

2016 ENROLMENT FORM

Email to registrations@LexisEnglish.com or Fax +61 7 5474 9624

PERSONAL DETAILS

Family Name: _____

Given Names: _____

Date of Birth / / Male Female

Nationality: _____

Country of Birth: _____

Passport No: _____

Address: _____

Tel: _____ Fax: _____

Email _____

On what type of visa will you commence your course?

Student Working Holiday

Visitor Other: _____

Do you require OSHC? Yes No

If you're already in Australia, what is your current visa type? _____

Do you suffer from any medical condition/allergies? _____

How did you hear about us?

Web Agent _____ Other _____

AIRPORT PICK-UP, ACCOMMODATION & SERVICES

Do you require Airport Pick-up? No Yes - O/W Return UM

Do you want us to book your accommodation? Yes No

If yes Homestay Hostel/Guesthouse Student House On-campus Residence (available only at Lexis Byron Bay)

For how many weeks? _____ weeks

Room Type _____

Accommodation starting date: / /

Accommodation finishing date: / /

Do you smoke? Yes No

Are you willing to stay with a homestay family that has:

Dogs Yes No Children under 5 y/o Yes No

Cats Yes No Smokers Yes No

Are there any foods you do not eat? _____

What are your hobbies? _____

CARE AND SUPERVISION FOR STUDENTS UNDER 18

All students under 18 years of age must have an adult carer in Australia.

Will you live with your parent(s) for the duration of your course? Yes No

If no, do you need us to arrange a carer? Yes No

If no, you must appoint a carer who must be a close relative at least 21 years old and of good character (as confirmed by evidence of police clearance). If relevant, provide details of carer:

Full Name: _____

Relationship: _____

Address: _____

Tel (Home): _____ (Business): _____

Agent Stamp:

PLEASE SELECT WHERE YOU WANT TO STUDY

Brisbane

Byron Bay

Noosa

Perth

Sunshine Coast

Current level of English:

Low

Medium

High

Very High

Highest level of education achieved:

Secondary

Tertiary

COURSE DETAILS (if doing more than one course, number them consecutively)

General English

Full-time Part-time*

Focus Cambridge

Cambridge FCE (First Cert.)

Cambridge CAE (Advanced)

Cambridge CPE (Proficiency)

IELTS Exam Preparation

English for Academic Purposes (EAP)

Private Tuition*

High School Preparation (HSP)

Academic Summer Program* (ASP)

Teen Activity Program*

General Surfing

Tennis

English in Action - Surfing*

CELTA*

Certificate IV TESOL*

Certificate III Business*

Course 1: Start date: / / Duration: weeks

Course 2: Start date: / / Duration: weeks

Course 3: Start date: / / Duration: weeks

Please check that your chosen course is available at the school you have selected.

* Not available to Student Visa holders
+ Pending CRICOS Approval

DECLARATION

I hereby confirm that my payment of the fees as invoiced, in conjunction with my signing of this form, constitutes my acceptance of the terms of my agreement with Lexis Brisbane, Lexis Byron Bay, Lexis Noosa, Lexis Sunshine Coast or Lexis Perth in relation to my enrolment. I have read and agree to be bound by all of the Conditions of Enrolment as detailed overleaf.

Student's Signature: _____ Date: ___/___/___

Full Name (please print) _____

Parent/Guardian's Signature: _____ Date: ___/___/___

Full Name (please print) _____

Parent or Legal Guardian must sign where student is under eighteen (18) years of age.

NOTE: If you do not read or understand English well, we strongly suggest you have an interpreter/translator explain this form prior to signing.

PAYMENT DETAILS

Cash Bank Draft Bank Cheque

OR

Credit Card: Visa Mastercard

Card No:

Amount A\$: _____ Expiry Date: _____/_____/_____

Signature _____ CCV code

Note: A 2% credit card transaction fee will apply

OR

Bank Transfer - Bank details for each school listed below.

