Unit of Competency
BSBCMN311A	Maintain workplace safety
BSBCMN214A	Create and use simple spreadsheets
BSBCMN306A	Produce business documents
BSBFLM303A	Contribute to effective workplace relationships
BSBCMN304A	Contribute to personal skill development and learning
BSBCMN316A	Process customer complaints
BSBCMN312A	Support innovation and change
BSBCMN307A	Maintain business resources
BSBCMN302A	Organise personal work priorities and development
BSBCMN318A	Write simple documents
BSBCMN315A	Work effectively with diversity
BSBCMN313A	Maintain environmental procedures



Teaching Methods: Face to Face Delivery, supervised study in a realistic work based scenario, research, assignments

Assessments Methods: Includes role-play, portfolio of evidence, research assignments, observation and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Delivery Location: 269 Sussex St, Sydney NSW 2000 Australia

Recognition of Prior Learning: Students are offered Recognition of Prior Learning or Course Credit assessment as part of the enrolment procedure. For details please see Student Handbook.



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CERTIFICATE IV IN BUSINESS (BSB40101)

CRICOS Course Code: 040922D

Duration: 1 year full time

Description: The course is for trainees and other people who are considering employment or promotional choices in a wide range of industries. Whilst it is suitable for school leavers, people already working in the business world or with business experience will gain insights into what is needed for the business to grow and remain competitive.

NOTE: Training Package under review (structure may change)

Job Opportunities: Assistant to business manager or assistant to account executive or clerk.

Entry Requirements: Year 10 or equivalent or qualify for mature-age entry (over 20 years old at the time of enrolment)

International students: IELTS 5.5 or equivalent

Entry Requirements for the course will depend on the Australian Department of Immigration and Citizenship (DIAC) assessment level for the country. At present, countries are classified from Level 1 through to Level 4. See DIAC website: www.immi.gov.au for more details on Assessment level requirements for your country.

Completion: Upon successful completion of this course you will receive a nationally recognised Certificate IV in Business (BSB40101). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Certificate IV in Business (BSB40101)

Units: To gain Certificate IV in Business (BSB40101) you must successfully complete all the following

Unit Code	Unit of Competency
BSBCM419A	Manage projects
BSBCM404A	Develop teams and individuals
BSBFLM412A	Promote team effectiveness
BSBCM405A	Analyse and present research information
BSBCM403A	Establish business networks
BSBCM410A	Coordinate implementation of customer service strategies
BSBCM412A	Promote innovation and change
BSBADM310A	Maintain general ledger
BSBADM408A	Prepare financial reports
BSBFLM409B	Implement continuous improvement



Teaching Methods: Face to Face Delivery, supervised study in a realistic work based scenario, research, assignments

Assessments Methods: Includes role-play, portfolio of evidence, research assignments, observation and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Delivery Location: 269 Sussex St, Sydney NSW 2000 Australia

Recognition of Prior Learning: Students are offered Recognition of Prior Learning or Course Credit assessment as part of the enrolment procedure. For details please RPL in this handbook or contact admission office.



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DIPLOMA IN BUSINESS (BSB50101)

CRICOS Course Code: 040923C

Duration: 1 year full time

Description: This course is for people who want to develop knowledge and skills relating to the functions of a business and the environment in which a business operates.

NOTE: Training Package under review (structure may change)

Job Opportunities: Management trainee-level position in medium and large organisations across all industry sectors.

Entry Requirements: Year 10 or equivalent or qualify for mature-age entry (over 20 years old at the time of enrolment)

International students: IELTS 5.5 or equivalent

Entry Requirements for the course will depend on the Australian Department of Immigration and Citizenship (DIAC) assessment level for the country. At present, countries are classified from Level 1 through to Level 4. See DIAC website: www.immi.gov.au for more details on Assessment level requirements for your country.

Completion: Upon successful completion of this course you will receive a nationally recognised Diploma in Business (BSB50101). Students who do not complete all units may be eligible for a Statement of Attainment in partial completion of a Diploma in Business (BSB50101)

Units: To gain Diploma in Business (BSB50101) you must successfully complete all the following

Unit Code	Unit of Competency
BSBADM502A	Manage meetings
BSBHR506A	Manage recruitment selection and induction processes
BSBMKG501A	Evaluate marketing opportunities
BSBMGT502A	Plan or review administration systems
BSBMGT503A	Prepare budget and financial plans
BSBMGT504A	Manage budgets and financial plans
BSBADM505A	Manage payroll



Teaching Methods: Face to Face Delivery, supervised study in a realistic work based scenario, research, assignments

Assessments Methods: Includes role-play, portfolio of evidence, research assignments, observation and other appropriate assessment methods depending on the study unit.

