

Sydney English Academy

Top Floor, La Gallerie, Shop 19, 74 - 78 The Corso, Manly, NSW, 2095, Australia
Tel: + 61 2 9976 6988 Fax: + 61 2 9976 6977 Email: info@sea-english.com Website: www.sea-english.com
ABN: 68 095 476 029 CRICOS Provider no. 02353C

ENROLMENT FORM AND COURSES 2006

STUDENT WELFARE

At the SEA we are always ready to help you. Whether you need help with your studies, planning your holiday, finding out more about Australia or further study opportunities, our experienced knowledgeable staff will be happy to advise you.

ACCOMMODATION

Manly offers a great range of accommodation to suit every budget, including homestay (\$220/week), hostels (from \$35/night or \$210/week), and short term apartments from \$600/week.

Most of our visitors choose either Homestay or Hostel accommodation.

Contact us for more information regarding hotel, guesthouse or apartment accommodation.

Prices quoted may be seasonally adjusted.

HOMESTAY

Staying with a homestay family is a great way to make Australian friends and keep practising your English.

At the SEA we choose our homestay families very carefully to ensure that you have the best experience of homelife during your stay in Manly.

Please note: You must book homestay accommodation at least 28 days before your arrival in Manly.

The minimum period for homestay accommodation is 2 weeks.

AIRPORT PICKUP

If you wish to be met by a SEA representative at Sydney's Kingsford Smith Airport, you will need to provide flight details (flight number, date and arrival time) at least 2 weeks before your arrival.

VISA REQUIREMENTS

To study at the Sydney English Academy you will need to apply for a Student, Tourist or Working Holiday visa. A Student visa will allow you to study for 2 to 50 weeks full time.

A Tourist or Working Holiday visa will allow you up to 12 weeks of study.

INSURANCE

If you are traveling on a Student visa, the Australian government requires that you must be covered by OSHC (Overseas Student Health Cover). The fees are set by the Australian government:

3 months \$85.50	6 months \$171
9 months \$256.50	12 months \$342

If you are traveling on a Tourist or Working Holiday visa, we strongly advise that you get travel and medical insurance to cover you and your belongings for the whole of your stay in Australia before leaving your country.

SOCIAL ACTIVITIES

Two non-compulsory social activities are offered to students each week. Most of these activities are free however some may require a small fee (\$5 - \$15).

ADDITIONAL COSTS

During their course, students may encounter expenses not listed on this form. For example; extra meals, transport, optional study materials and social activities.

PUBLIC HOLIDAYS 2006

Please note that the SEA is closed and no refunds are made for the following holidays:

January 2; New Years Day, January 26; Australia Day, April 14 to April 17; Easter, April 25; Anzac Day, June 12; Queen's Birthday, August 7; Teachers Holiday, October 2; Labour Day, December 25 to January 1, 2006; Christmas Break

COURSE DATES 2006

New terms start on the first Monday of each month, however students may start on any Monday:

January 3	January 30	July 17
February 27		August 14
March 27		September 11
April 24		October 9
May 22		November 6
June 19		*December 4

*Please note that December is a short course due to the Christmas break.

CAMBRIDGE FIRST CERTIFICATE DATES 2005

Course starts: January 3	Exam: March 11
Course starts: March 20	Exam: June 13
Course starts: September 18	Exam: December 12

WHAT TO BRING

The following will be very useful to you during class:

- a good bilingual dictionary
- photos (you - recent & childhood, your family, festivals)
- maps and brochures from your region
- music from your country (CD or cassette)

ALL COURSES INCLUDE

All SEA courses include the following:

- initial placement testing & progress testing every 4 weeks
- homework
- certificate of completion and graduation ceremony
- full social programme with teacher

HOW TO ENROL

- Check that you have completed all parts of the enrolment form and signed the declaration.
- Send or fax the completed enrolment form to the SEA at the address or fax number above, or take the enrolment form to a SEA representative in your country.
- We will then send you an invoice for full fees payable. Send us your full fees in Australian dollars including any optional fees.
- If you are traveling on a Student Visa, when we have received your fees we will send you a receipt and a Confirmation of Enrolment (COE). You need to take this to the Australian Embassy with a Student Visa Application.
- If you are traveling on a Tourist or Working Holiday Visa, we will send you a receipt and letter of acceptance. Make sure you leave enough time for the processing of your visa.

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FEES (in Australian Dollars)

ENROLMENT FEE		\$160
MATERIALS FEE:		\$60
	1 - 12 weeks	\$60
	13 - 24 weeks	\$100
	24 + weeks	\$120
OSHC:		
	3 months \$85.50	6 months \$171
	9 months \$256.50	12 months \$342
FCE EXAM FEE		\$322
HOMESTAY:	(single room) per week	\$220
	(including weekday breakfast & dinner, weekend breakfast, lunch & dinner)	
HOSTEL:	(share room) per night	\$35
	per week	\$210
ACCOMMODATION PLACEMENT FEE:		
	Homestay	\$160
	Hostel / Hotel / Guesthouse	\$55
	Apartment	\$160
AIRPORT TRANSFER (one-way)		\$110

All fees must be paid 28 days before the start of the course. If you book less than 28 days before the start of the course please pay when you enrol.

