

Study English with AMES International

Here are some of the many courses we offer:

All our courses are CRICOS Registered.

General English

5 to 50 weeks

Elementary	034727B
Pre-Intermediate	034727B
Intermediate	039222J
Upper Intermediate	039222J
Advanced	046578M

English for Academic Purposes (EAP)

5 to 30 weeks

Intermediate	039223G
Upper Intermediate	039224G
Advanced	039225F

Intensive IELTS Preparation

5 weeks

Upper Intermediate - Advanced	034731F
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IELTS and University Preparation

10 weeks

Advanced +	045460M
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English for TESOL Practitioners

10 weeks

Advanced +	039345J
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- All programs offered are subject to sufficient number of students.
- To achieve a level, two five week modules need to be successfully completed.
- All students enrolled in General English will be required to purchase a textbook on arrival.
- Students must be 18 years old to enrol in AMES International Programs.

Fees (minimum enrolment: 5 weeks)

Tuition Fees 2007 (per week)

General English	\$305.00
English for Academic Purposes	\$305.00
Intensive IELTS Preparation	\$305.00
IELTS and University Preparation	\$305.00
English for TESOL Practitioners	\$350.00

Administration Fee

\$ 200 for full time study

Overseas Student Health Cover (Student Visa only)

	Single Rate	Family Rate
3 months	\$ 85.50	\$ 171.00
6 months	\$ 171.00	\$ 342.00
9 months	\$ 256.50	\$ 513.00
1 year	\$ 342.00	\$ 684.00

Text Book Fees (General English) \$40 per level

Additional Services

Accommodation Arrangement \$ 180 (includes 10% GST) Airport/Bus Terminal Pickup \$ 99 (includes 10% GST)

Intake* (Every 5 Weeks)	2007		2008		TESOL Course Dates
	Test Dates	Course Dates	Test Dates	Course Dates	
1	4/1/07	8/1/07 - 9/2/07	3/1/08	7/1/08 - 8/2/08	
2	8/2/07	12/2/07 - 16/3/07	7/2/08	11/2/08 - 14/3/08	
3	15/3/07	19/3/07 - 20/4/07	13/3/08	17/3/08 - 18/4/08	
4	19/4/07	23/4/07 - 25/5/07	17/4/08	21/4/08 - 23/5/08	20/2/07 - 20/4/07
5	24/5/07	28/5/07 - 29/6/07	22/5/08	26/5/08 - 27/6/08	23/4/07 - 29/6/07
6	28/6/07	2/7/07 - 3/8/07	26/6/08	30/6/08 - 1/8/08	6/8/07 - 12/10/07
7	2/8/07	6/8/07 - 7/9/07	31/7/08	4/8/08 - 5/9/08	15/10/07 - 21/12/07
8	6/9/07	10/9/07 - 12/10/07	4/9/08	8/9/08 - 10/10/08	
9	11/10/07	15/10/07 - 16/11/07	9/10/08	13/10/08 - 14/11/08	
10	15/11/07	19/11/07 - 21/12/07	13/11/08	17/11/08 - 19/12/08	

* General English intake every Monday

Accommodation and Pickup Service Details

Serviced Apartments

Fully furnished apartments can be arranged upon request.

Homestay Accommodation

**Average cost \$220 per week -
Minimum stay 2 Weeks**

Choosing Homestay accommodation gives students the opportunity to live with an Australian family and to practise speaking English every day. Homestay families must provide a police clearance.

Homestay families supply:

- A single, furnished room
- Kitchen, bathroom and laundry facilities
- Soap, soap powder and toilet tissue
- 3 meals per day, 7 days per week
- Breakfast and lunch - self-serve
- Dinner - prepared by the host.

Homestay rules:

- Clean your room once a week and keep it tidy.
- Wash utensils and clean up after using the kitchen.
- Leave the bathroom clean and dry.
- Provide your own shampoo, toothpaste and cosmetics.
- Iron your own clothes - host usually does the laundry.
- Switch off heaters and lights when you are not in your room.
- Ask permission to use the telephone and internet.
- Knock before entering another person's room and do not play loud music, especially late at night.
- Tell the family if you are coming home late after school.
- Tell the family if you will not be at home for the evening meal.
- You cannot invite friends to stay overnight in your room.
- If you decide to leave your homestay, you must give 2 weeks' notice and finalise payments for board and telephone.