LEXIS BRISBANE Bank Name: National Australia Bank
Branch: 255 George Street, Sydney, NSW 2000 Australia
Branch No: 082057 Account No: 551-409-195 Swift Code: NATAAU3302S
Acct Name: Shane Global Village Brisbane Pty Ltd Trust Acct

LEXIS NOOSA/SUNSHINE COAST Bank Name: ANZ Bank
Branch: 23 Sunshine Beach Road, Noosa Heads, QLD 4567 Australia
Branch No: 014672 Account No: 498-326-867 Swift Code: ANZBAU3M
Account Name: Sunshine Coast English College Pty Ltd

LEXIS BYRON BAY Bank Name: ANZ Bank
Branch: 57 Jonson Street, Byron Bay, NSW 2481 Australia
Branch No: 012 554 Account No: 5270 95034 Swift Code: ANZBAU3M
Account Name: Byron ELA Pty Ltd

LEXIS PERTH Bank Name: National Australia Bank
Branch: 384 Scarborough Beach Road, Innaloo, WA 6018 Australia
Branch No: 086270 Account No: 177384951 Swift Code: NATAAU3302S
Account Name: Sunset Coast Int. English School Pty Ltd

LEXIS TESOL TRAINING CENTRES RTO: 41178 Bank Name: ANZ Bank
Branch: 23 Sunshine Beach Road, Noosa Heads, QLD 4567 Australia
Branch No: 014672 Account No: 389-687-428 Swift Code: ANZBAU3M
Account Name: Lexis Asia Pty Ltd

HOW TO ENROL

1. If you are a citizen of a country where a Pre-Visa Assessment (PVA) is required, contact the Australian Embassy for advice. After compliance with Embassy requirements, proceed as indicated below.

All students:

2. Send your completed enrolment form to registrations@lexisenglish.com
3. In accordance with our obligations under the National Code 2007, you must indicate your acceptance of the Conditions of Enrolment by signing this form before we can accept payment from you to confirm your enrolment.
4. We will acknowledge receipt of your signed application and issue an invoice. This will generally occur on the business day following receipt of your application.
5. It is strongly suggested that all students obtain relevant insurance cover prior to travelling to Australia. If you will study on a Student Visa you must pay the compulsory Overseas Student Health Cover (OSHC) fee at the time of enrolment to ensure coverage from your course start date.
6. When you receive your invoice, send the required fees in Australian dollars, including all optional service fees. Payment may be made by bank transfer, bank draft, bank cheque or credit card. Personal cheques cannot be accepted.
 - a. Student Visa applicants - you must pay the required course fees in full before we can issue a confirmation of enrolment (COE). When selecting a start date, please allow at least 4 weeks' processing time.
 - b. Students on other visas - you must pay all fees in full no later than 2 weeks' before your course commencement date to confirm your place.
7. Apply for your student visa from the Australian Embassy or Consulate, submitting your CoE if you are applying for a Student Visa.
8. Notify us immediately of any changes to your proposed course start date by contacting registrations@lexisenglish.com

HOMESTAY, CARER & AIRPORT PICK-UP SERVICES

1. If you wish to use our Homestay service, you should apply at least 4 weeks before your intended arrival in Australia to allow us adequate time to find the most suitable accommodation for you.
2. If you require us to arrange or approve a carer for a student under 18 years of age, at least 4 weeks' notice is required.
3. Provide us with your flight details (flight number, date & time of arrival) 3 weeks before you arrive.
4. We will aim to confirm your homestay details (and Airport Pick-Up if requested) 2 weeks prior to arrival.
5. If you give us less than 48 hours' notice of any changes to your flight details, we cannot guarantee that we will be able to make the necessary changes to your airport pick-up and / or homestay arrangements and you may incur additional costs.
6. We do not guarantee that homestay accommodation can be arranged at short notice. We reserve the right to temporarily place you in hotel accommodation at your own cost on your arrival in Australia, until such time as we are able to secure a homestay placement.

