



Sydney English Academy

Top Floor, La Gallerie, Suite 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 2012

STUDENT WELFARE

At 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 (\$260/week), hostels (from \$26/night or \$160/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 SEA we choose our homestay families very carefully to ensure that you have the best experience of home life 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 Visa will allow you up to 12 weeks of study, and a Working Holiday Visa 17 weeks of study.

INSURANCE

If you are an 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 \$107.25 6 months \$214.50
9 months \$321.75 12 months \$429.00

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 - \$20). A great range of weekend excursions are also available.

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 2012

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

January 2; New Year's Day, January 26; Australia Day, April 6 to April 9; Easter, April 25; Anzac Day, June 11; Queen's Birthday, August 6; Teacher's Holiday, October 1; Labour Day, December 24 to January 1 2013; Christmas Holiday.

School reopens Wednesday 2 January 2013

GENERAL ENGLISH COURSE DATES 2012

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

January 3	July 16
January 30	August 13
February 27	September 10
March 26	October 8
April 23	November 5
May 21	December 3 (3 week term)
June 18	

*Please note: December is a short term due to the Christmas break.

CAMBRIDGE DATES 2012

FCE course starts: January 3	Exam: March 10
FCE course starts: March 19	Exam: June 12
FCE course starts: September 10	Exam: December 4
CAE course starts: January 4	Exam: March 17
CAE course starts: March 19	Exam: June 13
CAE course starts: September 10	Exam: December 5

IELTS DATES 2012

January 3, March 26, June 18 and September 10

ALL COURSES INCLUDE

All SEA courses include the following:

- initial placement testing
- orientation tour and information
- progress testing and 1:1 interview with teacher 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 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 an electronic 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, make sure you leave enough time for the processing of your visa.

Belong...Enjoy...Succeed

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ENROLMENT FORM AND COURSES 2012

FEES (in Australian Dollars)

ENROLMENT FEE:	\$180
MATERIALS FEE: 2 - 6 weeks	\$70
7 - 12 weeks	\$100
13 - 20 weeks	\$150
21 - 30 weeks	\$220
31 weeks +	\$240
Cambridge Course material fee	\$150
IELTS material fee	\$100
OSHC:	\$40.00 per month
FCE / CAE EXAM FEE:	\$368
HOMESTAY(18+years) single room	260pw, 37 per night
twin/double share	\$220pw, 32per night
HOMESTAY(under 18) single room	\$280pw, 41 per night
twin room	\$240pw, 35 per night

(Homestay fee includes weekday breakfast & dinner, weekend breakfast, lunch & dinner)

HOSTEL: Prices are seasonal \$180 - \$350 per week

ACCOMMODATION PLACEMENT FEES:

Homestay	\$200
Homestay changing fee	\$100
Hostel / Hotel / Guesthouse	\$100
Apartment	\$125
AIRPORT TRANSFER (one-way)	\$125

GUARDIANSHIP SERVICE

Guardianship placement service fee	\$230
Guardianship weekly fee	\$40 (\$6 per day)

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 enroll.

Guardianship Parents of students under 18 must nominate a guardian living in Sydney who will be responsible for the welfare of the student or request SEA's guardianship service.

CONDITIONS OF ENROLMENT

CANCELLATION POLICY

Cancellations are effective only after they are received by SEA in writing. There is no refund for the enrolment fee, accommodation placement fee, agent or third party fees.

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 SEA can not find a replacement student for pre-booked accommodation.

If the SEA cancels a course before its commencement, tuition fees will be refunded in full.

If the SEA 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.

Any SEA representative or staff member will not be held responsible for any loss, damages, death, illness or injuries to people or property which takes place while students are on any SEA arranged activity or excursion. It is the students responsibility to take out their own travel, accident and medical insurance for the full duration of their time in Australia.

Any photos or footage taken at SEA or on excursions or activities by SEA staff or representatives are the property of SEA and may be used in the reproduction of material for promotional use without consent.

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 16 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)

Signature.....

Guardian details if under 18 years old.

Name of Guardian:.....

Signature.....

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ENROLMENT FORM AND COURSES 2012

PERSONAL DETAILS

Family Name.....
Given Name.....
Nationality.....
First Language.....
Address in Australia.....
Postcode.....
Address in your country.....
Postcode.....
Tel..... Fax.....
Mobile.....
Email.....
Date of Birth..... Occupation.....
Interests.....
Male Female (please)
Your level of English: Elementary
Pre-Intermediate Intermediate Upper Intermediate
*Please note we do not accept absolute beginners at this time.
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 in home country
.....

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
 General English Part Time - 15 hours

<input type="checkbox"/> First Certificate (FCE)	<u>Course Length</u> 10 week course	<u>Start Month</u> <input type="checkbox"/> Jan
	12 week course	<input type="checkbox"/> Mar <input type="checkbox"/> Sep
<input type="checkbox"/> Cambridge Advance (CAE)	10 week course	<input type="checkbox"/> Jan
	12 week course	<input type="checkbox"/> Mar <input type="checkbox"/> Sep

 IELTS
 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: CTBAAU2SXXX
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 feeweeks	\$.....
Accommodation - Hostel feenight(s) / week(s)	\$.....
Guardianship Service Fee	\$.....
Guardianship Weekly Fee (.....Weeks)	\$.....
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 2 hours supervised study)

Our full time General English course focuses on spoken English, pronunciation, listening, reading and writing skills. Our aim is to develop your fluency, accuracy and confidence in these areas.

Electives allow students to focus on subjects such as Grammar/Vocabulary extension/Pronunciation/Film studies.

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: 2-8 weeks \$340 per week

9-12 weeks \$335 per week

13-23 weeks \$330 per week

24+ weeks \$320 per week

36+ weeks \$310 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 - 17 weeks \$290 per week

Available to holders of Tourist or Working Holiday visas only.

CAMBRIDGE PREPARATION COURSES

8.45am - 1.10pm / 2.00pm - 3.00pm

25 hours / week (includes 3 hours supervised study)

These intensive courses prepare students for the internationally recognised Cambridge exams. With a maximum of 12 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. Electives focus on specific areas of need for the class such as speaking test practice, or letter writing.

These courses run for 10 or 12 weeks.

Cost: 10 week course \$3918

12 week course \$4598

*includes material fee and exam fee.

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

IELTS PREPARATION COURSE

8.45am - 1.10pm 20 hours / week

This intensive course prepares students for the internationally recognised IELTS examination. The course focuses on the four components of the examination, reading, writing, speaking and listening. Course duration is 12 weeks.

Cost: 12 week course \$340 per week

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

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!

Cost: 2 - 4 weeks \$450 per week

ENGLISH + DIVING

Students attend full time General English classes (25 hours/week) for two weeks while completing the PADI Dive course over two weekends. Students must have an intermediate level of English or above.

Cost: \$1250 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.

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: \$130 per hour 1:1

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 in the afternoon.

Please contact 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.

Belong...Enjoy...Succeed