Tuition Fee per course: Please refer to current Price List.

Course Delivery Location: 269 Sussex St, Sydney NSW 2000 Australia

Recognition of Prior Learning: Students are offered Recognition of Prior Learning or Course Credit assessment as part of the enrolment procedure. For details please see RPL in this handbook or contact admission office.



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PRE-ENROLMENT INFORMATION FOR STUDENTS

Selection, Enrolment & Orientation

Selection and enrolment at Lloyds International College is carried out in an ethical and responsible manner and we encourage people to apply for enrolment without discrimination through a variety of means. Individual interviews are conducted to ensure applicants meet the entry requirements, are well informed and provide us with the opportunity to identify any special requirements the applicant may have. All successful applicants complete an orientation program the first day of the course to familiarise them with the College's services, facilities and procedures. And will be provided with the copy of the Orientation Guide.

Student Visa Requirements

All students should be aware of the following student visa requirements:

- Students must study a full-time course which is a minimum of 20 contact hours per week
- Student must attend a minimum of 80% of all scheduled classes for each term
- Student must provide current and accurate contact details to the education provider. If contact details change, students are required to give a change of details form to the college.
- Student who obtain work rights on their visa are able to work up to 20 hours per week while the course is in session
- School-aged dependents accompanying you to Australia are required to pay full fees if they are enrolled in either a government or non-government school (for fees for dependants of overseas students seeking enrolment in NSW government schools please see www.det.nsw.edu.au)

For more information about visa conditions visit www.immi.gov.au

Overseas Student Health Cover

All international visitors to Australia under a Student Visa are required by law to have Overseas Student Health Cover (OSHC). Students are required to pay for this cover prior to arriving in Australia. Students are covered by the OSHC from the day they arrive in Australia, until the end date of their visa.

- On enrolment all international students must pay a fee for health insurance in accordance with the length of their course.
- Lloyds International College forwards payment and application on behalf of new students to Australian Health Management (for policy information please see <http://www.ahm.com.au/7323/OSHC>)
- AHM can take up to 4 weeks to process applications and send student AHM Cards back to Lloyds International College.
- If you have any health problems before receiving your card you are still covered. When you go to the doctor and pay for your consultation, you must ask for a receipt. AHM will reimburse your money provided you produce the receipt.

Remember you are covered from the day you arrive Australia (even though you may not have your card).

Accommodation and leaving expenses

Estimated living expenses for an international student are approximately A\$12,000 to A\$20,000 a year. This covers food, accommodation, travel, entertainment and clothing

Suggested weekly budget (Remember figures are in Australia dollars and accurate in July 2007):

- Accommodation \$100 to \$150 (for a room in a shared house or apartment)
- Food A\$50 to A\$90
- Public transport A\$30 to A\$50

Accommodation options for students:

1. Homestay – Our Homestay services provide an opportunity to stay with an Australian family and experience the Australian culture and lifestyle. If you need a homestay, we ask our students to fill out accommodation form. We need at least 4 weeks before the arrival date to arrange it. Minimum Stay – 4 weeks; for homestay fees please refer to our pricelist, fees includes meals, laundry, your own room and student desk are provided.
2. Student House – Located only 10 minutes away from college. Facilities include free Foxtel, BBQ, DVD player, garden, tennis. To book student house we ask our students to fill out accommodation form at least 2 weeks before arrival date. Minimum Stay –2 weeks; for fees please refer to our pricelist.
3. Hostel accommodation is a popular option for international students, especially in the first months of their arrival. A small, furnished room is provided with access to a shared bathroom, laundry, lounge and recreational activities. Some hostels also provide computer access. It is recommended that students considering Hostel accommodation options look at two or three properties prior to making a decision. Many hostels are privately run and as such come under the Rooming House Act. Please note, if the student signs a lease, they are covered by the Residential Tenancies Act.
4. Apartment/flat rental varies greatly in cost and conditions. For long term arrangements, it is strongly advised that the student is familiar with the suburb or area. For purposes of bond payment and moving arrangements the student must be available to sign agreements. For this reason international students are advised to secure short term accommodation



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upon arrival so that flat and apartment hunting may be started after they have settled in and begun to seek out areas they would like to live in.