TERMS AND CONDITIONS

Lexis English - Brisbane; Byron Bay; Noosa/Sunshine Coast; Perth, are hereinafter referred to as the College

1. Your course is defined in study periods of 24 weeks or less. Enrolments greater than this are divided into study periods of 24 weeks or less dependent on the total course duration. Eg: A General English student who enrolls for 30 weeks, would have 2 study periods, the first 15 weeks duration and the second 15 weeks duration.
2. In the absence of any agreement to the contrary, your place in a course will not be confirmed until fees are received for the initial study period and our bank has confirmed your payment. Fees for any subsequent study periods must be received within 2 weeks prior to the commencement of the second study period.
3. Cancellations are not effective until they are received in writing.
4. The registration fee is not refundable.
5. If you are not granted a visa, all fees except the registration fee, will be refunded within 4 weeks of Lexis English receiving written notification.
6. If you cancel your course 28 days or more before your course commencement date, all fees received except the registration fee will be refunded. If you cancel your course less than 28 days before your course commencement date, a cancellation fee of 20% of paid tuition fees will apply. All other fees except the registration fee will be refunded. No tuition fees will be refunded if you advise cancellation on or after your course commencement date.
7. If you defer the date of commencement of your course, then later cancel your course, prior to the new commencement date, the cancellation policy will apply from the original course start date not the deferred start date.
8. The Accommodation Placement Fee and/or Airport Transfer Fee are not refundable if you advise us less than 2 weeks before your commencement date that you wish to cancel the service. You may also be liable for 2 weeks Accommodation fees if a replacement student cannot be found. No refund of the initial 4 weeks of Accommodation fees will be made if you leave your accommodation during that period. Cancellation and refund policies that apply to other forms of accommodation will be notified at the time of booking.
9. Where we do not offer an advertised course, or withdraw the delivery of the course prior to its completion, you will be offered within 2 weeks, a refund of the unused portion of course fees paid to date. Alternatively, you may be offered a suitable alternative course at no extra cost. You have the right to choose a refund or the offer of placement in another course. Acceptance of any offer must be confirmed in writing within 30 days of the offer being made.
10. Applications for refunds must be in writing and addressed to The Registrar - Lexis English.
11. Any refunds payable under this policy (with the exception those payable under Clause 9) will be made within 4 weeks of receiving the written refund application.
12. Refunds will only be paid in the same currency in which fees were collected, and paid to the person who entered into the contract. We require written direction from the student to refund to another party.
13. Lexis English may make reasonable variations to the delivery of programs eg: course times, timetables, classrooms. Students will be provided with reasonable advanced notice should this occur and will have the opportunity to access the internal complaints and appeals process should they feel disadvantaged by any such variation.
14. In all cases of suspension and/or expulsion due to non-compliance with the student Code of Conduct, no refund of monies paid to the College will be made unless required by law.

These regulations may be waived only in exceptional circumstances by the Executive Management of the college at their absolute discretion.

STUDENT CODE OF CONDUCT

Students will be subject to suspension and/or expulsion at the absolute discretion of the College (subject to natural justice, and except as otherwise implied by law) for persistent and/or serious infringement of the student code of conduct as follows:

- Not conforming with the reasonable directions of the College: misconduct, and posing or presenting an unacceptable medical, physical, or moral threat to the well-being of others
- Causing wilful damage to college and/or other students' property
- Use or distribution of prohibited drugs
- Being convicted of any criminal offence whilst a student with the College
- Unacceptable social behaviour in any accommodation arranged by the College
- Being in contravention of the Australian Government Immigration/Migration Laws (visa requirements).

DEFERMENT, SUSPENSION OR CANCELLATION OF STUDY

Student Visa holders must be advised that the deferment, suspension or cancellation of study may affect their student visa.

1. Students may apply for a deferment of commencement of study due to compassionate or compelling circumstances.
2. The College may initiate a suspension of studies on the grounds of misbehaviour of a student in accordance with the College's Student Code of Conduct.
3. The College may initiate cancellation of a student's course:
 - On the grounds of misbehaviour, in accordance with the College's Student Code of Conduct
 - Due to failure to pay course fees
 - Due to a student under 18 years of age failing to maintain approved welfare and accommodation arrangements
 - Students who are subject of College initiated suspensions or cancellations will have access to the College's Complaints and Appeals process
 - Full details of the College policies and Procedures for deferment, suspension and cancellation of studies is available at www.LexisEnglish.com

NOTES

Your agreement to be bound by the General Conditions of Enrolment and the Refund and Cancellation Policy and the Indemnity Declaration does not remove your right to take action under the College's disputes resolution policy, or Australia's consumer protection laws, or to pursue other legal remedies.

If you have school-aged dependants who will accompany you to Australia, you will be required to pay full fees for their schooling, whether they enrol in a government or a non-government school.

