

# 2005 COURSE APPLICATION FORM

## ENGLISH LANGUAGE CENTRE (SITEC)

CRICOS PROVIDER CODE: 00591E | NEW SOUTH WALES TAFE COMMISSION



PHONE: +61 2 9217 4818 FACSIMILE: +61 2 9217 4063  
 EMAIL: sit.englishcentre@tafensw.edu.au INTERNET: www.sit.nsw.edu.au/elc SYDNEY INSTITUTE

OFFICE USE ONLY | REFERENCE NO:

### HOW TO APPLY

Read both sides of this form and complete all sections in English. If any section is not completed correctly, your application may be delayed. Students from Assessment Level 4 countries must also include an IELTS test result issued in the past 12 months.

If you are applying for English for High School Preparation, you must also include a copy of your acceptance letter for high school or your application for a TAFE NSW course.

Please send your completed application form, application fee and a certified copy of your passport or birth certificate to:

Admissions Officer  
 English Language Centre  
 TAFE NSW-Sydney Institute  
 Level 1, Building H  
 Mary Ann Street  
 Ultimo NSW 2077 AUSTRALIA

### PERSONAL DETAILS

Family Name: \_\_\_\_\_  
 Given Names: \_\_\_\_\_  
 Male  Female Date of Birth: \_\_\_\_\_ DAY / MONTH / YEAR  
 Country of Citizenship: \_\_\_\_\_  
 Passport Number: \_\_\_\_\_  
 Address (Home Country): \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ COUNTRY CODE + AREA NUMBER + NUMBER Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address (in Australia, if known): \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### EMERGENCY CONTACT

Relationship: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_ COUNTRY CODE + AREA NUMBER + NUMBER Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Do you have a medical condition or disability?  Yes  No  
 If yes, please provide details: \_\_\_\_\_

### ENGLISH COURSE ENROLMENT

Please indicate the English program you are applying for:

- General English program  
 English for High School Preparation program

Your English will be assessed when you arrive and you will be placed in a class at the most suitable level and then continue your study through the program in which you are enrolled. See brochure for program and course details.

How many weeks of English do you wish to study?

- 5 wks  10 wks  15 wks  20 wks  25 wks  
 30 wks  35 wks  40 wks  45 wks  50 wks

Start Date: \_\_\_\_\_ DAY / MONTH / YEAR (See reverse side of this application form for start and finish dates)  
 Finish Date: \_\_\_\_\_ DAY / MONTH / YEAR

THE INFORMATION CONTAINED WITHIN THIS APPLICATION FORM IS CURRENT AS OF OCTOBER 2004.

TAFE NSW-SYDNEY INSTITUTE  
 ENGLISH LANGUAGE CENTRE (SITEC)



## TAFE NSW and Sydney Institute

SITEC is part of the Sydney Institute. Established in 1891, the Institute is Australia's oldest provider of vocational education and training, and the largest in the southern hemisphere.

### About TAFE NSW

TAFE NSW (Technical and Further Education, New South Wales) is a government-owned educational organisation and part of the NSW Department of Education and Training. The quality of our courses is guaranteed by TAFE NSW and respected internationally.

TAFE NSW annually trains over 400,000 local and international students, including many university graduates seeking to increase their employment prospects. Courses range from certificate to advanced diploma level and take from six months to two years to complete.

### About Sydney Institute

Every year there are over 50,000 successful graduates from TAFE NSW-Sydney Institute.

TAFE NSW-Sydney Institute offers a range of certificate and diploma courses for international students in many different areas such as: accounting, art and design, aviation, applied science, business studies, engineering, hospitality, information technology, marketing, tertiary preparation and travel and tourism.

Students who complete the Certificate III in English for TAFE can enrol directly into these courses if they meet the academic requirements of their chosen course.

Sydney Institute is centrally located, close to public transport and within walking distance of Sydney's central business district and attractions such as theatres, shops, restaurants and places of worship.



## Degree Express

and Credit Transfer Scheme

A unique arrangement with some of Australia's best known universities

has opened the door to a wider range of post-school study options for many school students.

The Degree Express program has formalised links between TAFE NSW - Sydney Institute and prestigious universities such as:

- the University of Sydney
- University of New South Wales
- University of Technology, Sydney
- Macquarie University
- University of Wollongong
- University of Western Sydney.

By studying a diploma or advanced diploma at TAFE NSW-Sydney Institute, you will have an internationally recognised qualification and have gained the skills and experience you need for further study. You can then apply for a university undergraduate degree. In many cases you will be able to graduate with your degree faster, and at a much lower cost.

Additionally, you will have gained valuable vocational skills, which employers respect.

