



# Sydney English Language Centre

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 SELC Australia Pty Ltd : ABN 34 051 281 380  
 Cricos Provider Code: 00051M



Sydney English Language Centre

## 2007 ENROLMENT INFORMATION

### HOW TO ENROL

You can enrol through one of our many agents around the world or alternatively with SELC directly.

To enrol directly with SELC you can:

\* Enrol online at [www.selc.com.au](http://www.selc.com.au)

\* Fill out an enrolment form and fax, email or post it to SELC.

Please read all information carefully before enrolling, including the Conditions of Enrolment.

### COURSES AT A GLANCE

#### GENERAL ENGLISH: Beginner to Advanced

The course aims at developing students' overall proficiency in the four skills (speaking, listening, reading, writing) in general or everyday contexts. Course books are supplemented by task-based learning, integrating Multimedia.

#### ENGLISH FOR ACADEMIC PURPOSES: Intermediate to Advanced

This course is for students who want to enter an Australian university or college, and uses authentic material appropriate for tertiary settings. The development of writing skills is an important feature of this course, so it is also suitable for students preparing for IELTS (who should attend our IELTS elective).

#### ENGLISH FOR BUSINESS COMMUNICATION:

Intermediate to Advanced

Study in our state-of-the-art Business English Centre. This course is aimed at people working in international business or wishing to do so, and offers all the language and cultural communication skills needed by people who use English for their work.

#### ENGLISH FOR CUSTOMER SERVICE COMMUNICATION:

Elementary to Pre-intermediate

This course is in two 4-week modules and will help you to communicate in work situations such as cafes and hotel bars. You will study in our Virtual Café/Bar/Theatre and sit examinations for two external qualifications that can help you find work while you are in Australia.

#### CAMBRIDGE TEST PREPARATION: Upper Intermediate to Advanced

The SELC courses familiarise students with the test format and equip them with the skills and strategies needed for success in First Certificate in English (FCE), Certificate in Advanced English (CAE) and Certificate of Proficiency in English (CPE).

#### 2007 CAMBRIDGE TEST DATES

| COURSE | EXAM CLOSING DATES                     | WRITTEN EXAM DATES                 |
|--------|--|------------------------------------|
| FCE    | 12 January<br>23 March<br>21 September | 10 March<br>12 June<br>11 December |
| CAE    | 12 January<br>23 March<br>21 September | 10 March<br>13 June<br>12 December |
| CPE    | 23 March<br>21 September               | 14 June<br>13 December             |

#### HIGH SCHOOL PREPARATION: Beginner to Advanced

SELC's Department of School Education-accredited high school preparation course gives high school-age students the language skills they need for success in an Australian high school. SELC also offers a full placement service for all students.

#### 2007 TOEIC TEST DATES - SELC is an official TOEIC Testing Centre.

|             |             |
|-------------|-------------|
| 23 February | 10 August   |
| 20 April    | 5 October   |
| 15 June     | 30 November |

### ENROLMENT PROCEDURE

1. Send a completed enrolment form to SELC.
2. SELC will send you an enrolment certificate (Letter of Offer) and statement of fees.
3. Arrange payment of fees.
4. SELC will send you documents necessary for visa processing.
5. Apply for a student, visitor or working holiday visa at the Australian Embassy or Consulate in your country

In some countries you will need to have a Pre-Visa Assessment (PVA) before applying for a student visa. Please check with DIMA for details.

Visa information: [www.immi.gov.au](http://www.immi.gov.au)

DIMA - Department of Immigration and Multicultural Affairs.

#### PRE-VISA ASSESSMENT

1. Send SELC a completed enrolment form (mail, fax or online). SELC will send you an enrolment certificate (Letter of Offer).
2. Send Australian visa application form, SELC Letter of Offer and any other documents you may need to DIMA.

#### CONFIRMATION OF ENROLMENT

1. If your Pre-Visa Assessment is successful, DIMA will advise you in writing. Fax a copy of this letter to SELC.
2. SELC will send you an invoice for fees. Pay SELC the full amount.
3. When SELC receives payment we will issue documentation necessary for student visa processing.
4. Send all necessary documents to DIMA.

