

2005/2006

International

English

for study, work or travel



La Trobe University
English Language Centre





La Trobe University

La Trobe University was established in 1964. It is one of the largest government universities in Australia, with more than 26,500 students. The University has an excellent reputation for the quality of its teaching and research, and every year attracts more and more students from around the world. In 2004 more than 3,000 international students from more than 60 different countries studied at La Trobe University.

Campuses

La Trobe University has three campuses with courses for international students. The main campus is at Bundoora in Melbourne, with about 17,000 students. The campus at Bendigo has about 4,200 students.

Areas of Study

The University's areas of study include:

- ⚡ Health Sciences
- ⚡ Arts, Humanities and Social Sciences
- ⚡ Education
- ⚡ Business, Law and Management
- ⚡ Science and Computing
- ⚡ Engineering
- ⚡ Double Degree Courses

Degree Programs

All the areas of study have courses and research programs leading to Bachelors, Masters, and Ph.D. degrees. There are also a Foundation Studies Program and a number of Diploma courses conducted on the Bundoora campus. You can get information about these courses and programs from the University's prospectuses for international students, or from:

International Programs Office

La Trobe University

Victoria 3086, Australia.

Telephone: +61 3 9479 1199

Facsimile: +61 3 9479 3660

Email: international@latrobe.edu.au

Website: www.latrobe.edu.au/international

English Language Requirements

You can meet the University's English language entry requirement if you achieve an English for Further Studies UG (undergraduate studies) or PG (postgraduate studies) certificate at the Language Centre. You can also meet the entry requirements in other ways. You can find them in the University's prospectuses for international students.

CONTENTS

- 02 La Trobe University
- 03 Language Centre
- 04 Courses Offered
- 05 Student Profiles
- 06 Course Information
- 07 Course Information Table
- 08 Enrolment Information, Fees & Living Costs
- 09 Application Form
- 11 Accommodation & Counselling Service
- 12 Facilities
- 13 Activities
- 14 Living in Melbourne & Bendigo
- 15 Location



David Myers Building



Melbourne, (Bundoora) campus



Melbourne Central Business District, Victoria

WELCOME

환영

歡迎

Welkom

歡迎



Language Centre

It is with great pleasure that I welcome you to La Trobe University Language Centre, one of the oldest continuously accredited and progressive language colleges in Australia.

La Trobe University Language Centre is proud to offer you the chance to improve your English at our beautiful campus in Melbourne or our Language Centre in Bendigo, alongside students from many different nationalities and language backgrounds.

To help you achieve your goals we have excellent and friendly teachers, support and administrative staff to provide great services at our facilities that we are constantly upgrading.

We aim to keep the very high standards that we have established over the past 30 years, and this can be seen in our recent ISO 9001:2000 certification.

I am very pleased that you have chosen to join our community that includes not only the hundreds of students who are here now but also the many thousands of students who have studied at the Language Centre throughout the years. We are committed to helping you to develop your English language skills as well as your future.

Wishing you all the success that I know you will work for.

Usha Rao
Director
La Trobe University
Language Centre

Courses Offered

GENERAL ENGLISH

Elementary to Advanced

Stages 1 to 5

Prepares you to use and understand English for general communication in a wide range of areas.

ENGLISH FOR FURTHER STUDIES

Upper Intermediate to Advanced

Stage 4 Minimum of 10 weeks

Prepares you for English for Further Studies Stage 5 and entry to formal education at TAFE and Foundation Studies levels.

Stage 5 Minimum of 10 weeks to undergraduate

20 weeks to postgraduate entry level

Prepares you for entry to undergraduate and postgraduate study. Meets English language requirements for direct entry to La Trobe University.

ENGLISH FOR BUSINESS

Melbourne Only

Upper Intermediate or Advanced

Stage 4 or 5 Minimum of 10 weeks

Assignments and assessment tasks can be taken at Stage 4 or Stage 5 level, depending on your entry level.

Prepares you to use and understand English for work and study in the business field.

