

International House Brisbane - ALS

Enrolment Form 2017



PERSONAL DETAILS

Family Name: Yamada Given Names: Hanako
 Date of birth (dd/mm/yy): 01/Jan/1995 Title: Mr Ms Miss Mrs
 Nationality: Japan Gender: Male Female
 Passport Number: LP1111111 Current level of English: Beginning
 Current address: 1-1-101 Ryugaku Gogaku-shi, Tokyo, Japan 111-1111
 Current phone: +81 03-1111-1111 Email: hanako@langpedia.com

VISA & INSURANCE DETAILS

VISA / PLANNED VISA: Student Working Holiday Tourist Business Dependent Other - details: _____
 Which DIBP office will you apply to for your visa? _____
 Are you currently enrolled at another institution in Australia? YES NO
 If YES, is this additional study you wish to undertake? YES NO (If No, a letter of release is required)
 OSHC (Overseas Student Health Cover – compulsory requirement for student visa holder from arrival in Australia)
 Do you want IH Brisbane – ALS to arrange OSHC for you? YES NO If Yes, Single Couple Family

COURSES AND START DATES 2017

General English Day Time, Part-time & Evening Time 16/01, 06/02, 27/02, 20/03, 10/04, 01/05, 22/05, 12/06 03/07, 24/07, 14/08, 04/09, 25/09, 16/10, 06/11, 27/11	Certificate IV in TESOL 16/01, 05/06, 31/07
IELTS Preparation Day Time, IELTS Preparation Evening Time Any Monday (Tuesday, if Monday is a public holiday). Mock exam weeks: 20/02, 03/04, 15/05, 26/06, 7/08, 18/09, 30/10, 11/12 It is not recommended to start on Mock exam weeks	Cambridge Exam Preparation – First Certificate 09/01 (10 weeks), 20/03 (12 weeks) 03/07 (12 weeks), 25/09 (10 weeks)
Business English Intermediate Full-time Please contact IH Brisbane – ALS for start dates.	Cambridge Exam Preparation – Advanced Certificate 27/03 (10 weeks)*, 25/09 (10 weeks) *with a minimum of 6
	Private Tuition Please contact IH Brisbane – ALS for more information

REQUESTED COURSES START DATE

First course: General English Start date: 14/Aug/217 Number of weeks: 4
 Second course: _____ Start date: _____ Number of weeks: _____
 Third course: _____ Start date: _____ Number of weeks: _____

IH Brisbane – ALS can help you with your further study, at our Pathway Partners. Do you plan to study further in Australia? YES NO
 If yes, where and which program do you wish to study _____ *There's a surcharge for our Pathway program

ACCOMMODATION & AIRPORT TRANSFER

Do you want IH Brisbane-ALS to arrange your accommodation? (Minimum 4 weeks for either service)

Option 1. Homestay Yes No
 Number of weeks: 4 Start date: 13/Aug/2017
 Please download the application form at www.ihbristbane.com.au
 Have you attached Homestay application form? Yes No
 Please check page 4 for full details and costs.

Option 2. IH Brisbane-ALS Accommodation Yes If yes, Twin share Single / Window No window No
 Number of weeks: _____ Start date: _____
 Please complete the application form at www.ihbristbane.com.au
 I have completed the online accommodation application form. Yes No

2017 PUBLIC HOLIDAYS IN BRISBANE / SCHOOL STAFF TRAINING DAY

Public Holidays (IH Brisbane - ALS is closed on official public holidays)	(2 & 26 Jan), (14, 17 & 25 Apr), (1 May), (16 Aug), (2 Oct), (01 Jan 2018) (IH Brisbane – ALS will be closed from the 25 to 29 December 2017 inclusively)	School Staff Training (IH Brisbane - ALS is closed on these days)	24 March, 16 June and 17 November
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TERMS AND CONDITIONS

1. I have read and agree to following policies, all available in the Student Handbook:

- PRIDE policy
- Attendance requirements
- Privacy policy

and understand failure to follow them may result in my exclusion from IH Brisbane – ALS, as detailed in the unacceptable behavior procedure.

I have also read and understood the information regarding

- Leave requests
- Deferment Policy
- Course Changes
- Late payment of fees

2. Indemnity: Neither IH Brisbane – ALS and its staff nor its representatives, will be held responsible for any loss, damage, illness or injury to people or property which may occur while students are on any activity or excursion organized by IH

Brisbane - ALS. Students are solely responsible for taking out own insurance which we recommend be purchased in their own country.