### VISAS

#### STUDENT VISA

To study full-time for more than 3 months you will need a student visa. You must also pay Overseas Student Health Cover (OSHC). After arrival, student visa holders can apply for work permission (allowing work up to 20 hours per week).

#### VISITOR VISA

To study for 3 months or less, you can travel with a visitor visa. You can study full-time or part-time and medical insurance is not compulsory, although recommended. Visitor visas do not allow you to work.

#### WORKING HOLIDAY VISA

People between 18 and 30 from some countries are able to apply for a Working Holiday visa. You are allowed to study for up to 4 months.

### UNDER 18 YEARS ACCOMMODATION ARRANGEMENTS

All students under 18 years of age must have an adult carer in Australia. The Confirmation of Appropriate Accommodation/Welfare (CAAW) form is issued when SELC is responsible for placing a student with a homestay/carers. This form is used for student visa processing.

A CAAW form **WILL** be issued by SELC if you:

1. Stay in a SELC homestay
2. Stay with a carer nominated by your parents. SELC will inspect, interview and arrange screening of the carer appointed. Please contact SELC Accommodation Department to request this service. A fee applies for this service.

A CAAW form **WILL NOT** be issued by SELC if you:

Stay with a parent or relative over 21. In this case the SELC carer form must be completed, so that the college has your accommodation details.

### BREAK DURING STUDY

If you would like to have a break during your study period it must be pre-arranged at time of enrolment. If you are on a student visa we will need to notify DIMA of the specific dates. You must include your break information on the enrolment form.



# 2007 FEES

All amounts are in Australian Dollars. Prices are inclusive of GST (where applicable).

Sydney English Language Centre

| COURSE   | FEES   | START DATES   |                            |        |           |            |         |            |             |         |            |          |           |             |          |              |  |
|--|--|---|----------------------------|--------|-----------|------------|---------|------------|-------------|---------|------------|----------|-----------|-------------|----------|--------------|--|
| General English<br>English for Academic Purposes<br>English for Business Communication<br>English for Customer Service Communication | 2 - 52 weeks<br>2 - 36 weeks<br>2 - 24 weeks<br>4 or 8 weeks   | A\$350 per week 2 - 4 weeks<br>A\$345 per week 5 - 9 weeks<br>A\$340 per week 10 - 19 weeks<br>A\$330 per week 20 - 29 weeks<br>A\$320 per week 30 - 39 weeks<br>A\$310 per week 40+ weeks<br><br>* Barista Training Certificate A\$130<br>* Bar & Cocktail Training Certificate A\$200   |                            |        |           |            |         |            |             |         |            |          |           |             |          |              |  |
|  |  | For all courses <u>except</u> those with * below:<br><br><table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">2 January <i>(Tuesday)</i></td> <td style="width: 33%;">21 May</td> <td style="width: 33%;">8 October</td> </tr> <tr> <td>29 January</td> <td>18 June</td> <td>5 November</td> </tr> <tr> <td>26 February</td> <td>16 July</td> <td>3 December</td> </tr> <tr> <td>26 March</td> <td>13 August</td> <td>31 December</td> </tr> <tr> <td>23 April</td> <td>10 September</td> <td></td> </tr> </table> | 2 January <i>(Tuesday)</i> | 21 May | 8 October | 29 January | 18 June | 5 November | 26 February | 16 July | 3 December | 26 March | 13 August | 31 December | 23 April | 10 September |  |
| 2 January <i>(Tuesday)</i>   | 21 May   | 8 October   |                            |        |           |            |         |            |             |         |            |          |           |             |          |              |  |
| 29 January   | 18 June  | 5 November  |                            |        |           |            |         |            |             |         |            |          |           |             |          |              |  |
| 26 February  | 16 July  | 3 December  |                            |        |           |            |         |            |             |         |            |          |           |             |          |              |  |
| 26 March   | 13 August  | 31 December   |                            |        |           |            |         |            |             |         |            |          |           |             |          |              |  |
| 23 April   | 10 September   |   |                            |        |           |            |         |            |             |         |            |          |           |             |          |              |  |
| General English Part-time<br>(non student visa holders only)   | A\$290 per week 17.5 hours   | *English for Customer Service Communication Barista Training: 2 Jan, 26 Feb, 23 Apr, 18 Jun, 8 Oct, 3 Dec<br>Bar & Cocktail: 29 Jan, 26 Mar, 21 May, 16 Jul, 10 Sep, 5 Nov<br>Entry into courses other than General English is subject to meeting language requirements for that course.<br>Students' progress is assessed on a monthly basis.  |                            |        |           |            |         |            |             |         |            |          |           |             |          |              |  |
| High School Preparation  | 2 - 52 weeks<br><br>A\$370 per week 2 - 4 weeks<br>A\$365 per week 5 - 9 weeks<br>A\$360 per week 10 - 19 weeks<br>A\$350 per week 20 - 29 weeks<br>A\$340 per week 30 - 39 weeks<br>A\$330 per week 40+ weeks | Students may start on any Monday  |                            |        |           |            |         |            |             |         |            |          |           |             |          |              |  |
| Private Tuition  | A\$75 per hour   | Students may start on any Monday  |                            |        |           |            |         |            |             |         |            |          |           |             |          |              |  |
| Cambridge Test Preparation<br>FCE / CAE<br>FCE / CAE / CPE   | 10 weeks A\$3700<br>12 weeks A\$4440   | 2 Jan - 9 Mar<br>19 Mar - 8 Jun or 17 Sep - 7 Dec   |                            |        |           |            |         |            |             |         |            |          |           |             |          |              |  |