For further information, contact The Institute Information Centre

TELEPHONE +61 2 9217 2900  
 1300 360 601  
 (within Australia)  
 FACSIMILE +61 2 9217 4040  
 EMAIL sydney.info@tafensw.edu.au  
 WEBSITE www.sit.nsw.edu.au

## English Language Centre centrally located

Bondi Beach

Sydney International Airport

Opera House

Harbour Bridge



live and learn in sydney, australia



CRICOS PROVIDER CODE: 00591E

www.sit.nsw.edu.au/elc

English Language Centre (SITEC)  
 TAFE NSW-Sydney Institute  
 Level 1, Building H  
 Mary Ann Street  
 Ultimo NSW 2007 AUSTRALIA

Mailing Address:  
 PO Box 707  
 Broadway NSW 2007  
 Australia

Telephone: (+61 2) 9217 4818 or  
 (+61 2) 9217 4958  
 Facsimile: (+61 2) 9217 4063  
 Email: sit.english@tafensw.edu.au



# TAFE NSW–Sydney Institute English Language Centre

**TAFE NSW–SYDNEY INSTITUTE ENGLISH LANGUAGE CENTRE (SITEC)** is accredited by the National English Language Teaching Accreditation Scheme (NEAS) and fully owned by the New South Wales State Government. All courses are registered with government accreditation agencies and include nationally accredited certificate courses.

## Where are we?

SITEC is located at Ultimo College, within walking distance of the Sydney central business district, Darling Harbour and Chinatown and close to major tourist attractions. This is Sydney's oldest and largest TAFE college, with a wonderful blend of modern facilities and heritage buildings. It is very convenient to public transport, with major bus routes close by and Central Railway Station only a short walk way.

## Why choose us?

- Close to public transport
- Safe and friendly environment
- Quality programs with highly qualified, experienced teachers
- Pleasant, spacious classrooms
- Digital Tandberg Elice Language laboratory
- Computer laboratories with free Internet and email access
- Self access study centre with teacher assistance
- Large, modern library where you can borrow books and audio-visual material

- Free access to all student support services
- Student recreation facilities
- Free membership of Student Association.

## Why are our courses so popular?

- A range of English courses from elementary to advanced
- Nationally accredited English language certificate courses
- 5–50 week programs
- New classes starting every five weeks
- Communicative and competency-based teaching and assessment
- All classes use computers to aid language learning
- Progress reports every five weeks
- Assisted direct enrolment into mainstream TAFE courses
- Access to university through Degree Express program.

## What services do we offer students?

The **WELFARE AND ACTIVITIES OFFICER** can organise homestay or other accommodation, guardianship for students under 18 and airport reception.

A **PROFESSIONAL COUNSELLING SERVICE** can assist with personal and study problems.

The **INTERNATIONAL STUDENTS' UNIT** is on campus to assist in planning your study and careers pathway in Australia.

Vocational, professional and recreational **STUDY TOURS** available throughout the year.

## What are the living costs?

You should allow approximately \$AUD1000 per month for living costs and \$AUD150 per month may be needed for local transport, course related excursions and stationery.

**sydney australia**  
a great place to study

## Our courses

### Class hours

Classes may be timetabled in the morning or the afternoon. Shifts cannot be pre-selected.

Shift 1: 8.25am to 12.50pm  
Shift 2: 1.00 pm to 5.25pm.

Supervised self-study available from:

10.30am to 12.30pm, and  
1.20pm to 3.20pm daily.

All courses are divided into five-week terms and include reading, writing, speaking and listening as well as grammar and computer skills. When you arrive, we will test your English and place you in one of the courses listed below, at the appropriate level.

You will be expected to do regular homework outside of class. There is ongoing assessment, with a set test at the end of every five-week term.

### 1. General English Stages 1–5

■ 5–25 weeks

*Elementary to intermediate*

- This course concentrates on developing basic skills in listening, speaking, reading, writing and English
- Students who complete this course may enrol in *English for TAFE*.