3. Release of Photography: Photos or images of students participating in IH Brisbane - ALS school activities, taken by/for IH Brisbane - ALS staff, remain the property of IH Brisbane - ALS and can be used for promotional materials. If you do not wish to be photographed or videotaped please inform us in writing as soon as possible.

4. Contact details: Students are required to notify IH Brisbane – ALS within 5 working days of any changes to residential address through their student portal; failure to do so may result in automatic visa cancellation.

5. Personal information provided to IH Brisbane - ALS is confidential, but by law, may be provided by IH Brisbane– ALS to appropriate parties. IH Brisbane – ALS is required to share information about its students with the Australian Government and other designated authorities, such as the TPS. IH Brisbane - ALS has the right to share information on your progress and attendance with your sponsor or educational agent.

REFUND, ENROLMENT & CANCELLATION POLICY

Refund Policy – there are 5 refund categories at IH Brisbane – ALS; these will be applied to **each and every course (even on same offer letter)** applied for:

- **Cancellation due to Visa refusal** - Before course start date: \$150 Admin Fee. Tuition, Material and Airport Reception Fees refunded. Enrolment and Accommodation Placement Fees not refunded.
 - **Cancellation due to Visa refusal** - After course has commenced: \$150 Admin Fee. Unused Tuition and Material Fees refunded. Enrolment and Accommodation Placement Fees not refunded.
 - **Cancellation notice given more than 4 weeks prior to the course start day:** \$250 Admin Fee. Tuition, Material and Airport Reception Fees refunded. Enrolment and Accommodation Placement Fees not refunded.
 - **Cancellation notice given less than 4 weeks prior to the course start day:** \$1200 Admin Fee. Tuition, Material and Airport Reception Fees refunded (if more than 48 hours notice given). Enrolment and Accommodation Placement Fees not refunded.
 - **Cancellation after course has commenced:** No refunds eligible.
- **Course Commencement means the first working day of the week the student is enrolled to start.**
 - **Change of Enrolment** - It may be possible up to 1 week before course commencement to transfer to a later course. A change of enrolment fee will be payable; this is the cost of revising enrolment information such as the start date, course length and Confirmation of Enrolment. No charge will be made for the first change, afterwards \$40.00 admin fee will be charged for each subsequent change. Any refund request after making a change will be as case 4 except in case of visa refusal.
 - **Failure to commence** – IH Brisbane – ALS is required to report any student default within 5 working days.
 - **Pre-requisite level of English** – some courses at IH Brisbane – ALS require a pre-requisite level of English. Students who do not have this level of English will not be able to commence study in this course, but will be offered a place in an different course. Any difference in fees will be the sole responsibility of the student.
 - IH Brisbane - ALS disclaims all liability for any direct or indirect loss arising out of using a 3rd party service
 - **Course Cancellation by IH – Brisbane ALS** - If IH Brisbane - ALS is unable to deliver a course, a full refund of unused portion of prepaid tuition fees, material fees, and enrolment fee will be made within 2 weeks of the day on which the course ceased being provided. You may be offered enrolment in an alternative course at no extra cost, and have the right to choose whether you would prefer a refund of fees or to accept a place in another course, which must be done in writing.
 - In the unlikely event that IH Brisbane - ALS ceases to operate and is unable to offer you a place in another course or a refund, for student visa holders the TPS will place you in a similar course at no charge. Any refund due to a default of IH Brisbane - ALS as the registered provider is covered by the provisions of the Education Services of Overseas Students Act 2000 (the ESOS Act) (as amended).
 - **Request for Refund**
 - Request for refund must be made on a Request For Refund Form (download from our website www.ihbrisbane.com.au) with appropriate supporting documentations (e.g. the letter from the Department of Immigration and Citizenship and bank details) and submitted to enrol@ihbrisbane.com.au.
 - A refund can only be paid if IH Brisbane - ALS has received the money and it has been entered into its accounts, and all debts to IH Brisbane - ALS have been paid.
 - Refund payments will be made in Australian currency within 4 weeks of submitting the completed Request For Refund Form and all required supporting documentations.
 - All refunds will be made payable to the students only, except for formally approved sponsored students or education agents who paid on behalf of the students (students must send us an authorization letter)
 - Requests for refunds of Overseas Student Health Cover (OSHC) must be made directly to the student's OSHC provider.
 - Promotional discount will not be applicable in any refund cases.

For further information please read the IH Brisbane - ALS Student Handbook at www.ihbrisbane.com.au

DISPUTE RESOLUTION

If you are unhappy with anything at IH Brisbane - ALS, please talk with one of our staff. You can bring a friend with you at any time.

