1. Tell us about yourself!

Please complete this form in capital letters and in English.

**Family Name**

**First Name**

**Middle Name(s)**

**Date of Birth (dd/mm/yy)**

**Nationality**

**Native Language**

**Gender**

- Male
- Female

**Address in Home Country**

**Street Address**

**City**

**Country**

**Telephone**

**Email**

**Passport Number**

**Country of Birth**

**Emergency Contact Information**

**Name**

**Relationship**

**Telephone**

**Email**

**At present, are you:**

- Still in your home country
- Already in Australia

If so, which visa are you on?

**On which type of visa will you commence your course?**

- Student
- Visitor
- Working Holiday
- Other

**What is your current level of English?**

- Low
- Medium
- High
- Very High

If you have taken an IELTS™ or TOEFL® test, what was your score?

Please attach a copy of your certificate.

**Do you suffer from any medical conditions/allergies?**

**How did you hear about us?**

- Website
- Agent – Name of Agency
- Family or friend
- Other – Please give details

**Will you undertake further study in Australia after your English course?**

- High School
- College
- University

**Have you received your Conditional offer from them?**

- No
- Yes

If yes, please provide a copy with this application.

2. Choose your course and starting date

**PROGRAM SELECTION**

Please mark the program(s) you would like to study during your course.

What is your course starting date? ____________________________(dd/mm/yy)

What is the total length of your course? _______ weeks

**Adult Morning Timetable**

- Intensive English Program – EAP Stream (25 hours/week)
- General English Program (20.8 hours/week)
- Academic English 3 (22.5 hours/week)
- Academic English 4 (22.5 hours/week)
- IELTS™ Preparation (20.8 hours/week)
- Cambridge Preparation FCE (22.5 hours/week)
- Cambridge Preparation CAE (22.5 hours/week)

**Adult Evening Timetable**

- General English Program (20.8 hours/week)
- IELTS™ Preparation (20.8 hours/week)

**Junior Programs**

- High School Preparation (22.5 hours/week)
- Junior Holiday English (22.5 hours/week) – not available to Student Visa holders
- School Holiday Program (22.5 hours/week)

**Other Programs (minimum 4 weeks full-time English course required)**

- Internship – not available to Student Visa holders.
- Work Package – not available to Student Visa holders.

**Starting Dates**

**Intensive English Program – EAP Stream/General English Program /IELTS™ Preparation**

- 29 December 2014
- 27 January*
- 23 February
- 23 March
- 20 April
- 18 May
- 15 June
- 13 July
- 10 August
- 07 September
- 06 October*
- 02 November
- 30 November

General English program students may start on any Monday except the 4th Monday of a session.

**Academic English 3 & 4**

- 29 December 2014
- 23 February
- 20 April
- 15 June
- 10 August
- 06 October*
- 30 November

**Cambridge Preparation FCE and CAE**

- 05 January
- 16 March
- 07 September

*Tuesday start date because Monday is a holiday.

**High School Preparation**

- 27 January*
- 20 April
- 13 July
- 06 October*

HSP students may start any Monday except the last week of a term.

**Junior Holiday English**

- 13 July
- 20 July
- 27 July
- 03 August
- 10 August
- 17 August

**School Holiday Program**

- 29 December 2014
- 05 January
- 12 January
- 19 January

Universal Education Centre Pty. Ltd. • CRICOS Provider Code 00053J
3 Accommodation and Airport Transport

Do you require airport transfers?  
Yes  No

Would you like us to arrange your accommodation?  
Yes  No

For how many weeks?  
Starting Date / /

Will you accept children under age 5 in the home?  
Yes  No

Will you accept a host with a dog?  
Yes  No

Do you have any dietary restrictions?  
Yes  No

What are your hobbies?  

Note: Homestay preferences are seriously considered but it may not be possible to meet all requests, except in the case of animal allergies.

4 Program Fees

All prices are listed in Australian dollars and include a 10% Goods and Services Tax where applicable.