### 2. Certificate III in English for TAFE

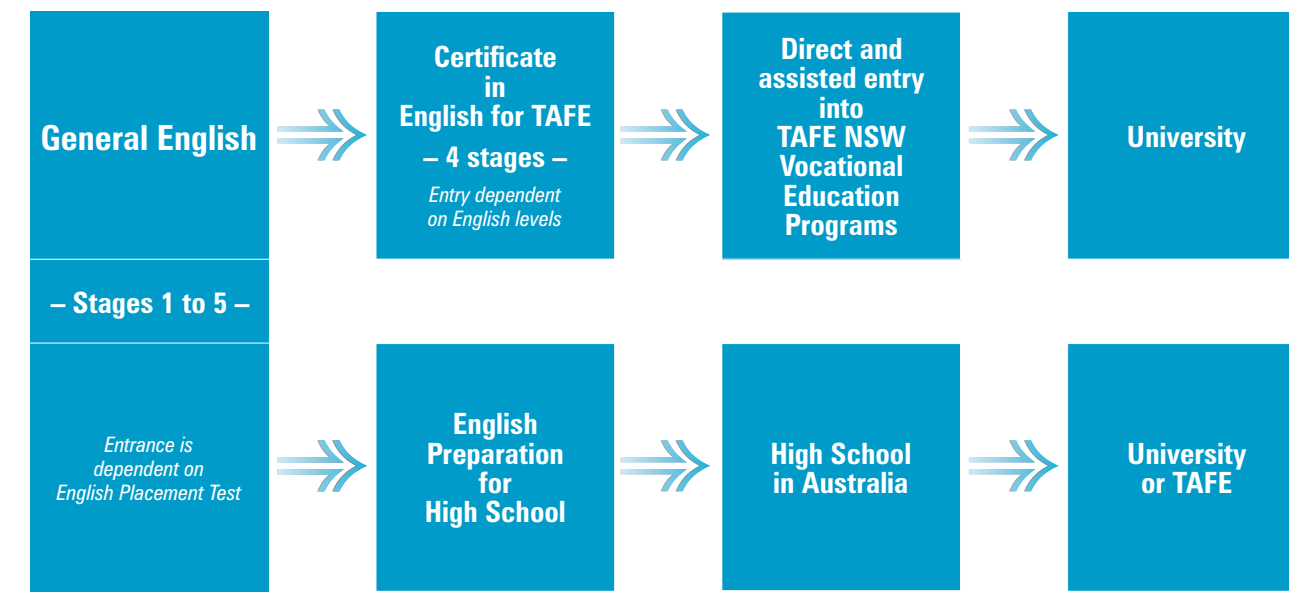
■ 5–20 weeks

*Intermediate to upper intermediate. Entry level is approximately 4.5 in all areas of IELTS*

- This course prepares you for further study in TAFE or university, or to sit for international language tests
- Students who successfully complete this course are eligible for direct entry into TAFE courses if they meet the academic requirements.



## Study pathways



### 3. Advanced English – IELTS Preparation

■ 5–10 weeks

*Upper intermediate to advanced. Entry level is approximately IELTS 5.5*

- This course develops high-level general English and study skills to prepare students for the IELTS test and tertiary study.

### 4. English Preparation for High School

■ 10–20 weeks at 25 hours per week

*Class hours: 8.25am–2.35pm*

*Entry level is approximately IELTS 4.5*

- Develops study skills for high school, including language for key high school subjects
- It introduces you to the Australian school system
- It also includes a focus on Australian culture and way of life.

This course is for students aged 15 or over, who want to study for the *Higher School Certificate (HSC)* in an Australian high school or in TAFE NSW or

for the *TAFE NSW Certificate in Tertiary Preparation (TPC)*.

Teaching and assessment methods prepare you for HSC study. You will do regular homework, research tasks and assignments outside of class. You will also participate in sports activities and excursions. There are regular examinations and reports are sent to your parents, guardian and your future school.

### 5. High School Bridging Course

■ 5–25 weeks

- This is for students who do not yet have an intermediate level of English
- The bridging course develops basic skills in listening, speaking, reading and writing in English.

### School experience

SITEC has established links with Sydney Secondary College, Blackwattle Bay Campus. This allows students in the *English Preparation for High School* course to experience classroom and sporting activities with local students before enrolling in a secondary school.

### Guardian

If you are under 18, your parents must nominate a guardian who will be responsible for you whilst in Australia. We can help arrange a guardian and homestay if you do not have relatives in Sydney.

[www.sit.nsw.edu.au/elc](http://www.sit.nsw.edu.au/elc)

## TERMS AND CONDITIONS

**PAYMENT OF TUITION FEES:** Tuition fees must be paid in full before course commencement. Part payment is not accepted. **TAFE NSW will not be responsible for any money paid directly to an agent.** Tuition fees cover the charges for tuition and administration.

**OTHER COSTS:** You should allow approximately \$AUD12,000 per year for living expenses and accommodation and \$AUD150 for stationery and excursions. There is no text book fee.

**PROCESSING FEE (non refundable):** Student visa applicants must pay a non-refundable processing fee of \$AUD150 by bank draft or bank cheque made payable to "TAFE NSW". The fee for other applicants is \$AUD75.

**OVERSEAS STUDENT HEALTH COVER (OSHC):** All international students are required to pay Overseas Student Health Cover for themselves and all members of their family unit included in their application. This fee is not a TAFE NSW fee. It is your responsibility to read and check the conditions of this cover.

**ATTENDANCE:** Regular attendance is a requirement for all students. You must attend a minimum of 80 per cent of classes to qualify for a certificate. For student visa holders, the Australian Department of Immigration Multicultural and Indigenous Affairs (DIMIA) must be notified if a student cannot achieve 80 per cent attendance by the end of any individual course. DIMIA must also be notified if progress is unsatisfactory.