## ENROLMENT FEE

All students, payable once only A\$200

## MATERIALS FEE - ALL COURSES

|              |       |               |        |
|--------------|-------|---------------|--------|
| 2 - 6 weeks  | A\$50 | 13 - 24 weeks | A\$120 |
| 7 - 12 weeks | A\$80 | 25+ weeks     | A\$160 |

## CAMBRIDGE EXAMINATION FEES

FCE A\$320 / CAE A\$335 / CPE A\$340

Paid after arrival

## OPTIONAL FEES

HIGH SCHOOL PLACEMENT FEE A\$400

## INTERNET AND EMAIL

Free for all SELC students (subject to availability).

## OVERSEAS STUDENT HEALTH COVER

Rate payable according to length of visa, not length of study.

|                     |                      |
|---------------------|----------------------|
| 1 months - \$28.50  | 7 months - \$199.50  |
| 2 months - \$57     | 8 months - \$228     |
| 3 months - \$85.50  | 9 months - \$256.50  |
| 4 months - \$114    | 10 months - \$285    |
| 5 months - \$142.50 | 11 months - \$313.50 |
| 6 months - \$171    | 12 months - \$342    |

## PUBLIC HOLIDAYS

SELC is closed for all official public holidays and the special teacher holiday on 6 August 2007.

|                |            |                   |             |
|----------------|------------|-------------------|-------------|
| New Year's Day | 1 January  | Queen's Birthday  | 11 June     |
| Australia Day  | 26 January | Teachers' Holiday | 6 August    |
| Good Friday    | 6 April    | Labour Day        | 1 October   |
| Easter Monday  | 9 April    | Christmas Day     | 25 December |
| ANZAC Day      | 25 April   | Boxing Day        | 26 December |

## ACCOMMODATION

**PLACEMENT FEE** A\$185 (All students)

**HOMESTAY**  
 (Homestay normally operates Saturday to Saturday)

**Half Board**  
 (Breakfast and dinner, 7 days a week)  
 18 years and over A\$231 per week  
 Under 18 years A\$252 per week