CERTIFICATE II IN PROFESSIONAL COMMUNICATION SKILLS

Melbourne Only

Stage 5+ 20 weeks

10 week English for Business Module+

10 week Industry Based Learning Module

Prepares you to use and understand English for high level professional purposes and provides a valuable experience of working in an Australian company.



Jun-Seong, Ahn **Korea**

I have been learning English for 8 months at La Trobe Language Centre, which is probably one of the best places to study English. During this time, I have never regretted choosing to study here and I am happy with my English study. The staff and teachers are very friendly and helpful to me all the time. They are always trying to help me as much as they can. After the class, I take various activities, such as singing songs, watching movies, playing tennis and even social dancing. Now I am taking Certificate II in Professional Communication (Internship) with a hotel, which is very helpful to improve my English ability. I would like to say that I am fully satisfied with this Language Centre and relaxed environment.

Julien Tremeau **France**

The campus of La Trobe University is very big compared to a classic University. The Language Centre is situated in the South of the main campus. Its location explains its independence and also why it's quieter. But it's easy to go to the main campus with the campus bus (2 minutes) or for a walk (5 minutes). On the main campus, you find a lot of restaurants, shops, a library, some bars and also a lot of people to practise your English with. The main campus is probably the best place to understand the young Australian culture.



Julien



Leila

Bing Zhao, Leila **China**

My initial reaction to Bendigo is how quiet and tidy it is. Everything is in good order. What impresses me most is the attitude of the drivers. They are gentle and polite. They always let me pass first instead of rushing on. The difference in class is impressive: the teachers here are accessible and patient. They make me feel comfortable. I am always encouraged by my teachers, which makes me confident. I am delighted to study here because the atmosphere is very harmonious..

IELTS PREPARATION ADVANCED

Stage 5 Minimum of 10 weeks

Prepares you to undertake an Academic IELTS test for the purposes of entry into an Australian University.

CAMBRIDGE FIRST CERTIFICATE IN ENGLISH (FCE)

Preparation

Intermediate to Upper Intermediate

Prepares you to undertake the Cambridge FCE test.

INSIGHT INTO AUSTRALIA

Melbourne Only

Upper Intermediate to Advanced

Stage 4 for 5 weeks

Gives students an in depth knowledge of Australian culture through subjects such as cinema and media studies, politics and history.

SHORT COURSES AND STUDY TOURS

We offer short courses and study tours for groups.

Short course and study tour programs are arranged to suit the group's interests and requirements. They can include English language training, professional training, educational excursions and activities, school familiarisation visits, guest lectures, and recreational excursions and activities. Short courses and study tours enjoy our full range of services and facilities. Additional services can also be provided. We offer short courses and study tours for:

- ;; English Teachers
- ;; Senior High School, College and University Students
- ;; University Staff
- ;; Other Professional and Special Interest Groups
- ;; Junior High School Students (Bendigo Only)

TEACHER TRAINING

La Trobe University Language Centre has conducted English language teacher training programs since 1992. Institutions around the world have selected our programs to further develop their teaching skills. Such institutions include ministries of education, universities and high schools from Japan, Korea, Hong Kong, Thailand and Vietnam.

The Centre is also an accredited training centre for the Cambridge Certificate in English Language Teaching to Adults (CELTA).

Course Information

How will the teachers assess my English?

Your progress will be assessed regularly. The teachers will give you homework assignments and class tests in all the skills (listening, speaking, reading and writing). In **English for Further Studies**, the assessment tasks will include academic research reports, argumentative essays, listening, note taking, seminar discussions and academic presentations. You need to pass the assessments to progress to the next level.

Will I use computers in my course?

All classes have scheduled time in our computer laboratories, and you can use computers before and after class. You will have an e-mail account, access to the worldwide web, and opportunity to use Computer Assisted Language Learning (CALL) programs.

In **General English** and **English for Further Studies** you will develop your word-processing and electronic communication skills.

In **English for Business** you will also develop skills in database and spreadsheet applications.

What are the study hours?

This sample timetable for a Stage 4 **General English** class shows the 25 hours of weekly study (valid from January, 2003).

Can I prepare and sit for examinations?