In accordance with the laws of Australia:

- The personal information you provide to us or is obtained about you prior to or during your period of enrolment with us, will be regarded as confidential and will be used for the purpose of processing your enrolment and providing you with the services you request. However, in this process, it may be disclosed to relevant third parties including your family, homestay families, agents, further studies institutions, the Australian Government, the Administrator of the Tuition Protection Scheme (TPS), other statutory bodies and various employees of the College as required.
- We are obliged to advise the government of certain changes to a student's enrolment and any breach of Student Visa conditions.
- Student Visa students under 18 years of age not accompanied by their parents or living with close family members whilst in Australia, must have their proposed accommodation and carer arrangements approved by the College prior to their enrolment being accepted. We can make suitable carer arrangements if required.
- Student Visa students must study in a CRICOS registered full-time course.
- Student Visa students may do part-time work or work experience of up to 20 hours per week and only in addition to full-time study.

INDEMNITY DECLARATION

By signing this Declaration the student, or in the case of a student under the age of 18, the parent(s) and or legal guardian(s) agree that the College, its officers, teachers, employees, representatives and agents shall not be held responsible and/or be under liability as far as permitted by the law of the Country of Australia and/or will not make any claim against them for the student's death, bodily injury, disability, loss, damages and/or property damage which may be sustained by the student and/or which may be caused by the student in connection with or during the period of the student's attendance at any premises owned/leased, operated or controlled by the College, the student attending activities and/or excursions and/or in any accommodation arranged for the student. Further, the student, or in the case of a student under the age of 18, the parent(s) and/or legal guardian(s), agrees to pay any direct and/or indirect costs incurred by the College in relation to these activities where a student attends and participates in activities and/or excursions (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College or of which we have knowledge.

Where a student who is under 18 years of age is accepted for enrolment as a student at the College, the parent(s) and/or legal guardian(s) further consent and agree that the College at its absolute discretion may when it considers it desirable and/or essential seek and provide medical and/or optical and/or dental treatment for the student. In such cases, such costs whether direct and/or indirect will be met by the parent(s) and/or legal guardian(s). If the College has been obliged to incur costs on behalf of the student in such circumstances the costs will be repaid to the College by the parent(s) and/or legal guardian(s) on demand.

The aforementioned shall also extend to executors, administrators and assigns of the signatory.