<table>
<thead>
<tr>
<th>INTENSIVE ENGLISH PROGRAM-EAP STREAM</th>
<th>1-8 weeks</th>
<th>9-24 weeks</th>
<th>25+ weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>$410 per week</td>
<td>$400 per week</td>
<td>$390 per week</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GENERAL ENGLISH PROGRAM</th>
<th>1-8 weeks</th>
<th>9-24 weeks</th>
<th>25+ weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>$385 per week</td>
<td>$375 per week</td>
<td>$365 per week</td>
</tr>
<tr>
<td>Evening</td>
<td>$295 per week</td>
<td>$285 per week</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACADEMIC ENGLISH AE3 &amp; AE4</th>
<th>8 weeks</th>
<th>16 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>$3,280</td>
<td>$6,400</td>
</tr>
</tbody>
</table>

| SCHOOL HOLIDAY PROGRAM               | 1-4 weeks full time | $420 per week |

CAMBRIDGE EXAM PREPARATION (FCE, CAE) paper-based

<table>
<thead>
<tr>
<th>10 weeks</th>
<th>12 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td></td>
</tr>
<tr>
<td>$4,000</td>
<td>$4,800</td>
</tr>
</tbody>
</table>

IELTS™ PREPARATION

<table>
<thead>
<tr>
<th>4 weeks</th>
<th>8 weeks</th>
<th>12 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,540</td>
<td>$3,080</td>
<td>$4,500</td>
</tr>
<tr>
<td>Evening</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$1,180</td>
<td>$2,360</td>
<td>$3,540</td>
</tr>
</tbody>
</table>

HIGH SCHOOL PREPARATION

<table>
<thead>
<tr>
<th>1-12 weeks</th>
<th>13-24 weeks</th>
<th>25+ weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$420 per week</td>
<td>$410 per week</td>
<td>$400 per week</td>
</tr>
</tbody>
</table>

JUNIOR HOLIDAY ENGLISH

| 1-6 weeks | $534 per week |

5 Other Fees

REGISTRATION FEES

| Registration Fee | $250 |
| Enrolment Change Fee | $100 |

ACCOMMODATION & TRANSPORT FEES

<table>
<thead>
<tr>
<th>Over 18</th>
<th>Under 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation Placement Fee</td>
<td>$250</td>
</tr>
<tr>
<td>Accommodation Change Fee</td>
<td>$100</td>
</tr>
<tr>
<td>Airport Transfer (one way)</td>
<td>$135</td>
</tr>
</tbody>
</table>

HOMESTAY

Homestay single room (18+ years) – half board  
$273 per week  
$39 per extra night

Homestay single room (under 18 years) – half board  
$336 per week  
$48 per extra night

Homestay twin share* (18+ years) – half board  
$245 per week  
$35 per extra night

Homestay twin share* (under 18 years) – half board  
$308 per week  
$44 per extra night

Homestay Bed and Breakfast (18+ years)  
$224 per week  
$32 per extra night

Homestay with no meals  
$210 per week  
$30 per extra night

*Twin share homestay only available for two people studying at ELS Sydney together.

LODGE/STUDENT RESIDENCE  –  NOT AVAILABLE TO STUDENTS UNDER 18 YEARS

Various options available – please visit our website for details of specific properties.

<table>
<thead>
<tr>
<th>Single</th>
<th>Twin share</th>
</tr>
</thead>
<tbody>
<tr>
<td>From $287 per week</td>
<td>From $230 per week</td>
</tr>
</tbody>
</table>

BOOKS AND MATERIALS FEES

<table>
<thead>
<tr>
<th>1-4 weeks</th>
<th>5-8 weeks</th>
<th>9-12 weeks</th>
<th>13-16 weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>$50</td>
<td>$100</td>
<td>$150</td>
</tr>
<tr>
<td>Evening</td>
<td>$98</td>
<td>$367</td>
<td>$749</td>
</tr>
</tbody>
</table>

OVERSEAS STUDENT HEALTH COVER (OSHC)

<table>
<thead>
<tr>
<th>Single rate</th>
<th>Dual Family</th>
<th>Multi Family</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 month</td>
<td>$49</td>
<td>$183</td>
</tr>
<tr>
<td>2 months</td>
<td>$98</td>
<td>$367</td>
</tr>
<tr>
<td>3 months</td>
<td>$147</td>
<td>$550</td>
</tr>
<tr>
<td>4 months</td>
<td>$196</td>
<td>$734</td>
</tr>
</tbody>
</table>

For longer periods please visit our website www.Sydney.ELS.edu. More information on family cover is available on the website www.oshcallianzassistance.com.au

OTHER FEES

Cambridge Examination fees – FCE & CAE  
$350

High School Placement fee  
$660

Work Package fee  
$420

Professional Internship Program*  
from $1,300 – $2,800

Stipend Internship Program*  
from $3,384 – $4,780

6 Payment Details

Method of payment

Cash  Bank cheque  OR  Credit card  Visa  MasterCard

Card no:  

Name of card holder:  

Amount AUD$:  

Signature:  

OR  Bank transfer – Bank details listed to the right.

