

## 2011 Course and Fee Information

Focus on improving your English communication skills by studying **Intensive English**.

You will gain the confidence you need to achieve your outcomes, whether they be career goals, government requirements or making friends in Australia.

**English for Academic Purposes** develops the language and skills to study in a tertiary college in Australia. To enrol you need a level of Intermediate on the MLC Placement test or an IELTS 5.0.

Course Fees	
Intensive English - Elementary to Advanced	
Full-time 21 hours/week	\$290 per week
Part-time* 15 hours/week	\$250 per week
English for Academic Purposes	10 weeks
Full-time 21 hours/week	\$2900

\*Student Visa holders are not permitted to enrol in Part-Time courses

Administration fees				
Enrolment fee	\$200			
Book deposit for course book*	\$70			
Overseas Student Health Cover <i>for single students on student visas</i>	\$35.75 1 month	\$107.25 3 months	\$214.50 6 months	\$429.00 12 months

\*This fee is for the entire enrolment period. Students who return books in good condition will receive a refund of their deposit or may exchange it for another course book.

Homestay Accommodation Fees		
Accommodation Placement Fee	\$190	
Single Homestay Under 18	\$230/wk	\$33/extra night
Single Homestay Over 18	\$190/wk	\$28/extra night
Double Homestay Over 18	\$170 /wk	\$25/extra night
Accommodation amendment fee	\$80	
Airport pick-up	\$100	
Transfer from Brisbane	\$150	

**Study Tours** offer 15 hours of English study plus sightseeing for groups of ten students or more. Contact us to design your own tour package.

Study Tours	1 week	2 weeks	3 weeks	4 weeks
Fee includes enrolment fee, homestay and homestay placement fee	\$995	\$1620	\$2240	\$2860

\* Prices are subject to change without notice.

Students may start on any Monday. Course holidays for 2011 are:

New Years Day	Monday	3 January	Queen's Birthday	Monday	13 June
Australia Day	Wednesday	26 January	Mackay Show Day	Thursday	23 June
Good Friday	Friday	22 April	Winter Holiday	Monday to Friday	2 July – 17 July
Easter Holiday	Monday to Friday	11 April- 25 April	Spring Holiday	24 September – 09 October	
ANZAC Day	Monday	25 April	Christmas Holiday	24 December – 9 January	
Labour Day	Monday	2 May	Christmas Day	Monday	26 December

Official use only.

Student # .....  
Date received .....

## APPLICATION FOR ENGLISH LANGUAGE PROGRAM

### 1. Personal Details (Please note you must be at least 16 before the commencement of your course)

Title (Mr, Ms etc)	Surname or family name	Given names
<input type="text"/>	<input type="text"/>	<input type="text"/>
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Date of birth <input type="text"/>
Age <input type="text"/>	Nationality <input type="text"/>	Passport no. <input type="text"/>
Permanent address in home country		Mailing address (in Australia)
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
Phone <input type="text"/>	Fax <input type="text"/>	Phone <input type="text"/>
Email <input type="text"/>		Fax <input type="text"/>
MLC may send you course information by SMS. Please tick here if you do not wish to receive messages from MLC. <input type="checkbox"/>		You must notify MLC of any change of address while enrolled in the course.

### 2. Education and Visa status

What is your highest educational qualification?

Are you applying for a student visa YES  NO

Are you currently attending an institution in Australia? YES  NO

If NO, what type of visa will you be applying for

Student  Tourist  Working Holiday

Spouse  Temporary Resident  Other

If YES, which institution?

(You must enclose a copy of your Attendance Certificate with this form)

### 3. Preferred course(s) of study

From	To	No. of weeks
Intensive English	<input type="text"/>	<input type="text"/>
Study Tour	<input type="text"/>	<input type="text"/>
English for Academic Purposes (minimum 10 weeks)	<input type="text"/>	<input type="text"/>
If applying for English for Academic Purposes please write your Placement Test score or IELTS score (attach IELTS certificate)		TEST SCORE

Are you planning further academic studies in Australia eg Certificate, Foundation, Bachelor or Postgraduate studies after you have completed your studies at Mackay Language College? NO  YES  if 'yes' complete this section:

Institution	Course	Start date
<input type="text"/>	<input type="text"/>	<input type="text"/>

How did you hear about Mackay Language College?

Internet  Friend  Newspaper  Agent  Other   
Agent: \_\_\_\_\_

## 4. Accommodation / Airport Pickup

Homestay YES  NO

Airport Pickup YES  NO

If you require accommodation or airport pickup, or information on either of these services please contact Mackay Language College phone +61 7 4951 1300, fax +61 7 4951 1626 or email [info@mlcql.com.au](mailto:info@mlcql.com.au)

## 5. Payment Details

Enrolment Fee	AUD \$
Tuition Fee	AUD \$
Book Deposit	AUD \$
Overseas Student Health Cover	AUD \$
Accommodation Placement Fee	AUD \$
Accommodation	AUD \$
Airport Pick Up Fee	AUD \$
Other	AUD \$
<b>TOTAL</b>	<b>AUD \$</b>

## 6. Declaration

I acknowledge that my enrolment is subject to the Terms and Conditions of this Enrolment Form, which I have read and understood. I confirm that this Enrolment Form shall constitute a written authority for the purposes of the Education Services for Overseas Students (Registration of Providers and Financial Regulation) Act, 2000 and ESOS Regulations 2001. I also agree to be bound by the rules and regulations of Mackay Language College, as applicable and as determined from time to time.