You can join an elective class to help you prepare for the following examinations: IELTS, TOEFL, TOEIC, Cambridge First Certificate.

The Language Centre is the official TOEIC Open Testing Centre in Melbourne.

Can I enjoy a social program?

There are many social activities at the Language Centre, including regular class excursions, sports afternoons and Language Centre student parties. You can use all the recreation facilities of the University and join many sports and social clubs. You can also join weekend tours to popular tourist destinations. Fees may apply for these activities.

How long should I study?

This depends on your level when you start, and the level you want to reach.

The Language Centre course is divided into Stages of 10 weeks. Each stage consists of two 5-week modules, referred to as levels a and b.

At Stages 4 and 5 you can specialise in **General English**, **English for Further Studies**, or **English for Business**.

The table below shows course structure, course outcomes, and the average length of time students take to complete each Stage.

Your entry level will be decided by our placement test. The entry levels shown are an approximate guide.

Note: Stage 5EFS is a full 10 week module

SAMPLE TIMETABLES Note: Activities may change from one week to another

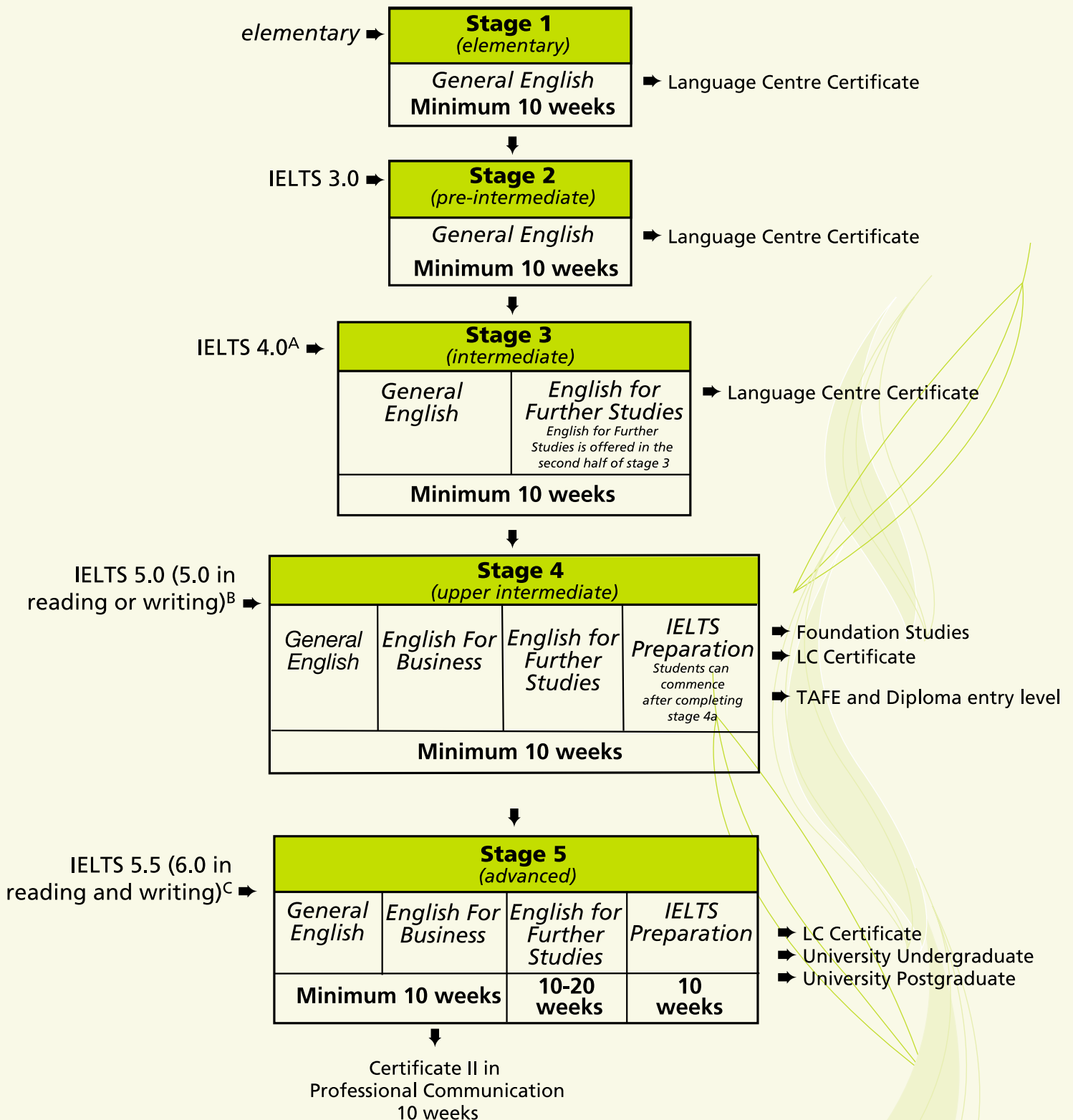
SESSION A

	MON	TUE	WED	THU	FRI
08.45 am	Grammar Reading	Speaking Reading	Grammar Listening	Vocabulary Current Affairs	Speaking Skills
10.45 am	Writing	Vocabulary	Speaking	Discussion	Independent Learning Centre
10.45 – 11.15 am	MORNING TEA BREAK				
11.15 am	Reading Newspapers	Listening Vocabulary	Computer Labs	Writing for Everyday Purposes	Listening Grammar Revision
01.15 pm	Discussion				
01.15 – 2.15 pm	LUNCH BREAK				
02.15 pm	Language Learning Activities / Supervised Self-Study				
03.30 pm	Private Study				
05.00 pm					

SESSION B

	MON	TUE	WED	THU	FRI
09.30 am	Private Study				
11.00 am	Language Learning Activities / Supervised Self-Study				
12.15 pm					
10.45 – 11.15 am	LUNCH BREAK				
01.15 pm	Grammar Reading	Speaking Reading	Grammar Listening	Vocabulary Current Affairs	Speaking Skills
03.15 pm	Writing	Vocabulary	Speaking	Discussion	Independent Learning Centre