Shane Global Village Brisbane Pty Ltd
CRICOS Code 02499G

Sunshine Coast English College Pty Ltd
CRICOS Code 01632D

Byron ELA Pty Ltd
CRICOS Code 03019J

Sunset Coast International English School Pty Ltd
CRICOS Code 03274E

Lexis Asia Pty Ltd
CRICOS Code: Pending

COURSE TIMETABLES

	BRISBANE	BYRON BAY	NOOSA	PERTH	SUNSHINE CST
General English	Start any Monday	Start any Monday	Start any Monday	Start any Monday	Start any Monday
Focus Cambridge			Start any Monday		
Cambridge FCE & CAE					
Session 1	4 Jan - 11 Mar	4 Jan - 11 Mar	4 Jan - 11 Mar	4 Jan - 11 Mar	4 Jan - 11 Mar
Session 2	14 Mar - 3 Jun	14 Mar - 3 Jun	14 Mar - 3 Jun	14 Mar - 3 Jun	14 Mar - 3 Jun
Session 3	13 Jun - 19 Aug		13 Jun - 19 Aug	13 Jun - 19 Aug	
Session 4	5 Sep - 25 Nov	5 Sep - 25 Nov	5 Sep - 25 Nov	5 Sep - 25 Nov	5 Sep - 25 Nov
Cambridge CPE					
Session 1	4 Jan - 4 Mar		4 Jan - 4 Mar	4 Jan - 4 Mar	
Session 2	14 Mar - 3 Jun		14 Mar - 3 Jun	14 Mar - 3 Jun	
Session 4	5 Sep - 25 Nov		5 Sep - 25 Nov	5 Sep - 25 Nov	
IELTS					
Session 1	Start any Monday	25 Jan - 15 Apr	Start any Monday	Start any Monday	Start any Monday
Session 2		3 Oct - 23 Dec			
EAP					
Session 1	28 Mar - 17 Jun			28 Mar - 17 Jun	28 Mar - 17 Jun
Session 2	19 Sep - 9 Dec			19 Sep - 9 Dec	19 Sep - 9 Dec
Private Tuition*	Start any Monday	Start any Monday	Start any Monday	Start any Monday	Start any Monday
English in Action: Surfing*		Start any Monday	Start any Monday		Start any Monday
High School Preparation					
Session 1					Start 22 Feb
Session 2					Start 16 May
Session 3					Start 29 Aug
Session 4					Start 21 Nov
Academic Summer Program*					4 Jul - 26 Aug
Juniors*					
TAP Surfing Residential Camp		18 Jul - 12 Aug			
TAP Surfing			20 Jun - 9 Sep		
TAP Tennis			18 Jul - 12 Aug		
TAP General			21 Mar - 1 Apr 4 Jul - 26 Aug 19 Dec - 13 Jan 17	11 Jul - 19 Aug	
Cambridge CELTA*					
Part-time Session 1	30 Jan - 7 Apr				
Full-time Session 2	30 May - 24 Jun	29 Feb - 25 Mar			1 Feb - 26 Feb
Full-time Session 3		4 Jul - 29 Jul			20 Jun - 15 Jul
Full-time Session 4					22 Aug - 16 Sep
Part-time Session 5	1 Oct - 8 Dec	3 Sep - 10 Nov			1 Oct - 8 Dec
Certificate IV TESOL⁺					
Session 1		28 Mar - 6 May	18 Jan - 26 Feb		
Session 2			9 May - 17 Jun		
Session 3		1 Aug - 9 Sep	19 Sep - 28 Oct		
Certificate III Business⁺					
30 weeks		Start 18 Jan, 22 Feb, 28 Mar, 2 May, 6 Jun, 11 Jul, 15 Aug, 19 Sep, 24 Oct	Start 18 Jan, 22 Feb, 28 Mar, 2 May, 6 Jun, 11 Jul, 15 Aug, 19 Sep, 24 Oct		Start 18 Jan, 22 Feb, 28 Mar, 2 May, 6 Jun, 11 Jul, 15 Aug, 19 Sep, 24 Oct

* Not available to Student Visa holders + Pending CRICOS Approval

SCHOOL HOLIDAYS	BRISBANE	BYRON BAY	NOOSA	PERTH	SUNSHINE CST
New Years Day	1 Jan	1 Jan	1 Jan	1 Jan	1 Jan
Australia Day	26 Jan	26 Jan	26 Jan	26 Jan	26 Jan
Labour Day (WA)				7 Mar	
Easter	25 Mar - 28 Mar	25 Mar - 28 Mar	25 Mar - 28 Mar	25 Mar - 28 Mar	25 Mar - 28 Mar
Anzac Day	25 Apr	25 Apr	25 Apr	25 Apr	25 Apr
Foundation Day				6 Jun	
Queen's Birthday	13 Jun	13 Jun	13 Jun	26 Sep	13 Jun
Regional Show Day	10 Aug		10 Aug		10 Aug
Labour Day (Qld)	3 Oct	3 Oct	3 Oct		3 Oct
Christmas school holidays	26 Dec - 2 Jan 17	26 Dec - 2 Jan 17	26 Dec - 2 Jan 17	26 Dec - 2 Jan 17	26 Dec - 2 Jan 17