BANK DETAILS

ACCOUNT NAME: Universal Education Centre Pty Ltd

BANK NAME: National Australia Bank

BRANCH: Pitt & Hunter Streets

Sydney NSW 2000 AUSTRALIA

BRANCH NO (BSB NUMBER): 082067

ACCOUNT NO: 69-531-8719

SWIFT CODE: NATAAU3303M
Conditions of Enrolment

HOW TO ENROL
ELS Universal English College is hereinafter referred to as the Centre.
1. Send your completed enrolment form directly to the Registrar at applysydney@ELS.edu or enrol online at www.Sydney.ELS.edu
2. We will acknowledge your signed application and issue a Letter of Offer and an invoice. This acknowledgement normally occurs the next business day after our receipt of your completed application.
3. In accordance with our obligations under the National Code 2007, if you are on a Student Visa you must indicate your acceptance of the Conditions of Enrolment by signing and returning the written student agreement (which we will forward to you with your letter of offer and invoice), before we can accept payment from you to confirm your enrolment.
4. It is strongly suggested that all students obtain relevant insurance cover prior to travelling to Australia. If you will study on a Student Visa you must pay the compulsory OSHC (Overseas Student Health Cover) fee at the time of enrolment, to ensure coverage from your arrival in Australia.
5. You are required to pay your tuition fees by the due dates indicated on the invoice. Payment may be made by bank transfer, bank cheque or credit card. Personal cheques cannot be accepted.
   a. Student Visa students – you must pay the fees as invoiced before we will issue your Confirmation of Enrolment (CoE). When selecting a commencement date, allow at least 4 weeks for visa processing.
   b. Students on other visas – you must pay fees in full no later than 2 weeks before your course commencement date to confirm your enrolment.
6. Apply for your visa from the Australian Embassy or Consulate, taking your CoE with you if you are applying for a Student Visa.
7. Advise us immediately if there is a change to your proposed course start date. To be effective, any changes to enrolment details must be notified to the Centre in writing.

HOMESTAY, CARER AND AIRPORT PICKUP SERVICES
1. If you wish to use our homestay service, you should apply at least 4 weeks before your intended arrival in Australia, to allow us adequate time to find the most suitable accommodation for you.
2. If you require us to arrange or approve a carer for a student under 18 years of age, at least 4 weeks’ notice is required.
3. Provide us with your flight details (flight number, date and time of arrival) 3 weeks before you arrive.
4. We will aim to confirm your homestay details (and airport transfer if requested) 2 weeks before you arrive in Australia providing your fees have been received.
5. If you give us less than 48 hours’ notice of any changes to your flight details, we cannot guarantee that we will be able to make the necessary changes to your airport transfer and/or homestay arrangements.
6. We do not guarantee that homestay accommodation can be arranged at short notice. We reserve the right to temporarily place you in hotel accommodation at your own cost on your arrival in Australia, until such time as we are able to secure a homestay placement.
7. Homestay includes 2 meals a day Monday to Friday and 3 meals a day on weekends.

DEFERMENT, SUSPENSION OR CANCELLATION OF STUDY.
Students may apply for a deferment of commencement of study due to compassionate or compelling circumstances. The Centre may initiate a deferral of commence of study on the grounds that it is not able to offer a suitable class for a student at the time of the student’s initial commencement date.
Students may apply for a suspension of studies due to compassionate or compelling circumstances. The Centre may initiate a suspension of studies on the grounds of misbehaviour of a student, in accordance with the Centre’s Student Code of Conduct.

The Centre may initiate the cancellation of a student’s course:
   • on the grounds of misbehaviour, in accordance with the Centre’s Student Code of Conduct
   • due to the student’s failure to pay course fees
   • to a student under 18 years of age failing to maintain approved welfare and accommodation arrangements

Students who are the subject of Centre-initiated Suspensions or Cancellations will have access to the Centre’s Complaints and Appeals process. Full details of the Centre’s policies and procedures for deferment, suspension and cancellation of studies are available on our website Sydney.ELS.edu under the Enrol tab.