01.15 – 2.15 pm	AFTERNOON TEA BREAK				
03.45 pm	Reading Newspapers	Listening Vocabulary	Computer Labs	Writing for Everyday Purposes	Listening Grammar Revision
05.45 pm	Discussion				

Course Information Chart



^A STAGE 3: TOEFL 450 (130)

^B STAGE 4: TOEFL 480 (157) with TWE 3.5

^C STAGE 5: TOEFL 520 (190) with TWE 4.5

Note: each stage has two modules: A & B. Each module is a minimum of 5 weeks

Enrolment Information, Fees & Living Costs

HOW TO ENROL

- Step 1** Make sure you have a valid passport. If you are under 18 years of age, make sure your parents appoint a guardian in Australia.
- Step 2** Choose your course start date from the calendar below, and decide how long you want to study (see page 3).
- Step 3** Fill in the application form and send it with the fees* to:

Language Centre,
La Trobe University,
Victoria 3086, Australia.

You can pay by credit card (MasterCard, Visa, or Bankcard), bank draft, (made payable to La Trobe University) or electronic transfer. You should send electronic transfers to:

Westpac Banking Corporation,
La Trobe University Account,
Sydney Branch, Australia

BSB: 032 000 Account No: 13 3774

- Step 4** When we receive your application form and fees we will send you an Enrolment Details Letter and/or an electronic Confirmation of Enrolment (eCOE). You need these to complete an application for a student visa.
- Step 5** If you cannot attend your course, you must let us know by fax, telephone, email or letter. If you do not let us know at least 28 days before the course starts, you may lose some of your course fees (see 'Refund Policy' on the application form).
- Step 6** On the start date for your course, come to the Language Centre by 8.45 am to register and take the placement test.

*Ask the Australian Embassy or Consulate, or your agent, what kind of visa you should apply for (student visa, visitor visa, or working holiday visa). In some countries you need a preliminary visa assessment (PVA) for a student visa. Check whether you need a PVA. If you do need it, send the fees together with your PVA.

The Language Centre buildings are on the corner of Crissane Road & Waterdale Road, Bundoora, Melbourne.