**LEAVE:** All leave must be approved and requests must be made on a *Leave Application* form. If you are sick, you must bring a doctor's certificate from a registered medical practitioner as soon as you return. Holiday leave will be approved only after 15 weeks of study. Time lost on leave cannot be refunded.

**DISCLAIMER:** TAFE NSW reserves the right to review prices and class times without notice. Students who defer enrolment will be charged the fees applying to their course at the time they begin study. TAFE NSW reserves the right to cancel an advertised course if enrolments are insufficient.

**TRANSFER OF FEES:** If you complete your English course at TAFE NSW earlier than expected and there is a further general English course available at this centre, any remaining fees will be applied to that course; or if you enrol immediately in a NSW government high school or TAFE NSW vocational course, the remainder of your paid fees will be transferred

to that course. If you are accepted into a TAFE NSW course or NSW government high school before you complete your English course, we will transfer to that course the remainder of your paid fees as at the end of the English course session/term in which you are enrolled at the time of transfer. No fees will be transferred to other institutions or persons.

**REFUND PROCEDURES:** All applications for refunds must be made in writing and must contain the *Confirmation of Enrolment (COE) Form*, receipt for course fees and certified copies of any supporting documentation. If you provide TAFE NSW with false or misleading information or documents, or breach your visa conditions, no refund will be made.

If you complete the general English or the High School Preparation program earlier than expected and do not enrol in a TAFE NSW or government high school course, remaining fees will be refunded. There is no refund for public holidays or leave taken. Processing fee, accommodation placement, guardianship and airport reception fees are not refundable.

A processing fee of \$AUD100 applies to all refunds and transfers. There is no processing fee where a student visa is refused or a course is cancelled by TAFE NSW.

Refunds of course fees will be calculated from the date written application is received, on the following basis only:

- Student visa refused: 100 per cent
- Course cancelled by TAFE: 100 per cent
- If student notifies withdrawal in writing:
  - More than 4 weeks (28 days) before commencement date of course of study: 90 per cent
  - Within 4 weeks before commencement date of course of study: 80 per cent
  - On or after commencement date of course of study: No refund

**REFUND ARRANGEMENTS:** No refund will be paid to a third party unless you indicate below the name and address of the person to whom any refunds should be paid. Otherwise any refund will be sent to the student's home address as indicated on the front of this form.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## DECLARATION

**This section must be completed by the applying student. Where the student is under 18, it must also be completed by one parent.**

I agree that information about my attendance and progress can be given to:

- My parents/guardian  Yes  No
- The education agent whose name appears on this form  Yes  No

### I declare that:

- The information on this form and the supporting documentation are complete and correct.
- I have read, understood and accept the above terms and conditions.
- I acknowledge that the provision of incorrect information or documentation or the withholding of information or documentation relating to this application may result in the cancellation of enrolment and loss of money paid.
- Where student is under 18: I accept that the welfare and supervision of my child outside school hours is the responsibility of myself and the guardian I nominate.

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

This agreement does not remove any right to take action under Australia's consumer protection laws. The registered provider's dispute resolution procedures do not circumscribe the student's right to pursue other legal remedies.

**NOTE:** The information provided on this application form is being obtained for the purpose of educational administration and marketing. It will be used by the NSW Department of Education and Training for purposes related to course provision and marketing within this English language centre. Information may also be made available to Commonwealth and State agencies in accordance with obligations under the Educational Services for Overseas Students (ESOS) Act 2000 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students. The ESOS Act 2000 requires advice to be provided to relevant agencies about details of and certain changes to a student's enrolment, and any breach of visa conditions relating to unsatisfactory attendance or academic performance. All information will be stored securely. You may correct any personal information at any time by contacting TAFE NSW–Sydney Institute English Language Centre (SITEC).

## COURSE DATES

2005		2006		2005 Public holidays	
START DATE	FINISH DATE	START DATE	FINISH DATE		
4 January	4 February	3 January	3 February	3 January	New Years Day
7 February	11 March	6 February	10 March	26 January	Australia Day
14 March	15 April	13 March	14 April	25 March	Good Friday
18 April	20 May	17 April	19 May	28 March	Easter Monday
23 May	24 June	22 May	23 June	25 April	Anzac Day
Mid year break 27 June–1 July		Mid year break 26 June–30 June			
4 July	5 August	3 July	4 August	2 January	New Years Day
8 August	9 September	7 August	8 September	26 January	Australia Day
12 September	14 October	11 September	13 October	14 April	Good Friday
17 October	18 November	16 October	17 November	17 April	Easter Monday
21 November	23 December	20 November	22 December	25 April	Anzac Day