**Room and Facilities**  
 (Use of kitchen for own cooking)  
 18 years and over A\$175 per week

**LODGE - SINCLAIRS**  
 (Light breakfast. No dinner. Share kitchen & bathroom facilities.)  
 Single A\$263 per week  
 Twin (2 people) A\$180 per person / week  
 Dorm (4 people) A\$163 per person / week

**LODGE - BONDI BEACHOUSE**  
 (No meals. Share kitchen & bathroom facilities.)  
 Single A\$350 per week  
 Twin (2 people) A\$175 per person / week  
 Dorm (4-6 people) A\$161 per person / week

**SERVICED APARTMENT / HOTEL**  
 Prices on request. Contact SELC for more information.

**AIRPORT MEETING AND TRANSFER ON ARRIVAL**  
 (to accommodation or SELC) A\$110

Tuition, health cover and accommodation fees are subject to change, due to forces beyond our control.



Sydney English Language Centre

# ENROLMENT FORM

Please fill out and return form to:  
SYDNEY ENGLISH LANGUAGE CENTRE  
PO Box 1900, Bondi Junction  
NSW 1355 Australia  
T: (61-2) 8305 5600 F: (61-2) 9389 6977  
E: info@selc.com.au W: www.selc.com.au

## PERSONAL INFORMATION

Family Name

Given Names

Gender  Male  Female

Date of Birth  /  /   
day / month / year

Country of Birth

Nationality

Language spoken

Passport Number

What visa type will you study on?

Address

Phone  Fax

Email

Do you suffer from any known medical condition? If yes .....

## STUDY

When do you want to start?  /  /   
day / month / year

How long do you want to study for?  weeks

### What course do you want to study at SELC?

- General English
  - Full-time  Part-time
- English for Academic Purposes
- English for Business Communication
- English for Customer Service Communication
  - Barista Training  Bar & Cocktail Training
- Cambridge Test Preparation
  - FCE  CAE  CPE
- Private Tuition
- High School Preparation
  - Please include academic & behaviour reports
  - Do you want SELC to arrange High School Placement?  Yes  No

### English Level:

- Beginner  Elementary  Intermediate  Advanced

### Do you require a break in the course?

A break must be pre-arranged at time of enrolment

Break dates  No. of weeks

### Do you want to study in Australia after you complete your English course? Yes No If yes . . .

Institution name  Start date

Course name

### Who told you about SELC? Agent Stamp (if applicable)

HOMESTAY & EDUCATION AUSTRALIA  
Suite 103, Level 1, 379-383 Pitt Street, Sydney NSW 2000 Australia  
Telephone 02 9268 0933  
Facsimile 02 9268 0399

## ACCOMMODATION

### Do you want SELC to arrange accommodation for you?

- Yes  No

If no and you are **Under 18** please read the Carer Information on the front page.

If yes, for how many weeks?

**Check in:**  /  /   
day / month / year

**Check out:**  /  /   
day / month / year

### Type of Accommodation: (please choose ONLY ONE OPTION)

#### 1: HOMESTAY:

- Half Board (breakfast & dinner) OR
- Room & Facilities (no meals)
  - Single  Twin (with travelling companion)

Do you smoke?  Yes  No If yes ...

Do you agree to smoke outside?  Yes  No

Is it ok if your homestay has. . .

- Young children?  Yes  No
- Cats ?  Yes  No
- Dogs?  Yes  No

### Do you have any special requests? (Must be made at time of enrolment and cannot be guaranteed)

#### 2: LODGE:

- Bondi Beachouse (No meals) OR
- Sinclairs (Light Breakfast only)
  - Single  Twin  Dorm (4-6 people)

#### 3: SERVICED APARTMENT 4: HOTEL

## ARRIVAL DETAILS

### Do you want a SELC Airport Transfer? Yes No

### Flight arrival details (if known):

Arrival date  Flight number  Arrival time

### OFFICE USE

STUDENT#

ENROL#

I declare that the information provided by me in this form is true in every detail.

I confirm that I have read and understood the conditions of enrolment (next page) and agree to be bound by them.