COURSE FEES

General English, Focus Cambridge & High School Preparation (HSP)	FULL TIME	PART TIME*
	20 + 5hrs	15hrs
1 - 4 wks (p/w)	\$410	\$355
5 - 12 wks (p/w)	\$400	\$340
13 - 17 wks (p/w)	\$390	-
18 - 24 wks (p/w)	\$370	-
25 - 36 wks (p/w)	\$350	-
37+ wks (p/w)	\$340	-
Cambridge FCE & CAE		
10 wks	\$4,100	
12 wks	\$4,920	
Cambridge CPE		
9 wks	\$3,690	
12 wks	\$4,920	
IELTS		
1 - 4 wks (p/w)	\$410	
5 - 12 wks (p/w)	\$400	
English for Academic Purposes (EAP)		
12 wks	\$4,800	
Private Tuition*		
1 hr	\$120	
5 hrs	\$550	
10 hrs	\$1,000	
English in Action: Surfing*		
1 wk	\$675	
2 wks	\$1,250	
3 wks	\$1,825	
4 wks	\$2,400	
Academic Summer Program*		
1 - 4 wks (p/w)	\$410	
5 - 8 wks (p/w)	\$400	
Teen Activity Program (TAP)*		
Surfing, Tennis, General		
1 wk	\$1,880	
2 wks	\$2,610	
3 wks	\$3,340	
4 wks	\$4,070	
5 wks	\$4,800	
6 wks	\$5,530	
7 wks	\$6,260	
8 wks	\$6,990	
Residential Surf Camp		
1 wk	\$1,880	
2 wks	\$2,610	
3 wks	\$3,340	
4 wks	\$4,070	
Teacher Training		
Cambridge CELTA*	\$2,750	
Certificate IV TESOL+	\$2,000	
Business+		
Certificate III Business		
30 wks	\$3,000	

+ Pending CRICOS Approval

* Not available to Student Visa holders

OTHER PROGRAMS & FEES

	BRISBANE	BYRON BAY	NOOSA	PERTH	SUNSHINE CST
Accommodation Placement	\$165	\$165	\$165	\$165	\$165
Registration	\$200	\$200	\$200	\$200	\$200
Homestay					
- Single (p/w)	\$250	\$260	\$250	\$265	\$250
- Single - under 18 (p/w)	\$260	\$270	\$260	\$275	\$260
- Share (p/w)	\$230	\$225	\$225	\$225	\$225
- B&B (p/w)	\$220	\$195	\$195	\$205	\$195
- Executive (p/w)	\$280	\$280	\$280	\$295	\$280
Student House					
- Single 1-8 wks (p/w)	\$220	\$210	\$210	\$220	-
- Single 9 wks + (p/w)	\$205	\$210	\$210	\$220	-
- Twin Share, Ensuite (p/w)	\$170	\$180	\$180	-	-
- Twin Share (p/w)	-	\$170	\$165	\$170	-
Bond ¹	\$300	\$300	\$300	\$300	-
Cleaning Fee	\$60	\$60	\$60	\$60	-
On-campus residence					
- Single (p/w)	-	\$235	-	-	-
- Twin Share (p/w)	-	\$185	-	-	-
- Dormitory (p/w)	-	\$125	-	-	-
Bond	-	\$200	-	-	-
Airport Transfer One Way	\$120	\$230	\$200	\$100	\$200
- from Gold Coast (o/w)	-	\$120	\$370	-	\$370
Unaccompanied minor (o/w) ²	-	\$70	\$70	\$70	\$70
OSHC³/month, single	\$49	\$49	\$49	\$49	\$49
Books and Materials					
1 - 8 wks	\$115	\$115	\$115	\$115	\$115
9 - 17 wks	\$170	\$170	\$170	\$170	\$170
18 - 24 wks	\$240	\$240	\$240	\$240	\$240
25 + wks	\$290	\$290	\$290	\$290	\$290
Cambridge (All Courses)	\$190	\$190	\$190	\$190	\$190
HSP/ASP 1 - 10 wks	-	-	-	-	\$190
HSP 11 - 20 wks	-	-	-	-	\$380
HSP 21 - 37 wks	-	-	-	-	\$570
Exam Fees					
Cambridge FCE	\$325	\$325	\$325	\$325	\$325
Cambridge CAE	\$325	\$325	\$325	\$325	\$325
Cambridge CPE	\$325	-	\$325	\$325	-
HSP Exam Fee	-	-	-	-	\$325

* A 2% credit card transaction fee will apply

¹ The bond deposit will be refunded, less the cleaning fee of AUD\$60 (additional deductions may occur subject to changes in the condition of the premises at the beginning and ending of the tenancy).

² Unaccompanied Minor Service, Sunday arrivals and Saturday departures preferred.

³ Compulsory for Student Visa students. DIPB requires OSHC to be paid for length of visa, not length of course. Therefore, students are usually required to pay one month more than the period of study.



Lexis English

www.lexisenglish.com



Lexis Japan
レキシス語学学院



Lexis Korea
한국어 전문 교육센터



Lexis TESOL
Training Centres