Signature of student

Signature of parent or guardian (if student is under 18 years of age)

Date

Date

## 7. How to pay

Once you have decided on the course/s you would like to enrol in please forward your application and/or payment to Mackay Language College by:

1. International bank cheque

2. Bank transfer to:

Bank: Commonwealth Bank  
Account: The Language Pod Pty Ltd  
BSB: 064707  
A/C No: 10505755  
Branch name: Mackay QLD  
Branch address: 63 Victoria Street Mackay  
QLD 4740 Australia  
Swift Code: CTBAAU2S  
Beneficiary: The Language Pod Pty Ltd  
Beneficiary address: 83 Milton Street,  
Mackay QLD 4740 Australia

Please provide us with a copy of your bank transfer receipt if you are using this payment method. Please note you are responsible for paying all bank charges.

**If there is a prerequisite level of English for the course you have chosen you should:**

1. Contact MLC to indicate an interest in taking a course. The Admissions Office will determine whether testing is warranted. If so....

2. Locate an agent near you who is authorised to administer the MLC Placement Test.

### Tourist or Working Holiday Visa applicants

**Step 1:** Send a completed and signed MLC Enrolment Form to your MLC representative or direct to MLC. On receipt of the Enrolment Form MLC will send you a Letter of Offer and a Confirmation of Fees.

**Step 2:** Pay the total cost of your course. Note – payment must be made before your course start date and before MLC can finalise any arrangements for your stay.

### Student Visa applicants

**Step 1:** Send a completed and signed MLC Enrolment Form to your MLC representative or direct to MLC. On receipt of the Enrolment Form MLC will send you a Letter of Offer and Confirmation of Fees.

**Step 2:** Pay the total cost of your course.

**Step 3:** Upon receipt of your payment, MLC will forward a copy of your official electronic Confirmation of Enrolment (eCOE).

**Step 4:** You will need to submit your copy of the eCOE to the Australian Embassy together with your student visa application.

### For countries where the Australian Government requires Pre-Visa Assessment (PVA)

On receipt of the Enrolment Form, MLC will send you a Provisional Letter of Offer to be submitted with the Australian Embassy to apply for your PVA. On receipt of your PVA documentation, proceed with the student visa application from Step 2 above. Further details can be obtained from [www.immi.gov.au](http://www.immi.gov.au)

## 8. Term and Conditions of Enrolment

Please read the following conditions carefully and contact [info@mlcqld.com.au](mailto:info@mlcqld.com.au) if you need any further information:

For the purposes of this policy a *course* is defined as the number of modules/weeks that have been prepaid for tuition.

1. This agreement, and the availability of complaints and appeals processes, does not remove the right to take further action under Australia's consumer protection laws.
2. Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the ESOS Act 2000, the ESOS Regulations 2001 and the National Code 2007. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.
3. Students under 18 years old are required to have suitable accommodation, support and general welfare arrangements while in Australia. Students may stay with a parent or suitable relative or, if this is not possible, in homestay accommodation approved by MLC. Note – the Confirmation of Appropriate Accommodation/Welfare Arrangements (CAAW) letter for visa purposes is only issued in cases where MLC arranges the carer.
4. Any school-aged dependants accompanying overseas students to Australia will be obliged to attend school whilst in Australia and may be required to pay full fees if enrolled in either a government or non-government school. Further details are available from [www.immi.gov.au](http://www.immi.gov.au)
5. MLC offers different timetables and courses and/or classes may be offered in the morning or afternoon.
6. Photographs, videos and testimonials provided by you and/or taken by MLC may be used for marketing and promotion purposes.
7. Provisions are made in accordance with the ESOS Act 2000, ESOS Regulations 2001 and the National Code 2007.
8. Mackay Language College's dispute resolution processes do not circumscribe the student's rights to pursue other legal remedies.
9. In the case of provider default students are protected by provisions of the ESOS Act 2000 and the ESOS Regulations 2001.

## 9. Refund Terms

1. Enrolment, Accommodation Placement and Airport Pick-up fees are not refundable.
2. Course money is refundable in full in Australian dollars if a visa application is rejected and the official Embassy rejection advice is made available to MLC. Cancellation and refund requests to MLC should be made immediately after receipt of the visa rejection advice and in writing.
3. If you cancel your enrolment more than 28 days before your start date, then all tuition fees will be refunded. All cancellation requests should be made in writing.
4. If you cancel your enrolment less than 28 days before your start date, then 75% of the tuition fees will be refunded, subject to a maximum cancellation fee of 12 weeks' tuition fees. All cancellation requests should be made in writing.
5. If you cancel your enrolment on or after your start date the tuition fees will not be refunded or transferred.
6. Refunds are not paid direct to you in Australia but in your home country, and will be paid within one month of receipt by MLC of the written cancellation request. If you enrol through a representative and you would like the money to be refunded to that representative you must make a written request to that effect.
7. Where MLC cancels or defers a course, all course money will be refunded. In such cases refunds are not paid to you in Australia but in your home country, and will be paid within two weeks of the day on which the course ceased to be provided. If you enrol through a representative and you would like the money to be refunded to that representative you must make a written request to that effect.
8. If you cancel your homestay request with less than 2 weeks' notice you may be liable for payment of the first 2 weeks. You are required to give two weeks' notice if you wish to cancel your homestay after commencement. Special cancellation fees may apply for other accommodation arrangements. An \$80 amendment fee applies to all changes made to accommodation bookings after the commencement of the course.
9. MLC reserves the right to change its fees, conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.
10. In the unlikely event that Mackay Language College is unable to deliver your course in full, you will be offered a refund of all the course money you have paid to date. The refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in an alternative course by Mackay Language College at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.  
  
If Mackay Language College is unable to provide a refund or place you in an alternative course our EA Tuition Assurance Scheme (TAS) will place you in a suitable alternative course at no extra cost to you.  
  
Finally, if EA Tuition Assurance Scheme cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.
11. All refunds will be paid in Australian Dollars.