ESOS Framework

Lloyds International College is a Registered Training Organisation, registered by the Vocational Education & Training Advisory Board (VETAB) under the Australian Quality Training Framework (AQTF). Lloyds International College is also registered on CRICOS (Commonwealth Register of Institutes and Courses for Overseas Students). Training Organisation who appear on the CRICOS Register are governed by the ESOS (Education Services for Overseas students) Framework which consists of a number of pieces of legislation including the ESOS Act 2000 and the National Code of Practice 2007 for Registration Authorities and Providers of Education and Training to Overseas Students. These laws are in place to protect overseas student and to uphold high quality standards of education within Australian Education Institutes. For further information please refer to www.dest.gov.au

Provider Default

If Lloyds International College does not offer a course on the advertised start date, terminates a course after the course start date or before the course completion or does not provide a course as advertised due to sanctions by any authority Lloyds International will pay a full refund to the student within 2 weeks after the default date. Please refer to our full Cancellation and Refund Policy.

Student Complaints & Appeals Procedure

Lloyds International College is committed to create a positive learning environment and provide student support services which are free of coercion, unfair treatment or harassment of students. Students are encouraged to achieve their personal best through the provision of valid learning and assessment tools and strategies that are most suited to the students' diverse needs. Lloyds International College has a fair and open Complaints Policy to address any student complaints or appeals and provides that outcomes are recorded in writing. For more information please refer to Student Appeals and Grievance Procedure.

Student Deferral, Suspension & Cancellation of Enrolment

Student enrolment can be deferred, suspended or cancelled in limited circumstances by Lloyds International College or by the student. When deferral, suspension or cancellation of enrolment is initiated by Lloyds International College students have the right to appeal the decision. For further information refer to Student Deferral, Suspension & Cancellation Policy.

Disciplinary Procedures

All students enrolled in and participating in programs or using the services of Lloyds International College are expected to maintain appropriate standards of conduct at all times. Where behaviour is deemed to be improper or inappropriate, Lloyds International College will take appropriate action as outlined in the Student Deferral, Suspension & Cancellation Policy.

Provision for Language, Literacy and Numeracy Support

Language, literacy and numeracy needs of all individuals are important and to support students in this area Lloyds International College provides a range of English Language courses. When necessary and appropriate, adjustments are made to methods of delivery and assessment, to suit the needs of individuals so that they will have a reasonable chance of success in their course.

Recognition of Prior Learning (RPL)

As part of the enrolment process Lloyds International College encourages students to apply for Recognition of Prior Learning. Applicants are required to complete a RPL Request Form and will be assisted by an admissions staff member to ensure guidance is provided on the type and amount of evidence to be gathered to support the request. Requests are assessed by appropriately qualified staff within 7 days and written notification on the outcome is provided to the applicant. LIC follows a policy of mutual recognition and accepts the academic qualifications of other Australian Institutions and overseas institutions based on consultation with NOOSR. RPL is available on the basis of previous academic qualifications or work/life experience. For further information please contact our admissions staff.

Personal Information and Privacy

Personal information provide by any student may be made available to Commonwealth and State agencies, in accordance with legislative requirements. In addition the college is required to provide information about the attendance, academic performance and address of students, and any breaches of student visa conditions.

Access and Equity

LIC follows Access and Equity principles in all student and staff selection, registration (employment) and induction

Protection of Student Fees

LIC protects student's fees through the ESOS Assurance Fund.

Refunds

In line with AQTF and ESOS regulations Lloyds International College will issue refunds as per condition outline in Cancellation and Refund Policy.