NOTES
In accordance with the laws of Australia:
• The personal information you provide to us is obtained about you prior to or during your period of enrolment with us, is regarded as confidential and will be used for the purpose of processing your enrolment and providing you with the services you request. However, in this process, it may be disclosed to relevant third parties including but not limited to your family, homestay families, agents, external service providers, further studies institutions, and various employees of the Centre as required. Information is also collected in order to meet our obligations under the ESCOs Act and the National Code 2007, to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service. In other instances information can be disclosed without your consent where authorised or required by law.
• We are obliged to advise the Australian Government of changes to a student’s enrolment and any breach of Student Visa conditions.
• Student Visa students must provide the Centre with their current contact details (including address, email and telephone number) on arrival. Any changes to these details must be notified to the Centre within 7 days of the changes.
• Student Visa students under 18 years of age not accompanied by their parents or living with close family members whilst in Australia, must have their proposed accommodation and carer arrangements approved by the Centre prior to their enrolment being accepted. We can make suitable carer arrangements if required.
• Student Visa students must study in a CRICOS registered full-time course.
• Fees, conditions, course times, timetables, class locations, class sizes and course commencement dates may change from time to time without notice. We will advise you of any changes that may have an impact on your enrolment.
• If you have school-aged dependants who will accompany you to Australia, you may be required to pay full fees for their schooling, whether they enrol in a government or a non-government school.

STUDENT CODE OF CONDUCT
Students are expected to follow the reasonable instructions of Centre staff and adhere to Centre rules as detailed in the Student Handbook. Students will be subject to possible suspension and/or expulsion at the absolute discretion of the Centre (subject to natural justice, and except as otherwise implied by law) for persistent and/or serious infringement of the student code of conduct including but not limited to:
• verbally or physically threatening others, physical or sexual assault, bullying, intimidation, extortion, or other dangerous behaviour
• possession or use of weapons
• theft
• use or distribution of alcohol or illegal drugs
• causing wilful damage to the property of the Centre and/or others
• being convicted of a criminal offence whilst a student at the Centre
• illegal or unacceptable social behaviour at the Centre, on a Centre excursion, activity or in any accommodation arranged by the Centre
• swearing at, or abusive behaviour towards Centre staff

PUBLIC HOLIDAYS
01 January, 26 January, 03 April, 06 April, 08 June, 03 August* (new students to attend for testing), 05 October, 25 December, 28 December
* Classes start Tuesday because Monday is a holiday

ELS Universal English College
Level 1, 17 O’Connell Street, Sydney NSW 2000 Australia
Tel: +61 2 9283 1088 • Fax: +61 1 9283 1760
Email: applysydney@ELS.edu
Website: sydney.ELS.edu
CANCELLATION AND REFUND POLICY

1. Your course is defined as the total period of study for which you have enrolled.
2. In the absence of any agreement to the contrary, your enrolment will not be confirmed until fees are received as invoiced and our bank has confirmed your payment.
3. Cancellations are not effective until they are received in writing.
4. The Registration Fee is not refundable.
5. If you cancel your course 28 days or more before your course commencement date all fees, except the Registration Fee, will be refunded. If you cancel your course LESS than 28 days before your course commencement date, a cancellation fee of 30% of tuition fees will apply. Except as indicated under Clause 10, all other fees, except the Registration Fee will be refunded. No tuition fees will be refunded if you advise cancellation on or after your course commencement date.
6. If you are not able to commence your course because your Student visa application is rejected, we will refund your prepaid course fees, minus 5% of the fees or $500, whichever is less. The refund will be made within 28 days of the Centre receiving from you, a copy of the official visa rejection letter.
7. If you transfer from a more expensive course to a less expensive course, you will not be eligible for a refund of the difference in the course fees, other than as required by the ESOS Act or the National Code.
8. Refunds will be paid in the same currency in which they were collected. If you enrol through an agent of ELS you agree that the refund may be paid to the agent.
9. If you defer the date of commencement of your course, then later cancel your course prior to its new commencement date, the cancellation policy will apply from your original course start date, not the deferred start date.
10. The Accommodation Placement Fee and/or Airport Transfer Fee are not refundable if you advise us less than 2 weeks before your commencement date that you will not be using the service. You may also be liable for 2 weeks’ Homestay Fees if a replacement student cannot be found. No refund of the initial 4 weeks’ Homestay Fees will be made if you leave homestay during that period. Cancellation and refund policies that apply to providers of other forms of accommodation will be notified at the time of booking.
11. Applications for refunds must be in writing, addressed to The Registrar. Any refunds payable under this policy (with the exception of those payable under Clause 12) will be made within 4 weeks of receiving the written refund application.
12. If we do not offer an advertised course in which you have enrolled, or withdraw the delivery of the course prior to its completion, we will offer to place you in an alternative course at no extra cost to you. You must advise us in writing whether you will accept the offer or choose to be refunded the unused portion of your prepaid fees. The refund will be paid to you within 2 weeks from the date the Centre fails to provide the course.
13. In all cases of suspension and/or expulsion of students due to non-compliance with the Student Code of Conduct, no refund of monies paid to the Centre will be made unless required by law.
14. Students whose visas are cancelled due to unsatisfactory attendance or academic progress will not be entitled to a refund of fees.