Date  Student's Signature

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

Parent/Guardian's Full name  Parent/Guardian's Signature



Sydney English Language Centre

## METHOD OF PAYMENT

Payment can be made by:

1. Bank draft
2. Bank cheque. Personal cheques are not accepted.
3. Direct Transfer

Account Name: Sydney English Language Centre

Account number: 167368

Branch number: 032 051

SWIFT Code: WPACAU2S

Bank Name: Westpac Banking Corporation

Branch: Bondi Junction, Westfield Shopping Centre

NSW 2022 Australia

Please ensure your name is included in the transaction and a copy of the bank receipt is faxed to (61-2) 9389 6977.

4. Credit Card. Please fill out details in box provided.

For credit card payments please add a 2% surcharge.

### Credit Card Payments:

|             |                                |                                     |                               |
|-------------|--------------------------------|-------------------------------------|-------------------------------|
| Name        | <input type="text"/>           |                                     |                               |
| Card Type   | <input type="checkbox"/> Visa  | <input type="checkbox"/> Mastercard |                               |
| Card Number | <input type="text"/>           |                                     |                               |
| Expiry Date | <input type="checkbox"/> Month | <input type="checkbox"/> Year       |                               |
| Amount      | + 2% surcharge =               | <input type="text"/> A\$            |                               |
| Signature   | <input type="text"/>           |                                     |                               |
| Date        | <input type="checkbox"/> Day   | <input type="checkbox"/> Month      | <input type="checkbox"/> Year |

## CONDITIONS OF ENROLMENT

Please read the following conditions carefully before filling out your enrolment form.

### PAYMENT OF FEES

The enrolment fee must be paid when you enrol. It is not refundable. All tuition and accommodation fees must be received by SELC at least 4 WEEKS before your course begins, otherwise we cannot guarantee your place.

### ACCOMMODATION

Your accommodation will be confirmed when we receive the arrival date and time of your flight and flight number. We must receive this information at least 2 WEEKS before you arrive in Australia. Send us a fax or e-mail if necessary. We will then send you the name, address and telephone number of your accommodation. Homestay accommodation may not be available the day you arrive in Sydney, particularly if you arrive at short notice or many days before your course begins. In these cases we reserve the right to put you in budget hotel accommodation for a short period. There may be extra charges payable for hotel accommodation. See (11) below for accommodation cancellation policy.

### REFUND AND CANCELLATION POLICY

● All Refund and Cancellation requests must be made in writing.

1. Enrolment and Accommodation Placement fees are not refundable.
2. If your visa application is rejected, tuition fees are refunded in full. SELC requires official confirmation from your local Australian Embassy or Consulate that you are unable to obtain a visa to travel to Australia before any refund will be made.
3. If you cancel your enrolment 28 days or more before the course begins, all tuition fees will be refunded within 4 weeks.
4. If you cancel your enrolment less than 28 days before the course begins, 75% of the tuition fees will be refunded within 4 weeks.
5. If you cancel your enrolment on or after your start date there will be no refund.
6. In the case of your expulsion from the school there will be no refund of tuition fees.
7. Refunds will not be made directly to a student in Australia. Tuition fees are not transferable to another person.
8. Students who transfer to further study institutions, and who have met the English entry requirements, are eligible for a refund on the unused portion of English studies less an administration fee of up to 30%. The refund will be calculated from the course commencement date of the further study institution. Students will not be released from SELC prior to the course start date of the next institution.
9. No refunds will be made for classes missed due to exams, excursions, internships or other obligations that fall outside the normal schedule of classes.
10. SELC reserves the right to cancel a course if numbers are insufficient. If SELC cancels a course, SELC will refund all compulsory fees (including the Enrolment fee) you have paid for the course within 2 weeks.
11. If you cancel your homestay before the end of a 4-week term you are required to give one week's notice to the family and to SELC (in writing) and one week's cancellation fee will apply. If you leave at the end of the term and give the family and SELC one week's notice, there is no cancellation fee. One week's notice is required for lodge accommodation or a one week's cancellation fee will apply.
12. The refund conditions stated above do not remove a student's right to take further action under Australia's consumer protection laws.
13. SELC 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.
14. SELC reserves the right to deny you access to its premises and to withdraw its other services if your conduct disrupts the normal operation of the school. SELC's dispute resolution processes do not circumscribe your right to pursue other legal remedies.