The Bendigo branch of the Language Centre is in the Education Building, main campus, Edwards Road, Bendigo.

COURSE DATES 2005

TERM	START DATE		CLASSES START	END OF 5 WEEKS	PUBLIC HOLIDAYS/ STUDY BREAKS
	PLACEMENT TEST				
1	06 Jan		10 Jan	11 Feb	26 Jan (Australia Day)
2	17 Feb		21 Feb	21 Mar	25 - 29 March (Easter)
3	31 Mar		04 Apr	06 May	25 April (Anzac Day)
4	05 May		09 May	10 Jun	
5	09 Jun		14 Jun	15 Jul	13 Jun (Queen's birthday)
6	21 Jul		25 Jul	26 Aug	
7	01 Sep		05 Sep	07 Oct	
8	13 Oct		17 Oct	18 Nov	1 Nov (Melb. Cup Day)
9	17 Nov		21 Nov	23 Dec	

NOTE: Placement tests at Bendigo are on the first day of classes

FEES in Australian Dollars

2005 TUITION FEES	FULL TIME 25hrs/wk	PART TIME 20hrs/wk
General English	\$ 320	\$ 270**
English for Business	\$ 320	\$ 270**
Certificate II in Professional Communications	\$ 320	
FCE and CAE Preparation	\$ 320	
English for Further Studies	\$ 350	
IELTS Preparation	\$ 350	

**For students on a visitor or working holiday visa only with a maximum of 10 weeks study duration

ADDITIONAL FEES AND SERVICES

General Service Fee ¹	\$	200	
Accommodation Placement – Bundoora ²	\$	140	
Accommodation Placement – Bendigo ²	\$	60	
Airport Arrival Service – Bundoora ³	\$	65	
Airport Arrival Service – Bendigo	\$	140	
OSHC Required for student visa ⁴	Individual	Family	
	3 months	\$ 83	\$ 165
	6 months	\$ 165	\$ 329
9 months	\$ 247	\$ 494	
12 months	\$ 329	\$ 658	
Group Coordination and Credit Transfer ⁵	\$	75	

¹ The General Service Fee is a compulsory fee.

² **Accommodation Placement** Fee for finding accommodation for you. If you wish to use this service please complete question 18 on the application form.

³ **Airport Arrival Service** You must book if you wish to use the service. To book you must send us your arrival information with date, time, and flight number 7 days before you arrive. To change or cancel the booking you must notify us at least 72 hours before the time that you have booked for. If you book the service and do not use it, and you have not notified us, you will not be refunded the \$65 cost.

⁴ **OSHC** Overseas Student Health Cover is a compulsory Health Insurance plan for students who are on a student visa. Fees valid at 1 January 2005 Subject to possible increase in 2006. Please refer to www.oshcworldcare.com.au for further details of OSHC.

⁵ See short courses and study tours on page 5

LIVING COSTS 2005 in Australian Dollars

HOMESTAY full board

Minimum stay - 4 weeks **\$180 per wk**
Normally paid directly to the host family.
Includes breakfast and dinner daily, plus lunch on weekends.

UNIVERSITY RESIDENTIAL COLLEGES

Chisholm College – no meals **\$139.65 per wk**
Menzies College – no meals; **\$85 activity fee** **\$190.75 per wk**
paid monthly
Glenn College – incl. breakfast and evening meal **\$234.85 per wk**

∴ All Colleges require a \$500 bond, except a \$560 bond for Chisholm College.

∴ Bendigo campus: a range of on-campus accommodation is available from \$90 to \$130 per week.

∴ If you change your address you **must** inform the Language Centre and fill out a form to send to DIMIA.

∴ Accommodation costs are subject to a possible increase in 2005.

GUIDE TO LIVING COSTS in Australian Dollars

As a guide, you need between \$13,000 and \$16,000 per year to pay for accommodation, food, transport, books, clothing, health services, entertainment, other expenses, etc.

A room in shared accommodation, not including food, electricity, gas or telephone bills, costs between \$65 and \$100 per week.