These conditions may be waived only in exceptional circumstances by the directors of the Centre at their absolute discretion.

INDEMNITY DECLARATION

By signing this Declaration the student, or in the case of a student under the age of 18, the parent(s) and/or legal guardian(s) agrees that the Centre, its officers, teachers, employees, representatives and agents shall not be held responsible and/or be under liability as far as permitted by the law of the Country of Australia and/or will not make any claim against them for the student’s death, bodily injury, disability, loss, damages and/or property damage which may be sustained by the student and/or which may be caused by the student in connection with or during the period of the student’s attendance at any premises owned/leased, operated or controlled by the Centre, the student attending activities and/or excursions and/or in any accommodation arranged for the student.

Further, the student, or in the case of a student under the age of 18, the parent(s) and/or legal guardian(s) agrees to pay any direct and/or indirect costs incurred by the Centre in relation to these activities where a student attends and participates in activities and/or excursions (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the Centre or of which we have knowledge.

Where a student who is under 18 years of age is accepted for enrolment as a student at the Centre, the parent(s) and/or legal guardian(s) further consent and agree that the Centre at its absolute discretion may when it considers it desirable and/or essential seek and provide medical and/or optical and/or dental treatment for the student. In such cases, such costs whether direct and/or indirect will be met by the parent(s) and/or legal guardian(s). If the Centre has been obliged to incur costs on behalf of the student in such circumstances the costs will be repaid to the Centre by the parent(s) and/or legal guardian(s) on demand. The aforementioned shall also extend to executors, administrators and assigns of the signatory.

Your agreement to be bound by these Conditions of Enrolment does not remove your right to take action under the Centre’s Complaints and Appeals process or Australia’s consumer protection laws, or to pursue other legal remedies.

SUPERVISION FOR STUDENTS UNDER 18

All students under 18 years of age must have an adult carer in Australia. Will you be under 18 at the time you begin your course?  O Yes  O No

If YES, please complete the rest of this section.

Will you live with your parent(s) for the duration of your course?  O Yes  O No

If NO, do you need us to arrange a carer?  O Yes  O No

If NO, you must appoint a carer who must be a close relative at least 21 years old and of good character (as confirmed by evidence of police clearance). If relevant, please provide details of carer:

Full name ____________________________________________

Relationship ____________________________________________

Address ____________________________________________

_____________________________________________________

Telephone (home) ________________________________________

Telephone (business) ____________________________________

_____________________________________________________

NOTE: If you do not read or understand English well, we strongly suggest you have an interpreter/translator explain this form prior to signing.

Declaration

I have read and agree to be bound by all of the Conditions of Enrolment as detailed on pages 3 & 4

Student’s signature ____________________________________________ Date ___________

Full name (please print) ____________________________________________

Parent or legal guardian must sign if student is under eighteen (18) years of age.

Parent/Guardian’s Signature ____________________________________________ Full name (please print) ____________________________________________

Date ____________________ Telephone: ____________________ Email ____________________

Parent’s address ____________________________________________

© Copyright 2015 ELS Educational Services, Inc. – a Berlitz company