CONDITIONS OF ENROLMENT

CANCELLATION POLICY

- Cancellations are effective only after they are received by the SEA in writing.
- There is no refund for the enrolment fee.
- Refund on tuition fees following cancellation of enrolment:
28 days or more prior to course commencement: 100% of fee refunded.
Less than 28 days prior to course commencement: 85%.
On or after the day of commencement of the proposed course: no refund.
- If the provider defaults, any compulsory fees will be repaid within two weeks.
- If the student defaults, any compulsory fees will be repaid within four weeks.
- Course fees are non-transferable.
- Homestay placement and/or airport pickup fee will not be refunded if cancellation is made less than 14 days before the commencement of the course.
- You may also be liable for two weeks rent if the Sydney English Academy can not find a replacement student for pre-booked accommodation.
- If the Sydney English Academy cancels a course before its commencement, tuition fees will be refunded in full.
- If the Sydney English Academy is unable to deliver the agreed services, then we will make a refund to the student in accordance with the relevant Commonwealth and/or State legislation.
- This agreement does not remove the right to take further action under Australia's consumer protection laws.
- All requests for refunds must be made in writing.
- If a resolution cannot be found to a dispute between the SEA and yourself, you will still retain the right to pursue whatever legal action is available to you.

INDEMNITY AND RELEASE

By signing the enrolment form, I, the student whose name appears below, agree that the Sydney English Academy (SEA), its teachers, employees and/or appointed agents shall not be held responsible or liable and I will not make any claim against any of them for any damage, loss, delay or expense, bodily injury or death and/or property damages which I may suffer or cause in connection with, or during my attendance at any premises owned/leased/operated or controlled by the Sydney English Academy, and during my attendance at, and/or participation in any activities and/or excursions whether educational, cultural, sporting, recreational or otherwise arranged or conducted by the Sydney English Academy, and/or my participation in any accommodation, and/or airport transfers arranged for me.

I agree that the law of the State of New South Wales in the Commonwealth of Australia shall apply to this agreement. The aforementioned shall extend to executors, administrators and assigns of the signatory.

PLEASE NOTE

- That students' personal information may be made available to Commonwealth and State agencies.
- That students must notify the Sydney English Academy (SEA) regarding any change of address or telephone number whilst enrolled at the SEA.
- The Sydney English Academy only accepts students of the age of 18 or over.
- The Sydney English Academy reserves the right to change courses, timetables and fees without notice.
- The Sydney English Academy reserves the right to cancel a course due to insufficient enrolments.

DECLARATION

I have read, understood and agree to the conditions of enrolment, cancellation and refund as stated by the Sydney English Academy.
Date:.....(day)/.....(month)/.....(year)

Signed.....

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PERSONAL DETAILS

Family Name.....
 Given Name.....
 Address in Australia.....
Postcode.....
 Address in your country.....
Postcode.....
 Tel.....
 Mobile.....
 Fax..... Email.....
 Date of Birth..... First Language.....
 Occupation.....
 Interests.....
 Male Female (please ✓)
 Your level of English: Elementary
 Pre-Intermediate Intermediate Upper Intermediate
 Which type of visa will you apply for?
 Student Visitor Working Holiday
 Other
 How did you find out about the SEA?
 Website Embassy/Consulate
 Friend Agent
 Other.....

ACCOMMODATION AND AIRPORT PICKUP

Do you require airport pickup? (Please ✓)
 Yes No
 Flight Number..... Airline.....
 Arrival Date.....(day)/.....(month)/.....(year)
 Arrival Time.....
 Please advise us of your flight details when confirmed.
 Do you want us to arrange accommodation for you?
 Yes No
 If Yes, please ✓ which accommodation you require
 Hostel Homestay (2 weeks minimum stay)
 Do you smoke? Yes No
 Do you have any special diet or health problems, or any other
 special requirements?

 Would you prefer a homestay family with pets?
 With Without Don't mind
 Would you prefer a family with children?
 With Without Don't mind
 Start date for accommodation:
(day)/.....(month)/.....(year)
 Finish date for accommodation:
(day)/.....(month)/.....(year)
 Number of day(s).....or week(s).....
 Emergency contact
 details.....