EMPLOYMENT

If you are on a student visa and you want to work, you must apply to DIMIA for permission to work. You can apply only after you have started your course, and you must pay a fee. A student visa with permission to work allows you to work for up to 20 hours per week.

Part-time and vacation work is not always easy to find, and you should not depend on this form of income.

Application for Enrolment

Please print in capital letters

(Please tick one) Melbourne Bendigo

PERSONAL DETAILS

1. Family Name: _____ 2. First Names: _____
3. Sex: Male Female 4. Date of Birth: DD/MM/YY / /
5. Email: _____ 6. Country of Birth: _____
7. Type of Visa: _____ 8. Citizenship: _____ 9. Passport Number: _____
10. Home Address: _____
Tel: _____ Fax: _____
11. Address in Australia (if known): _____
Tel: _____

GENERAL INFORMATION

12. Usual occupation: _____
13. What is your level of education? _____
14. What do you think is your level of English?
(If you have undertaken a TOEFL, IELTS, Cambridge test, or other English test, please attach a copy of the result to the application form.)
 Elementary
 Intermediate
 Upper Intermediate
 Advanced
15. How many weeks will your course of English at the Language Centre be?
 Full time study (25hrs/wk) Part time study (20hrs/wk)
 5 10 15 20 25 30 35 40 45 50
16. If your level of English is high enough do you wish to study English for a specific purpose? (Please mark your choice.)
 General English
 English for Further Study
 English for Business (Melbourne)
 Certificate II in Professional Communication
 Insight into Australia Program
17. When do you wish to start?
2005 6 January 17 February 31 March 5 May 9 June
 21 July 1 September 13 October 17 November

ACCOMMODATION SERVICES

18. Do you want the Language Centre to arrange accommodation and airport pick-up?
 No service required Homestay Residential College *Airport Arrival Service
**If you want airport arrival service, please let the Language Centre Accommodation Officer know your flight details 7 days before you arrive in Melbourne.*
How many weeks accommodation do you want us to book for you? _____
Please provide us with the following information to help us to find you a suitable homestay:
Do you smoke? Yes No
Most Australian homes are non-smoking. If you smoke we will try to find a home where you may smoke but this is not always possible.
If you live in a non-smoking house, will you agree to smoke only outside? Yes No
Do you have any hobbies? Yes No *If yes, please list:* _____
Do you have any medical problems? Yes No
If yes, please list: _____
Is there any food you cannot eat? Yes No *If yes, please list:* _____
Would you like a homestay with – children? Yes No
– pets? Yes No
Please list any other special requests you have for homestay: _____
The Language Centre will do its best to ensure that you receive your first choice in accommodation. However, this may not always be possible.

19. Is your application being made through an agent? *Yes No
20. Where did you first learn about La Trobe University Language Centre?
 Travel Agent Education Agent Education Exhibition
 Australian Education Centre Australian Embassy Article in a book or newspaper
 *Advertisement in a book or newspaper Friends Family
 Other Internet
**If you ticked 'agent' or 'book or newspaper' please write the name:* _____

21. Do you plan to study at La Trobe University in a La Trobe University course? Yes No
 Please indicate Foundation Studies/Diploma Program Undergraduate Program Postgraduate Program

22. Do you already have a conditional offer to study at La Trobe University? Yes No
 Please indicate Foundation Studies/Diploma Program Undergraduate Program Postgraduate Program

If YES, starting when? _____ In which course? _____
 (Please attach a copy of the letter of offer)

FEES (Details of fees and dates appear on page 8)

Student Fees (compulsory)

General Service Fee	\$ 200.00	\$ _____
Tuition Fees	_____	\$ _____
Overseas Student Health Cover (See OSHC on page 8)	_____	\$ _____

Additional Service Fees

Airport Arrival Service (Melbourne)	\$65 (See note on page 8)	\$ _____
Airport Arrival Service (Bendigo)	\$140	\$ _____
Accommodation Placement (Melbourne)	\$140	\$ _____
Accommodation Placement (Bendigo)	\$60	\$ _____
Group Coordination & Credit Transfer:	\$75 (group program students – see Short Courses and Study Tours, page 5)	\$ _____
Subtotal:		\$ _____

Mark A or B or C: (A) I enclose a cheque/bankdraft made out to La Trobe University Language Centre for the amount of the total fees.
 (B) I authorise the La Trobe University Language Centre to deduct from my credit card the amount of the total fees.
 (C) I have sent the fees by bank transfer.