IH Brisbane - ALS has a Dispute Resolution process but you also have the right to take action under Australia's consumer protection laws or to pursue other legal remedies. See full details on www.ihbrisbane.com.au. Personal information provided to IH Brisbane - ALS is confidential, but by law, may be provided by IH Brisbane– ALS to appropriate parties

STUDENT DECLARATION <ul style="list-style-type: none">• I have read and understood the IH Brisbane - ALS Student Handbook viewed at www.ihbrisbane.com.au• I understand and accept the above conditions of enrolment and Refund and Course change policy of IH Brisbane - ALS <p>Signature: <u>山田花子</u> Date: <u>01 Jul</u> 2017</p>	AGENT STAMP /
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2017 - 2018 COURSE INFORMATION

***To enter these courses, please attach results of any recent English language test or arrange for an admission test**

COURSE	COE	START DATES 2017	START DATES 2018	LEVEL	OTHER INFORMATION
General English Full-time CRICOS Code 062145C (20 hrs/week + 9 hrs optional included)	✓	16/01, 06/02, 27/02, 20/03, 10/04, 01/05, 22/05, 12/06, 03/07, 24/07, 14/08, 04/09, 25/09, 16/10, 06/11, 27/11	15/01, 05/02, 26/02, 19/03, 09/04, 30/04, 21/05, 11/06, 02/07, 23/07, 13/08, 03/09, 24/09, 15/10, 05/11, 26/11	5 levels – Elementary to Advanced	IH Brisbane - ALS has formal testing for General English students every 3 weeks
General English (part-time) (15 hrs/week) Not for student visa holders	No COE				
General English Full-time (Evening) CRICOS Code 062145C (20 hrs/week)	✓			3 levels – Pre- Intermediate, Intermediate and Upper- Intermediate	
IELTS Exam Preparation Full-time CRICOS Code 062147A (20 hrs/week + 9 hrs optional included)	✓	Any Monday (Tuesday, if Monday is a public holiday). Mock exam weeks: 20/02,03/04,15/05,26/06, 7/08, 18/09, 30/10,11/12 <i>It is not recommended to start on Mock exam weeks</i>	Any Monday (Tuesday, if Monday is a public holiday). Mock exam weeks: 19/02, 02/04, 14/05, 25/06 06/08, 17/09, 29/10, 10/12 <i>It is not recommended to start on Mock exam weeks</i>	3 levels - Intermediate, Upper Intermediate and Advanced Please check levels available	IH Brisbane - ALS has formal testing for IELTS every Friday
IELTS Exam Preparation Full-time (Evening) CRICOS Code 062147A (20 hrs/week)	✓				
Certificate IV in TESOL CRICOS Code 078558F (220 hrs per course)	✓	16 January, 5 June and 31 July		Upper Intermediate and Advanced	Admission to TESOL courses requires a minimum English level of Upper Intermediate
Cambridge Exam Preparation First (25 hrs/week) CRICOS Code 062149K	✓	09/01 (10 weeks) Exam 18/03 20/03 (12 weeks) Exam 10/06 03/07 (12 weeks) Exam 22/09 25/09 (10 weeks) Exam 02/12	Dates to be confirmed. Please contact IH Brisbane – ALS for start dates.	Upper Intermediate	Admission to Cambridge courses requires a minimum English level of Upper Intermediate Exam registration is compulsory for students
Cambridge Exam Preparation Advanced (25 hrs/week) CRICOS Code 062148M		27 March (10 weeks)* Exam 03/06 25 September (10 weeks)* Exam 02/12 *with a minimum of 6		Advanced	
Private tuition Not for student visa holders	No COE	Start anytime.		6 levels - Beginner to Advanced	Contact IH Brisbane – ALS to arrange
Business English Full-time CRICOS Code 076650D (20 hrs/week + 9 hrs optional included)	✓	Please contact IH Brisbane – ALS for start dates.		Intermediate and above	IH Brisbane - ALS has formal testing for this course every 4 weeks

(IH Brisbane – ALS will be closed from the 25th to 29th December 2017 inclusively)

**IH Brisbane - ALS makes every effort to provide courses as advertised.
However, we reserve the right to alter timetables and start dates when necessary.**

HOW DO I ENROL?

1. Complete and sign your IH Brisbane - ALS enrolment form. Send it direct to IH Brisbane - ALS or via one of our Education Agents. Send Enrolment form to enrol@ihbrisbane.com.au
2. IH Brisbane ALS will send you (or your agent) a Letter of Offer.
3. Complete the **Letter of Offer** & return with your payment information.
4. IH Brisbane ALS will send you a **Confirmation of Enrolment (COE)** so you can apply for your Australian Student Visa. (if applicable)
5. Book your flight to Brisbane!