Smoking:

Many families in Australia do not allow smoking in the house and may ask you to smoke outside.

Payments:

- Pay your homestay fee directly to the homestay family, not to AMES. Be sure to pay on time.
- Upon arrival you must pay 2 weeks' homestay fees in advance.
- You must pay for your local and overseas telephone calls and internet use (you are advised to purchase phone cards to make international calls).
- You may be asked to pay extra if you use a heater in your room during the winter.

At the end of your stay:

- Be sure that you have paid your boarding fees and for your telephone calls and using the internet.
- If you have a house key, return it to your host family.

“Enjoy your stay”

Pickup Service - \$99 from Airport or Bus Terminal to Homestay

Your pickup must be arranged at least 72 hours before your flight or bus arrives. Please send us your arrival details when you book your ticket.

The driver will meet you with a yellow and green “Togoto Australia” sign. Please stay at the designated meeting place.

International Flights: Students meet the driver at the ‘Tour and Group Desk’ in the International Arrivals Hall.

Domestic Flights: Students meet the driver at the luggage carousel in the Domestic Arrivals Terminal.

Interstate Bus lines: Please wait in the reception area at the bus terminal.

When flights arrive early or late, please wait for the driver and do not go to any other part of the terminal building.

If you can't find the driver call one of these **24 hour** numbers:

Heather 0419 433 922

Ellen 0409 503 646

If your flight arrives early or late and you take a Taxi, and do not wait for the driver, you must still pay the airport pickup fee.

Family Name:		Given Names:	
Nationality:	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth / /	
Address in Home Country:			
Postcode:		Phone:	
Address in Australia:			
Email:	Postcode:	Phone:	
Level of English: Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper Intermediate <input type="checkbox"/> Advanced <input type="checkbox"/>			IELTS/TOEFL Score _____
Course Preference: General English <input type="checkbox"/> EAP <input type="checkbox"/> IELTS <input type="checkbox"/> TESOL <input type="checkbox"/>			
My Course begins on / /		Proposed Length of Course _____ weeks (minimum 5 weeks)	
Class start times may vary every 5 weeks			
Passport Number:		Date of Expiry / /	
Visa Type: <input type="checkbox"/> Student (for study longer than 3 months) <input type="checkbox"/> Tourist (Study up to 3 months) <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Working Holiday <input type="checkbox"/> Business <input type="checkbox"/> Permanent Resident			

I would like to apply for Accommodation Homestay Serviced Apartment

How long will you stay in your accommodation ? _____ Weeks (*Minimum stay 2 weeks*)

I can eat any kind of food I am a vegetarian I cannot eat _____

My hobbies and interests are:

Homestay Applicants Only		
I prefer: Non-smoking household <input type="checkbox"/>	Smoking household <input type="checkbox"/>	Comments: _____ _____ _____ _____ _____
House with children <input type="checkbox"/>	House with no children <input type="checkbox"/>	
Teenage children <input type="checkbox"/>	Children under 13 years <input type="checkbox"/>	
House with other students <input type="checkbox"/>	No other students <input type="checkbox"/>	
Students from my country <input type="checkbox"/>	Students from another country <input type="checkbox"/>	
House with pets e.g. cat, dog <input type="checkbox"/>	House with no pets <input type="checkbox"/>	

** Ability to meet homestay requests is subject to availability.*

I require Airport Pickup yes no **I require Bus Depot Pickup** yes no

Airport Arrival Details: Flight Number: _____ Date of Arrival: / / Arrival Time: _____

Bus Arrival Details: Bus Company: _____ Date of Arrival: / / Arrival Time: _____

How did you find out about AMES? HOMESTAY & EDUCATION AUSTRALIA
 Suite 103, Level 1, 379-383 Pitt Street, Sydney NSW 2000 Australia
 Telephone 02 9268 0933 Facsimile 02 9268 0399

Applicant's Declaration: I declare that I have read and understood the AMES Conditions of Enrolment and the refund policy and that the above information is true and correct.

Signed _____ Date / /

I give permission for my photograph/video/quote/story/name to be used to promote AMES activities or to be used in an AMES Publication. Yes No

Complete and sign the *Enrolment Form* and fax it to + 61 3 9926 4770
or mail it to AMES International at GPO Box 4728, Melbourne Victoria 3001, Australia.