COURSE

Start Date:.....(day)/.....(month)/.....(year)
 Finish Date:.....(day)/.....(month)/.....(year)
 Number of weeks.....
 Which course(s) are you interested in? (Please ✓ one or more)
 General English Full Time - 25 hours
 Part Time - 15 hours
 First Certificate (FCE) 10 week course March
 12 week course June Dec
 English + Surfing
 English + Diving
 1:1

METHODS OF PAYMENT

Payment can be made by Bank transfer / Bank draft / Bank cheque
 / International money order
 Account Name: Sydney English Academy Pty Ltd
 Bank Name: Commonwealth Bank of Australia
 Branch: 29 -31 The Corso, Manly 2095, Sydney NSW, Australia
 BSB Number: 062 - 197
 Account Number: 1028 7997
 SWIFT CODE: CTBAU2S
 Make cheques payable to: 'Sydney English Academy Pty Ltd'
 Please pay in Australian dollars.
 The student must pay all bank charges.
 Please send a photocopy of the transfer document to the SEA.

FEES PAYABLE (in Australian dollars)

Please fill in the following with reference to the previous pages:

Course fees (.....weeks)	\$.....
*Enrolment fee	\$.....
*Materials fee	\$.....
*Compulsory for all courses	
OSHC (Overseas Student Health Cover)	\$.....
OPTIONAL	
FCE Exam fee	\$.....
Accommodation Placement fee	\$.....
Accommodation - Homestay fee	\$.....
.....weeks	
Accommodation - Hostel fee	\$.....
.....night(s) / week(s)	
Airport Pickup (one-way)	\$.....
TOTAL PAYMENT	A\$

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INTENSIVE COURSES

GENERAL ENGLISH: Full time

8.45am - 1.10pm / 2.00pm - 3.00pm
25 hours / week (includes 5 hours supervised study)
Our full time General English course focusses on spoken English, pronunciation, listening, reading and writing skills. Our aim is to develop your fluency, accuracy and confidence in these areas. Students' progress is assessed with a test at the end of each 4-week term, followed by a 1:1 interview with the class teacher.
Cost: 2 - 50 weeks \$300 per week
Available to holders of Student, Tourist or Working Holiday visas.

GENERAL ENGLISH: Part time

8.45am - 12.10pm
15 hours / week
Content as for full time course
Cost: 2 - 12 weeks \$270
Available to holders of Tourist or Working Holiday visas only.

CAMBRIDGE FIRST CERTIFICATE PREPARATION COURSE

8.45am - 1.10pm / 2.00pm - 3.00pm
25 hours / week (includes 5 hours supervised study)
This intensive course prepares students for the internationally recognised Cambridge First Certificate in English (FCE) exam. With a maximum of 8 per class, our students receive a high level of personal tuition, and can focus on individual problem areas both during supervised study and during regular interviews with their teacher.
During the course, students complete 2 mock exams, followed by progress check interviews with their class teacher, helping them to identify and practise those strategies most suited to their individual learning styles.
The course runs for 10 or 12 weeks, with the exam taking place on March 11, June 13 or December 12.
Cost:

10 week course	\$3000
12 week course	\$3600
+ Exam fee	\$322

Available to holders of Student, Tourist or Working Holiday visas.

INDIVIDUAL TUITION (1:1)

1:1 lessons can be arranged on application. These lessons are personally tailored to focus on your specific language needs (for example speaking and pronunciation), or your professional or personal areas of interest (for example Tourism, or Business).
Cost: \$90 per hour 1:1

ENGLISH + ACTIVITIES

The following courses are available to holders of Tourist or Working Holiday visas only.

ENGLISH + SURFING

English Class - 15 hours / week
Plus 3 afternoons of surfing / week
Study English in the morning (8.45 - 12.10), then join surfing lessons at one of Manly's accredited surf schools for 2 hours in the afternoon. Lessons are conducted a few minutes walk from the school and students are provided with surfboard and wetsuit. You'll be up and surfing in no time!
*If you want to finish your stay at the SEA with a great adventure, we can organise an optional 5 day surfing and camping trip to the far northern NSW coastal town of Byron Bay. You will camp at some of Australia's most beautiful beaches along the way. A great opportunity to practise your new English and surfing skills, and experience Australia's beautiful natural environment.
Cost: 2 - 4 weeks \$395 per week
*Cost of this trip is not included in the above price.

ENGLISH + DIVING

Students attend part time morning English classes (15 hours/week) for two weeks while completing the PADI Dive course spread over two weekends. Diving instruction is conducted by a fully accredited local dive school. Students must have an intermediate level of English or above.
Cost: \$1080 for 2 weeks
Students must undergo a diving medical. This must be conducted by an Australian registered doctor. The cost of this is not included in the course price. Estimated price: \$60.
An extra fee of \$25 applies to requests for diving manuals in languages other than English.

STUDY TOURS

We can arrange a study tour tailored to your group's requirements. Study English in the morning, then choose excursions and activities to suit your area of interest.
Please contact the SEA to discuss your requirements.
Cost: On application
Available to holders of Tourist Visas

COST OF LIVING

We estimate that students should budget for approximately \$12 000 to \$15 000 per year, which covers accommodation food and transport. This does not include tuition fees.