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ENROLMENT PROCESS

Student fills up an **application form**
Please attach to the application form:

- copy of passport
- IELTS results
- Other required supporting evidence

Send your application form to the **admission office** for processing
Email: admin@teg.com.au
Fax: 8263 1238 (International: +612 8263 1238)
Level 8, 307 Pitt Street, Sydney NSW 2000 Australia

Student signs the **Enrolment Agreement**

If student meets entry requirements **Letter of offer** and **invoice** is issued by the college

Payment for the course according to the invoice (1st Installment is paid in full for VET)

Confirmation of Enrolment (COE) is issued by the college

Student **starts** the course. On the **first day** student attends **college orientation**

Student applies for a student **visa**

Balance of tuition fees must be paid on time as per your invoice. If fees are not received on time, student will be restricted to attend class, until fees are paid. (Attendance will be affected)

UNIVERSITY ARTICULATIONS

DIPLOMA IN BUSINESS (BSB50101) AT LLOYDS INTERNATIONAL COLLEGE



Central Queensland
UNIVERSITY
A U S T R A L I A

- Bachelor of Business -
Up to 7 exemptions
- Bachelor of Business (Accounting) -
Up to 6 exemptions



University of Wollongong

- Bachelor of Commerce (any major of study) -
Up to 24 credit points RPL
- Bachelor of Business Administration -
Up to 24 credit points RPL



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STUDENT SERVICES

On the first day at Lloyds International College, you will attend an orientation session and be issued with a Orientation Guide. The Guide contains detailed information covering all aspects of your course and living in Sydney. Remember that at Lloyds International College, we have a Student Services officer to help you with any part of your stay to ensure that you are completely satisfied and happy studying with us.

Student Services Department provide following help for students:

- Orientation Sessions (for English Courses every Monday at 9am and 2 pm; for VET courses every Intake Date at 10 am and 4pm)
- Work Permission (once you have work permission you are allowed to work maximum of 20 hours per week)
- Any documents and correspondence needed ie Confirmation of Enrolment Letters, Attendance letters, Certificates, Student tuition fees invoices, etc
- Student ID cards
- AHM(Australian Health Management) information
- Job Placement Services
- Assist students to apply for Tax File Number
- Help with accommodation and general enquiries
- Coordinate Group Study Tours
- Students event program

Counselling

Counseling provided by our qualified student counselor is available to those studying at Lloyds International College, on matters ranging from private concerns to living and academic issues.

COLLEGE FACILITIES

At Lloyds International College courses are designed to provide intensive training for career success in a professional learning environment that is both challenging and motivating with the goal of employment and/or further study. The Diploma course provides an alternative pathway to university entrance. The course is available to Australian students full time and to international students full time on a student visa aged 18 years and older.

Lloyds International College is a Registered Training Organisation (RTO). It is accredited through the NSW Government Vocational Education and Training Accreditation Board (VETAB) to issue qualifications. The qualifications are recognised nationally in post-compulsory education and training within Australia under the Australian Government's Australian Qualifications Training Framework (AQTF).

Facilities

Our classrooms are modern, well lit and insulated against outside noise or interference from other classes, air-conditioned and have windows. They meet the classroom area requirements set out by VETAB. They are fitted with sufficient power points, teacher and student furniture. General facilities for students include:

- Language Assistance
- Computer Labs
- Care and Counselling
- Social Programs
- Accommodation Options
- Free Internet
- Student Lounge and Lunch Area (microwaves ovens, fridges, vending machines provided for students)

Equipment

Classrooms have computers, TV, video, cassette recorder, audio-visual teaching aids and whiteboards as needed. Overhead projectors are also available as a teaching aid.



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LLOYDS INTERNATIONAL COLLEGE PRICELIST – 2008

PROGRAM DETAILS AND SCHEDULE OF FEES (ALL PRICES IN AUSTRALIAN DOLLARS):

CRICOS CODE	Course Details	Duration *	Enrolment Fee	Tuition fee / term	Total Tuition Fee**
ELICOS					
(031670E)	General English (AM classes)	1-48 weeks	\$ 150	290/week	
(031672C)	IELTS Preparation (AM classes)	1-48 weeks	\$ 150	290/week	
(031671D)	English for Academic Purposes (EAP)	1-48 weeks	\$ 150	320/week	
	IELTS Part-Time (6:00pm – 9:15pm)	12 weeks	\$ 50	200/week	
BUSINESS STUDIES					
TBA	Certificate III in Business BSB30101	6 Months	\$ 150	\$3,000	\$3,000
TBA	Certificate IV in Business BSB40101	1 Year	\$ 150	\$4,000	\$4,000
TBA	Diploma Business in Business BSB50101	1 Year	\$ 150	\$3,000	\$9,000