For information about studying as an International Student in Australia, see <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

2017 FEES and CHARGES

Enrolment Fee	\$195 (This is the cost of processing an application, including materials, I.D. badge and correspondence related costs)		
Material Fee	\$15 per week for all courses except TESOL and Cambridge (Up to a maximum of 24 weeks) These material fees include loan of any any all relevant books for your courses		
Tuition Fees			
General English (Full-time)	1 - 72 weeks	\$370 per week	
IELTS Exam Preparation (Full-time)	1 - 36 weeks	\$370 per week	
<i>We often offer special promotions for students, please contact us for details.</i>			
General English (part-time) Not for student visas - 14 hrs/week		\$260 per week	
General English / IELTS Exam Preparation Full-time Evening Classes		\$270 per week	
Certificate IV in TESOL	8 weeks	\$3,100 + Material\$400	
Cambridge Exam Preparation			
Cambridge First or Cambridge Advanced	10 weeks	\$3,550 + \$260 material	
	12 weeks	\$4,260 + \$300 material	
Cambridge exam fees		\$320	
Business English	4 / 8 weeks	\$370 per week	
Private tuition:		\$95 per hour	
Other Fees			
OSHC: STUDENT VISA HOLDERS ONLY		See prices below	
Under 18 years old management fee		\$100 – every 12 weeks enrol	
Pathway management fee		Less than 5 weeks, \$75 6 weeks or more, \$150	
Homestay Fees		IH Brisbane – ALS Accommodation Fees	
Placement fee (includes airport pick up)	\$300	Placement fee (includes airport pick up)	\$225
Gold Coast airport pick up surcharge	\$70	Gold Coast airport pick up surcharge	\$70
Accommodation* - 15 years & over	\$240 or \$300 per week	Accommodation* – (not available to students under 18)	\$120 or \$190 per week
TOTAL All fees are in AUD\$ and include GST where applicable.			

* Price is subject to change depends on IH Brisbane – ALS management decision without notice.
For General English, EAP & IELTS, textbooks are loaned (and must be returned before course completion).

INSURANCE: OSHC (Overseas Student Health Cover)

If you are applying for an Australian Student visa, you will be required by Department of Immigration and Border Protection to have Overseas Students Health Cover (OSHC) for the duration of your stay in Australia. IH Brisbane ALS can arrange OSHC to cover your visa duration. OSHC is not available for other visa categories. IH Brisbane – ALS currently use BUPA.

See www.overseasstudenthealth.com for more information, including other forms of medical insurance for non-student visa holders.

2017 Premiums (single cover in AUD\$, prices are subject to change without notice). Minimum purchase is 3 months.

Single rate	\$51 per month	Couple rate	\$144 per month	Family rate	\$209 per month
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BUPA (insurance provider) may revise their price list in February 2017
IH Brisbane – ALS recommends all students obtain personal travel insurance in your own country.

PAYING FOR YOUR COURSE

***Fees and charges must be paid in advance**

When we receive your ENROLMENT FORM, we will send you a LETTER of OFFER. Please complete all the details on and return to IH Brisbane - ALS with your payment.

IH Brisbane - ALS accepts bank draft, International telegraphic transfer, credit card (MasterCard or VISA only) and EFTPOS.

Credit card payments attract a 3.1% payment processing fee and EFTPOS attract 1.45% payment processing fee to reflect the bank fees charged to IH Brisbane – ALS.

Bank cheque: Please make payable in AU\$ to
"AUSTRALIAN LANGUAGE SCHOOLS"

Australian Language Schools
PO Box 13393 George St
Brisbane, Queensland 4003 Australia

Bank transfer:

Bank Name: **ANZ Bank** Swift Code: **ANZ BAU 3M**
Account Name: **Australian Language Schools**
Branch Address: **146 Queen Street Mall, Brisbane**
BSB: **014010** Account Number: **491553135**

Mastercard **Visa** (unfortunately AMEX is not accepted)

Credit card payments attract a 3.1% payment processing fee to reflect the bank fees charged to IH Brisbane - ALS. Signature of this means acceptance of this.

Credit card number: _____

Expiry date: ____ / ____

Name printed on card: _____

Amount: AU\$ _____ + Surcharge AU\$ _____

Signature of cardholder _____

Total Amount to be charged: AU\$ _____