

Enrolment Form 2010

Please complete and return to your local ELC representative or directly to:

English Language Company
495 Kent Street
Sydney NSW 2000, Australia
phone: 61 2 9267 5688
fax: 61 2 9267 5822
email: enrolments@englishlanguagecompany.com

Personal Details

Family name _____

Other names _____

Date of birth / / _____

Nationality _____ Male Female

Country of residence _____

Telephone () _____

Email _____

Passport Number _____

Which type of visa will you apply for?

Visitor Student Working Holiday Other

Where did you hear about the English Language Company?

Choose your English Language Program

Start Date: / / _____

Intensive General English _____ weeks

Intensive General English + Internship _____ weeks

Intensive General English + WTC _____ weeks

Premium English _____ weeks

Semi Intensive General English _____ weeks

Intensive Cambridge Exam Preparation FCE _____ weeks

Intensive Cambridge Exam Preparation CAE _____ weeks

Accelerated Cambridge Exam Preparation FCE _____ 6 weeks

English for Academic Purposes _____ weeks

Intensive IELTS Preparation _____ weeks

English for TESOL _____ 10 weeks

English for TESOL - Language Module only _____ 5 weeks

English for TESOL - Skills Module only _____ 5 weeks

Further Studies in Australia

If you are planning further academic studies in Australia after you have finished your program at ELC, please complete this section.

Institution: _____

Course: _____

Start Date: / / _____

Choose your accommodation and airport transfer

Do you want ELC to arrange accommodation for you?

Yes No

If yes, how many weeks accommodation? _____ weeks _____ days

Arrival date for accommodation / / _____

Departure date for accommodation / / _____

1. Homestay Single Room Twinshare

Do you smoke? Yes No

Do you prefer a house without pets? Yes No

Do you prefer a homestay without children? Yes No

Are you a vegetarian? Yes No

Do you have any allergies or medical problems? Yes No

Do you have any special requests? Yes No

2. ELC student house Single Room Twinshare

3. Long term hostel Single Room Twinshare

4 share dorm

4. Short term hostel 4-6 share dorm 8 share dorm

4 share girls only

Flight details (if known):

Flight Number _____

Arrival date _____ Arrival time _____

Would you like us to meet you at the airport and take you to your accommodation? Yes No

Choose how you would like to pay

1. Direct Deposit (please find ELC's bank account details on page 3)

2. International bank cheque payable to English Language Company

3. Credit Card (2.5% surcharge applies)
I instruct ELC to make the following transaction:

Name of Student _____

Name of Cardholder _____

Credit Card Number _____

Credit Card type Visa Mastercard American Express

Expiry date / / _____

Amount to be charged AU\$ _____

Signature of cardholder _____

I have read, understood and agree to the conditions of enrolment, cancellation, refund and indemnity and release as detailed on page 3 of this form.

Signed _____

Date / / _____

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Course Dates and Fees

General English			Exam Preparation			
Intensive General English		Start Dates	Intensive Cambridge Exam Preparation		Start Dates	
2-20 weeks	\$370	Any Monday	FCE and CAE Preparation	\$390	Jan 04 (10 weeks) Mar 22 (12 weeks) Sep 13 (12 weeks)	
21-35 weeks	\$350					
36+ weeks	\$330					
Semi Intensive General English		Start Dates	Accelerated Cambridge Exam Preparation		Start Dates	
2-52 weeks	\$320	Any Monday	FCE Preparation	\$490 per week	Jul 19 (6 weeks) Oct 11 (6 weeks)	
Premium English		Start Dates	Teacher Training			
2-20 weeks	\$590	Any Monday	English for TESOL		Start Dates	
Academic English			Full course (10 weeks)	\$4750	Jan 04 Feb 08 Mar 15 Apr 19 May 24 Jun 28 Aug 02 Sep 06 Oct 11 Nov 15	
English for Academic Purposes		Start Dates	Language Module (5 weeks)	\$2375	Jan 04 Mar 15 May 24 Aug 02 Oct 11	
5-20 weeks	\$370	Any Monday	Skills Module (5 weeks)	\$2375	Feb 08 Apr 19 Jun 28 Sep 06 Nov 15	
25-30 weeks	\$350					
Intensive IELTS Preparation		Start Dates				
2-20 weeks	\$370	Every 4 weeks from Jan 04				
21-36 weeks	\$350					

Administration fees

Enrolment	\$200
WTC membership	Contact ELC
Internship	Contact ELC

Course materials + ELC-online fees

2 – 6 weeks	\$110
7 – 12 weeks	\$140
13 – 24 weeks	\$180
25 + weeks	\$200

Overseas Student Health Cover 2010

Up to 3 months	\$96
Extra months	\$32

Accommodation fees

Airport transfer	\$130
Accommodation placement	\$200
Homestay single	\$250
Homestay extra nights	\$36
Homestay twinshare	\$235
ELC Student House – single room	\$260
ELC Student House – twin room per person	\$190
Long-term hostel - single room	\$260
Long-term hostel - twin room per person	\$200
Long-term hostel - 4 share dorm	\$160
Short-term hostel - 4-share dorm (girls only)	\$245
Short-term hostel - 4/6-share dorm	\$231
Short-term hostel - 8-share dorm	\$203
Accommodation amendments/cancellation fee	\$100