### PUBLIC HOLIDAYS

SELC is closed for all official public holidays and the teacher holiday in August. Compensation will not be made for classes not offered on public and special holidays.

### OVERSEAS STUDENT HEALTH COVER (OSHC)

OSHC is compulsory by law for all student visa holders. SELC collects this fee at the time of enrolment on behalf of the health cover provider. It is your responsibility to read and check the conditions of this health cover. It is strongly advised that all students arrange travel insurance (against loss, damage, theft etc) prior to travelling to Australia.

### ATTENDANCE

Student visa holders are required to maintain a minimum attendance of 80% and SELC is obliged to notify DIMA if your attendance rate falls below this. In addition, SELC reserves the right to exclude you from further classes without compensation if you fail to attend class regularly and there is no proper excuse for your absence. As well as being contrary to student visa regulations, irregular class attendance disrupts teaching for other students.

### CODE OF CONDUCT

Students must abide by SELC rules at all times, this includes conduct on the school premises, in class and in SELC-arranged accommodation. SELC reserves the right to discipline or expel students whose conduct is unsatisfactory. No refund of tuition fees will be made in the case of expulsion from the school.

### COLLECTION AND USE OF PERSONAL INFORMATION

A copy of relevant pages in your passport may be required by SELC in regard to your enrolment. Photographs, videos and testimonials provided by you and/or taken by SELC may be used for marketing and promotion purposes. The information provided on this enrolment form, your academic results and/or attendance may be made available to parents, further studies institutions, Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. In addition, SELC is required to inform DIMA about certain changes to a student's enrolment, and any breach by the student of a student visa condition relating to attendance or satisfactory academic performance. Student visa holders are required to provide SELC with their current Australian address at all times.

### INDEMNITY DECLARATION

By signing the enrolment form the student, or in the case of a student under the age of 18, the parent(s) or legal guardian(s) agree that SELC, its officers, teachers, employees, representatives and/or agents shall not be held responsible and/or be under liability as far as permitted by the law of the Commonwealth of Australia and/or will not make any claim against them for the student's death, bodily injury, disability, loss, damages and/or property damages which may be sustained by the student and/or which may be caused by the student in connection with or during the period of: a) his/her attendance at any premises owned, operated or controlled by SELC b) his/her attendance at any activity (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College or any activity of which SELC has any knowledge c) any accommodation whether short-term or long-term arranged for him/her by SELC d) in any way whatsoever during his/her association with SELC. On behalf of myself, my executors, administrators and assigns, I [the enrolled student or his/her parent(s) or legal guardian(s)] therefore hereby release SELC and/or its agents from loss, damage, death or injury from any actions, claims, demands which, if I had not entered into this Agreement, I might otherwise have been entitled to take or make in respect of any such loss, damage, death or injury and I hereby indemnify SELC and/or its employees, and/or agents against any such liability. Further, the student, or in the case of a student under the age of 18 the parent(s) or legal guardian(s) agrees to pay any direct or indirect costs incurred by the school in relation to these activities where a student attends and participates in excursions or activities (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of SELC or of which SELC has knowledge. Where a student who is under 18 years of age is accepted for enrolment as a student at SELC the parent(s) or legal guardian(s) further consent and agree that SELC at its absolute discretion may when it consider it desirable and/or essential seek and/or provide medical and/or dental and/or optical treatment for the student. In such cases such costs whether direct or indirect will be met by the parent(s) or legal guardian(s). If SELC has been obliged to incur costs on behalf of the student in such circumstances the cost will be repaid to SELC by the parent(s) or legal guardian(s) on demand.