Timetable		Accommodation (In Australian Dollars)
ENGLISH	BUSINESS/IT	Student House \$180/week – Twin Share Student House \$160/week – Triple Share Airport Transfer Fee: (Single) \$120 Accommodation Placement Fee: \$187 Home stay Fee (single): \$ 240/week – Single
MORNING CLASSES (Mon-Thur) 8:45am – 10:45 am Lesson 1 11:00am – 1:00pm Lesson 2 1:30pm – 2:45 pm Lesson 3 EVENING CLASSES (Mon-Fri) 4:00pm – 5:30pm Lesson 1 5:45pm – 7:15pm Lesson 2 7:30pm – 8:30pm Lesson 3	MORNING CLASSES 9:00am - 2:00pm AFTERNOON CLASSES 5:00pm –10:00pm	
		Intake Dates - 2008
		ELICOS: Every Monday, except Public Holidays VET: 28 Jan, 25 Feb, 24 Mar, 5 May, 2 June, 14 July, 11 Aug, 8 Sep, 20 Oct, 17 Nov.

Overseas Student Health Cover (OSHC) Student Visa only - 2007

Government Regulations requires International Students to pay a health cover premium (OSHC).

Period of Stay	3 Months	4 Months	5 Months	6 Months	7 Months	8 Months	9 Months	10 Months	11 months	12 Months
Single	\$78.78	\$105.00	\$131.25	\$157.50	\$183.75	\$210.00	\$236.25	\$262.50	\$288.75	\$315.00
Family	\$157.50	\$210.00	\$262.50	\$315.00	\$367.50	\$420.00	\$472.50	\$525.00	\$577.50	\$630.00

* DURATION INCLUDES HOLIDAY

** NOTE: EXTRA FEES APPLY FOR STUDENTS' MANUALS

Note: The prices are subject to change without prior notice. To obtain the most up to date information on the courses available and associated costs please call the college or your Lloyds representative.



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INTERNATIONAL STUDENTS APPLICATION FORM - PART 1

YOUR PERSONAL DETAILS	INTENDED COURSES
FAMILY NAME:	COURSE 1:
GIVEN NAME: MALE: FEMALE:	DURATION: Morning: Afternoon:
ADDRESS (AUSTRALIA) :	START DATE: END DATE:
POST CODE:	COURSE 2:
TELEPHONE: () MOBILE:	DURATION: Morning: Afternoon:
EMAIL:	START DATE: END DATE:
DATE OF BIRTH: / /	OVERSEAS STUDENT HEALTH COVER
PROFICIENCY IN ENGLISH	The Australian Government requires all persons entering Australia on a Student Visa to take Overseas Student Health Cover (OSHC). The current ahm cover is \$AUS 315.00 per annum / per person. Do you require LIC to arrange OSHC for you?
What is your level of English? (Please tick) Beginner Intermediate Advanced	YES NO
Have you taken TOEFL / IELTS / other English test? Yes No if "Yes", Score: _____	IF "YES" THEN FOR HOW MANY WEEKS? _____
INTERNATIONAL DETAILS (ALL NON-RESIDENTS MUST COMPLETE THIS SECTION)	AIRPORT PICK-UP
COUNTRY OF CITIZENSHIP:	DO YOU REQUIRE PICK-UP FROM SYDNEY (KINGSFORD-SMITH) AIRPORT TO YOUR PLACE OF ACCOMODATION?
PASSPORT NUMBER:	YES NO (IF "YES" THEN YOU WILL HAVE TO LET US KNOW YOUR ARRIVAL DETAILS AS SOON AS POSSIBLE.)
VISA TYPE:	ACCOMODATION
PLACE OF BIRTH:	DO YOU REQUIRE US TO FIND ACCOMODATION FOR YOU IN SYDNEY? Accommodation Placement Fee (Non-Refundable) \$187
YOUR OVERSEAS ADDRESS DETAILS	YES NO
	IF "YES" THEN FOR HOW MANY WEEKS? _____
	SINGLE SHARE NON-SMOKING SMOKING
	HOMESTAY STUDENT HOUSE
TELEPHONE: ()	DO YOU HAVE ANY SPECIAL FOOD OR DIETARY REQUIREMENTS?
MANDATORY FORMS:	HOW DID YOU HEAR ABOUT LIC? (PLEASE TICK)
Please attach to this application form: 1. Copy of passport 2. High School Certificate (or Equivalent) 3. Education Transcript 4. Copy of IELTS/TOEFL results	Friends / Relatives Embassy Newspapers / Magazine Website Agent (Name/Stamp)