Cambridge Exam fees

FCE 2009	\$362
CAE 2009	\$368

Calculate your fees

Enrolment fee	\$ _____
Program fee	\$ _____
Materials fee	\$ _____
Airport pick up fee	\$ _____
Accommodation placement fee	\$ _____
Homestay fee	\$ _____
ELC Student House fee	\$ _____
Long term hostel fee	\$ _____
Short term hostel fee	\$ _____
Overseas health cover fee	\$ _____
WTC membership fee	\$ _____
Internship fee	\$ _____
Exam fee	\$ _____
Subtotal	\$ _____
Credit card surcharge	\$ _____
TOTAL	\$ _____

*All fees inclusive of GST

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**ENGLISH
LANGUAGE**

Company®

CRICOS Provider Code: 02551G

Methods of payment

1. Direct Deposit

Account name: English Language Company
Swift Code: NATAAU3302S
BSB: 082 057
Account number: 557 665 886
Bank Name: National Australia Bank
Bank Address: 225 George St, Sydney, 2000 Australia

2. International bank cheque payable to

English Language Company

3. Credit Card

(2.5% surcharge applies)

Please, fill in the credit card section on the first page of the enrolment form.

Conditions of enrolment

Accommodation policies

1. The accommodation placement fee applies to all accommodation bookings and is non-refundable.
2. Students who decide to change or cancel their accommodation must give 2 weeks notice. The accommodation cancellation/amendment fee will apply.
3. Please confirm the flight arrival details for all accommodation bookings, even if you have not requested an airport transfer.

Homestay

4. As far as possible, homestay should be arranged with arrival on a Sunday and departure on a Saturday.
5. The homestay profile will only be sent after we have received the student's flight details.
6. Twinshare rooms must be booked by two friends.
7. Homestay special rates:
Homestay single room for under18 is \$265pw
Homestay twin room for under18 is \$245pw pp
8. The guardian fee for under 18 is \$65pw

ELC Student Houses

9. As far as possible, the student house bookings should be arranged with arrival on a Sunday and departure on a Saturday.
10. A minimum of 4 weeks booking applies.
11. In the event that students defer their arrival to Sydney, the rent will be due from the initial arrival date. The departure date from the house will also remain the same unless ELC can organise an extension of the accommodation at an additional fee.
12. Students will be expected to sign the house rules (copy available upon request) and pay a \$300 bond upon arrival.

Long-term hostel (Glebe YHA)

13. 2010 rates apply from 1st October 2009 until 30th September 2010
14. Twin rooms can be booked by two friends or individually. Please specify.
15. The prices are for minimum 4 weeks stay.
For less than 4 weeks stays, the following fees apply:
Single room: \$285/w twin room: \$220/w
4-share dorm: \$180/w
16. High season rates apply from the 15th December 2009 to the 28th February 2010 as follows:
twin room: \$265
4-share dorm: \$220 (Single rooms not available)

Short-term hostel (base Backpackers)

17. 2010 rates apply from 1st April 2010 until 31st March 2011.
18. High season rates apply from 20 December 2010 to 11 January 2011 as follows:
all room types: \$280/w
19. A minimum of a 7-day booking also applies over this period.

Holidays

20. 2010 Public holidays
ELC will be closed on the following public holidays.
Compensation will not be made for classes not offered on these days. Jan 01, Jan 26, Apr 02, Apr 05, Apr 26, Jun 14, Aug 02, Oct 04.
21. 2010 Christmas holiday:
ELC will be closed from Dec 27 until Dec 31 2010 inclusive.

Cancellation and refund policy

21. The enrolment fee is non-refundable.
22. A confirmed place at ELC will be secured after all fees have been received.
23. If you cancel your program more than 28 days before it begins, you will receive a full refund of the tuition and materials fee.
24. If you cancel your program less than 28 days before your program begins, 75% of tuition fees will be refunded.
25. If you cancel your program on or after the date of commencement, there will be no refund.
26. If you cancel your course because you were refused a student visa, all course fees and charges will be refunded as per sections 28-29 of the ESOS Act.
27. If you defer the date of commencement of your course, and 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.
28. In the unlikely event that ELC cancels a course before its commencement, you will receive a full refund.
29. Program fees are not transferable to another person or institution.
30. Refund requests will be processed within four weeks. If you enrolled through an education agent, the fees will be refunded to that agent.

General conditions of enrolment

31. If you hold a student visa you must attend at least 80% of your course and maintain satisfactory course progress by completing all class work, assignments and assessments. If you fail to do you will may be reported to the DIAC.
32. You agree to notify ELC of any change of residential address while at the college and understand that failure to notify the college that you have changed your address may result in automatic cancellation of your visa without your knowledge.
33. A student's personal information may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager.
34. Photographs, videos and testimonials provided by you and/or taken by ELC may be used for marketing and promotion purposes.
35. ELC retains the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.
36. This agreement does not remove the right to take further action under Australia's consumer protection laws.

Indemnity and release

On behalf of myself, my executors, administrators and assigns, I agree to waive and release all claims against English Language Company Pty Ltd (ELC), its directors and appointed representatives for any loss, accident, delay or expense, bodily injury or death which I may cause or suffer in connection with or resulting from attendance or participation in any of ELC's programs, accommodation arrangements, transfers, sporting, recreational and cultural activities. I agree that the law of the State of New South Wales in the Commonwealth of Australia shall apply to this agreement.

Please, sign the 1st page of this enrolment form to confirm that you agree with our conditions of enrolment.