

# Sydney English Academy

Top Floor, La Gallerie, Shop 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 2008

### 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 (\$230/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 homelife 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 16 weeks of study.

### INSURANCE

If you are 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 \$87                      6 months \$174  
9 months \$261                    12 months \$348

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

One non-compulsory social activity is offered to students each week. Most of these activities are free however some may require a small fee (\$5 - \$15). 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 2008

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

January 1; New Year's Day, January 28; Australia Day, March 21 to March 24; Easter, April 25; Anzac Day, June 9; Queen's Birthday, August 4; Teacher's Holiday, October 6; Labour Day, December 22 to December 26, 2008; Christmas Break

### COURSE DATES 2008

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

December 31( 2007)	July 14
January 29	August 11
February 25	September 8
March 25	October 6
April 21	November 3
May 19	*December 1
June 16	

\*Please note: December is a short course due to the Christmas break. January 29 and March 25 are Tuesdays.

### CAMBRIDGE FIRST CERTIFICATE DATES 2008

Course starts: December 31(2007)	Exam: March 10
Course starts: March 17	Exam: June 10
Course starts: September 15	Exam: December 9

### 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.

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### FEES (in Australian Dollars)

ENROLMENT FEE			\$180
MATERIALS FEE:	1 - 6 weeks		\$60
	7 - 12 weeks		\$80
	13 - 24 weeks		\$120
	24 weeks +		\$180
Cambridge Course material fee			\$100
OSHC:	3 months \$87	6 months	\$174
	9 months \$261	12 months	\$348
FCE EXAM FEE			\$345
HOMESTAY:	(single room)	per week	\$230
	(including weekday breakfast & dinner, weekend breakfast, lunch & dinner)		
HOSTEL:	Prices are seasonal \$160 - \$280 per week		
ACCOMMODATION PLACEMENT FEE:			
Homestay			\$200
Hostel / Hotel / Guesthouse			\$80
Apartment			\$160
AIRPORT TRANSFER (one-way)			\$120
GUARDIANSHIP SERVICE			
Guardianship placement service fee			\$300
Guardianship weekly fee			\$30

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 enrol.

**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.
- 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 Sydney English Academy can not find a replacement student for pre-booked accommodation.
- If the Sydney English Academy cancels a course before its commencement, tuition fees will be refunded in full.
- If the Sydney English Academy 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.

### 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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### PERSONAL DETAILS

Family Name.....  
Given Name.....  
Address in Australia.....  
Postcode.....  
Address in your country.....  
Postcode.....  
Tel.....  
Mobile.....  
Fax..... Email.....  
Date of Birth..... First Language.....  
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  
 Part Time - 15 hours  
 First Certificate (FCE) 10 week course  March  
12 week course  June  Dec  
 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: CTBAU2S  
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 fee	\$.....
.....weeks	
Accommodation - Hostel fee	\$.....
.....night(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 3 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 - 50 weeks \$320 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 - 12 weeks \$275**  
Available to holders of Tourist or Working Holiday visas only.

#### CAMBRIDGE FIRST CERTIFICATE PREPARATION COURSE

8.45am - 1.10pm / 2.00pm - 3.00pm  
25 hours / week (includes 3 hours supervised study)  
This intensive course prepares students for the internationally recognised Cambridge First Certificate in English (FCE) exam. With a maximum of 10 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. During the course, students complete 2 mock exams, followed by progress check interviews with their class teacher, helping them to identify and practise those strategies most suited to their individual learning styles. The course runs for 10 or 12 weeks, with the exam taking place on March 10, June 12 or December 11.  
**Cost:**

10 week course	\$3200
12 week course	\$3840
+ Exam fee	\$345

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

#### 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: \$110 per hour 1:1**

### 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!  
\*If you want to finish your stay at SEA with a great adventure, we can organise an optional 5 day surfing and camping trip to the far northern NSW coastal town of Byron Bay. You will camp at some of Australia's most beautiful beaches along the way - a great opportunity to practise your new English and surfing skills, and experience Australia's beautiful natural environment.  
**Cost: 2 - 4 weeks \$405 per week**  
\*Cost of this trip is not included in the above price.

#### ENGLISH + DIVING

Students attend full time General English classes (25 hours/week) for two weeks while completing the PADI Dive course over two weekends. Diving instruction is conducted by a fully accredited local dive school. Students must have an intermediate level of English or above.  
**Cost: \$1100 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.

#### 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.