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(CRICOS PROVIDER CODE: 01942A; Provider ID: 7017)

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CANCELLATION AND REFUND POLICY

1. The Enrolment processing Fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not.
2. An administrative charge of \$100 is made to vary an application
3. Tuition Fees and OSHC are refunded in full where:
 - a) Lloyds International College is advised of the cancellation in writing 30 days or more before a course commences.
 - b) The Australian Embassy/High Commission rejects the Student's Visa Application in writing and a copy of the rejection letter is sent to LIC.
4. Notices of Cancellation are not effective until Lloyds International College receives written notification of your cancellation.
5. Tuition fees will be refunded in part where a student wishes to cancel a course, with a letter signed by the student.
 - More than 28 days before course commencement, less 10% for administrative expenses
 - Where a cancellation occurs less than 28 days prior to the starting date of the course, 30% of tuition fees will be deducted from the full fee applicable for the semester/course.
6. No refunds will be made after the commencement date of the course. Where 2 or more courses are packaged, the conditions apply to all elements. If Enrolment fee is waived due to special conditions/offers, all refunds will attract an administration charge of \$150.00. Note that for packaged courses the course start date is taken to be the start date of the first course
7. Visa rejection refunds will require a copy of the visa rejection notification from the Australian Embassy / High Commission/ DIAC and your Official Lloyds International College receipt.
8. Course and other Fees are not transferable to another student or institution but may be transferred to another course within Lloyds International College at the discretion of the College.
9. All refunds due to student default are in Australian Dollars and normal processing time is four weeks.
10. Any approved refunds are made payable to and sent to the student or his/her agent, in the country of origin as applicable in Australian dollars.
11. Bank charges are deducted for refunds made by bank draft or electronic transfer.
12. Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.
13. LIC will pay a full refund to the student within 2 weeks after the default date when LIC:
 - Does not offer a course on the advertised start date:
 - Terminates a course after the course start date and before the course completion date
 - Does not provide a course as advertised due to sanctions by any authorities
 This refund is equal to the daily course rate (total tuition fees divided by the total course days) x the number of course days for which the student has not received service.
14. All refund considerations will be strictly limited to the monies which LIC has received from the student as tuition fees only i.e. exclusive of all no-refundable fees and agents' commission (whether this commission was deducted before or after student payment to LIC).
15. Personal insurance and student expenses are not included in the fees quoted and are the responsibility of the student.

METHOD OF PAYMENT

Cheque	Cash	Credit Card	Bank Deposit	International Money Order
Bank: Commonwealth Bank of Australia		Branch: Liverpool & Castlereagh Street, SYDNEY NSW 2000		SWIFT Code: CTBAU2S
Account Name: Lloyds International College		BSB - 062 016		Account Number - 2803 5955
Name on Card:.....		Type of Card:.....		
Card Number:.....		Expiry:.....		

TOTAL DUE

DECLARATION

<p>Please include total for <u>all</u> services that you have requested up this point.</p> <p style="text-align: center;">Fee Calculation (see pricelist for fees) In <u>Australian Dollars</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Enrolment.....</td> <td style="width: 20%; text-align: right;">\$</td> </tr> <tr> <td>Tuition</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Accommodation Placement Fee</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Homestay Accommodation-weeks</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Airport Transfers</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>OSHC</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>TOTAL</td> <td style="text-align: right;">\$</td> </tr> </table>	Enrolment.....	\$	Tuition	\$	Accommodation Placement Fee	\$	Homestay Accommodation-weeks	\$	Airport Transfers	\$	OSHC	\$	TOTAL	\$	<p>I have fully read and understood LIC's terms and conditions including the refund and cancellation policy, student handbook and I agree to abide by them.</p> <p>Signature of Student _____ Date: / /</p> <p>If fees are being paid by another person(s) or company:</p> <p>I _____</p> <p>(Name of person(s) / company paying fees – please print) declare that I have the financial capacity to meet Course fees and agree to pay these fees as they become due and I have read, fully understood and accept LIC's terms and conditions and I have signed and attached the compulsory checklist to this enrolment form.</p>
Enrolment.....	\$														
Tuition	\$														
Accommodation Placement Fee	\$														
Homestay Accommodation-weeks	\$														
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