Conditions of Enrolment

Fees may be paid by:

1. Electronic Funds Transfer to the AMES bank account.
Account Name: AMES
Branch No. / Acc. No. 033-001-13-2962
Bank Name: WESTPAC Bank
Bank Address: Level 5, 360 Collins Street,
Melbourne Victoria
Australia 3000

OR

2. A Bank Cheque, drawn in favour of AMES – personal cheques cannot be accepted.

OR

3. Online payments can be made at www.ames.net.au/pay through our website.

Refund Policy: Refunds are made by cheque or electronic funds transfer to a nominated bank account.

1. All requests for refunds must be made in writing to the Manager AMES International.
2. The administration fee will *not* be refunded.
3. Fees will be refunded:
 - a) If AMES cannot deliver the course for which the student is enrolled, tuition fees will be refunded in full within 2 weeks.
 - b) If a student's visa application is rejected or a student's visa renewal is refused, the institute will refund all tuition fees and OSHC prepaid. The request for a refund must include a letter of notification from the appropriate Australian Government Office.
 - c) If a student withdraws from the course due to circumstances of a compassionate nature as determined by AMES International, 30% of the remaining tuition fee will be deducted for administration.
 - d) If a student decides not to attend the course, *written notice* must be given, no less than 5 weeks *before* the course commences. In this case, 30% of the total tuition fee will be deducted for administration.
 - e) If a student achieves the required English level for entry into a partner institution earlier than the intended end date, 80% of the remaining tuition fee will be transferred to the partner institution. Transfer amount will be calculated in 5 week blocks. Students must have a CoE showing commencement of their next course within 28 days.
 - f) Funds will not be transferred to another person.
4. Payment of refunds as outlined above within 4 weeks of receipt of a written claim with a statement explaining how the refund amount has been worked out.
5. Fees will not be refunded *after* the course has commenced, except in the case of 3(b).
6. This agreement does not remove the right to take further action under the Australian Consumer Protection Laws.

Overseas Student Health Cover (OSHC): AMES International pays the OSHC fee to Medibank on behalf of students holding a student visa. Students will receive their Medibank membership details after they begin their English course.

Attendance: Students holding a student visa must have an attendance record of no less than 80% throughout the course. AMES must report unsatisfactory attendance to the Department of Immigration and Citizenship (DIAC). Should your attendance be unsatisfactory you will be required to attend an interview with DIAC and your visa may be cancelled.

Permission to Work: Students holding a student visa are permitted to work for up to 20 hours per week. Working arrangements must be outside of class hours and must not interfere with the students' studies.

Academic Performance (Condition 8202): AMES must report unsatisfactory academic performance to DIAC. Should your academic performance be unsatisfactory you will be required to attend an interview with DIAC and your visa may be cancelled.

Notification of Address (Condition 8533): You must register your address and phone number with International reception within 7 days of your arrival. You must also notify International reception of any subsequent change of address within 7 days.

Privacy Policy: All personal information collected, used or disclosed by AMES is confidential and is protected by the Privacy Act 1988, the Information Privacy Act 2000 (Vic) and other legislation. A full copy of the AMES Privacy Policy is available upon request. Information about students may be made available to Commonwealth and State Agencies.

Grievance Procedure:

A grievance is a complaint about unfair treatment

1. Talk to your teacher or make an appointment with the student counsellor about the complaint. They may be able to help you solve the problem immediately.
2. If you are not satisfied, complaints can be made in writing to the Manager, AMES International.
3. The Manager, AMES International and relevant staff must meet within 2 weeks to try to resolve the complaint. The student will be invited to present their case to the group. Students have the right to be represented by a nominee.
4. If unresolved, the complaint will be referred to the General Manager, AMES Education. Students have the right to pursue other legal options. They may contact:
 - The National Liaison Committee for International Students
Melbourne phone: 9650 8908
Email: convenor@vic.nlclink.org.au
Website: www.nlclink.org
 - Equal Opportunity Commission Victoria
FREECALL 1800 134 142
Email: eoc@vicnet.net.au
 - Small Claims Tribunal
FREECALL 1800 133 055
Email: vcac@vcac.vic.gov.au

AMES International

Level 1, 255 William Street, Melbourne Victoria 3000 Australia
Postal Address: GPO Box 4728, Melbourne Victoria 3001 Australia
Telephone: +61 3 9926 4768 Facsimile: +61 3 9926 4770
Email: international@ames.net.au

Web: www.ames.net.au/international

Adult Multicultural Education Services trading as AMES International