BANKCARD / MASTERCARD / VISA CARD Number (Please underline which credit card)

Expiry date: _____

Name of bank your card is issued by: _____

Card holder's name: _____

Card holder's signature: _____

TOTAL FEES \$ _____

TERMS AND CONDITIONS OF ACCEPTANCE (Please read carefully)

Fees: The fees in this brochure for enrolment, tuition, and accommodation placement are valid from 1 June, 2004. We reserve the right to change these fees without notice.

Alterations: We reserve the right to alter timetables, classes, course content, and locations where necessary.

Attendance: Visa regulations state that attendance for persons on student visas must be at least 80%. We monitor attendance constantly. If you do not meet the visa attendance requirement we will notify immigration authorities.

Privacy: Your personal information collected by the Language Centre will be used in accordance with La Trobe University's privacy policy. The privacy policy can be found at: www.latrobe.edu.au/privacy/

Refund Policy:

- (a) Definition: a 'course' means the period of study for which you have paid tuition fees.
- (b) We will NOT normally refund the general service fee. (See clause (h) below)
- (c) We will NOT refund tuition fees after you have started your course. (Except that we will not keep more than 10 weeks tuition fees)
- (d) We will refund tuition fees in full if your application for a visa is rejected. (You must provide proof of rejection.)
- (e) We will refund tuition fees in full if we receive your written notice of cancellation at least 28 days before the start of the course.
- (f) We will refund tuition fees minus (1) a cancellation fee (up to a maximum of 10 weeks tuition) and (2) fees paid to an agent (if applicable), if we receive your notice of cancellation less than 28 days before the start of the course.
- (g) You must apply in writing for any refund. You must include all relevant supporting documents. If we approve your refund application, we will normally send the refund to your home country. The processing time is within 4 weeks (2 weeks if the Language Centre cannot deliver the course) and we will deduct bank charges, agent's fees, and cancellation fee.
- (h) We will refund all fees in full if we are not able to deliver the course for which the student has enrolled. Such a situation is covered by the provisions of the ESOS Act 2000 and the ESOS Regulations 2001.
- (i) La Trobe University Language Centre's dispute resolution process does not circumscribe the student's right to pursue other legal remedies.
- (j) This agreement does not remove the right to take further action under Australia's consumer protection laws.

Transfers Policy:

- (a) If you need to suspend or defer part of your course you may apply to transfer the fees for your course to a later date.
- (b) If you fulfill the English language entry requirements for a La Trobe University degree program before the end of your course, you may apply to transfer any remaining fees to the degree program. We will normally approve your application. Fees cannot be transferred to another person.
- (c) You must apply in writing for any transfer of fees.
- (d) Your student visa is for study at La Trobe. You may not transfer to another institution before the end of your course unless you get permission from the Department of Immigration.

Australian Government:

- (a) The Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) may provide La Trobe University Language Centre with any information about the student's visa status from the time of arrival to the time of departure from Australia.
- (b) Any school-aged dependants accompanying the student to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.
- (c) The information provided by the student to La Trobe University Language Centre may be made available to Commonwealth and State agencies.

I have read and understood the information provided to me in La Trobe University's current English Language Centre brochure Yes No

All my information in the enrolment form is correct. I understand and accept the terms and conditions set out above.

Please sign here

Signature of the applicant: _____ Date: / /

Signature of parent/guardian: _____ Date: / /
 (of students under 18 years of age)



Language Centre
 La Trobe University, Victoria 3086 Australia
 Tel: (61 3) 9479 2417 Fax: (61 3) 9479 3676
 Email: languagecentre@latrobe.edu.au
 Web: www.latrobe.edu.au/language

La Trobe University Language Centre is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
 CRICOS provider number: 00070G