



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 2018

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)
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
Please note that although SEA staff make every effort to meet preferences, dependent on availability, at times it will not be possible to meet all preferences.
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 your 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
 First Certificate (FCE) Course Length Start Month
10 week course Jan
12 week course Mar Sep
 Cambridge Advanced (CAE) 10 week course Jan
12 week course Mar Sep
 IELTS
 English + Surfing
 English + Diving
 1:1 Study Tour

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
CAE / 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\$

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.....
Date:.....(day)/.....(month)/.....(year)



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ENROLMENT FORM AND COURSES 2018

FEES (in Australian Dollars)

General English Full Time

Cost: 1-4 weeks	\$390 per week
5-12 weeks	\$385 per week
13-23 weeks	\$370 per week
24-35 weeks	\$360 per week
36+ weeks	\$350 per week

General English Part Time

Cost: 2 - 17 weeks \$335 per week

CAMBRIDGE PREPARATION COURSES

FCE / CAE

Cambridge Preparation Course

Cost: 10 week course	\$4450
12 week course	\$5230

IELTS Preparation Course

Cost: 1-4 weeks	\$390 per week
5-12 weeks	\$385 per week

English Plus Surfing

Cost: 2 - 4 weeks \$565 per week

English Plus Diving

Cost: \$1550 for 2 weeks

Individual Tuition

Cost: \$140 per hour 1:1

Study Tours

Cost on application

OTHER FEES

ENROLMENT FEE:	\$220
MATERIALS FEE:	
2 - 6 weeks	\$85
7 - 12 weeks	\$135
13 - 20 weeks	\$195
21 - 30 weeks	\$260
31 weeks +	\$290
Cambridge Course material fee	\$200
Cambridge Course Exams fee	\$350
IELTS material fee	\$160
OSHC:	\$45 per month
FCE / CAE EXAM FEE:	\$350
HOMESTAY(18+ years) single room	\$280 pw, 40 per night
twin/double share	\$240 pw, 35 per night
HOMESTAY(under 18) single room	\$300 pw, 45 per night
twin room	\$265 pw, 40 per night

Christmas Week Surcharge (22/12/2017 - 29/12/2017) \$70 pw
 (Homestay fee includes weekday breakfast & dinner, weekend breakfast, lunch & dinner)

STUDENT HOSTEL: Prices are seasonal; dorms \$255-\$370 per week, twins \$325 per week, singles \$570-\$980 per week

ACCOMMODATION PLACEMENT FEES:

Homestay	\$220
Homestay changing fee	\$100
Hostel / Hotel / Guesthouse	\$100
AIRPORT TRANSFER (one-way)	\$140
GUARDIANSHIP SERVICE Guardianship placement service fee	\$200
Guardianship weekly fee	\$45 (\$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 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.

PUBLIC HOLIDAYS 2018

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

January 1; New Year's Day, January 26; Australia Day, March 30 to April 2; Easter, April 25; Anzac Day, June 11; Queen's Birthday, August 6; Teacher's Holiday, October 1; Labour Day, December 22 to December 31 2017; Christmas Holiday.

School re-opens Tuesday 31 December 2017.

GENERAL ENGLISH COURSE DATES 2018

New terms start on the following Mondays.

January 2 (Tuesday) 2018	July 16
January 29	August 13
February 26	September 10
March 26	October 8
April 23	November 5
May 21	December 3
June 18	

However students may start on any Monday.

CAMBRIDGE DATES 2018

FCE course starts: January 8, 2018	Exam: March 16
FCE course starts: March 19	Exam: June 12
FCE course starts: September 10	Exam: December 4
CAE course starts: January 8, 2018	Exam: March 17
CAE course starts: March 19	Exam: June 13
CAE course starts: September 10	Exam: December 5

IELTS DATES 2018

See General English Start dates

ALL COURSES INCLUDE

All SEA courses include the following:

- Initial placement testing
- Orientation tour and information pack
- Progress testing and 1:1 interview with teacher every 4 weeks
- Homework
- Certificate of completion and graduation ceremony
- Full social programme with teacher

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.

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 travelling on a Student Visa, when we have received your fees we will send you a receipt and an electronic Confirmation of Enrolment (eCoE). You need to take this to the Australian Embassy with a Student Visa Application. Under the ESOS Act 2000 Amended, from 1st July 2012 if the course is more than 24 weeks 50% of the course tuition fees will be payable before the course start date and the remaining 50% will be payable 2 weeks before the start of the second study period. You also have the right to pay more than 50% before your course commences.

If you are travelling on a Tourist or Working Holiday Visa, make sure you

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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/Business English 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.

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

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 2 hours supervised study)

These intensive courses prepare students for the internationally recognised Cambridge exams. 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, writing and exam technique.

These courses run for 10 or 12 weeks.

All courses include material fee, exam fee and certificate postage.

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

IELTS PREPARATION COURSE (20 hours GE + 2 hours IELTS)

8.45am - 1.10pm General English class plus 2-3 pm Monday and Thursday IELTS. Total 22 hours / week This course introduces students to the internationally recognised IELTS examination. Course duration is 2 to 6 weeks. The course consists of 20 hours General English plus 2 hours of IELTS. Students must be intermediate or above. Subject to availability. Not available to student visa holders

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! Not available to student visa holders.

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.

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. Not available to student visa holders.

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).

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 \$20 000 per year, which covers accommodation, food and transport. This does not include tuition fees.

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.

Under-18s have a scheduled fortnightly meeting with our Guardian.

ACCOMMODATION

Manly offers a great range of accommodation to suit every budget, including homestay (\$280/week), hostels (from \$40/night or \$255/week). Most of our visitors choose either homestay or hostel accommodation. Contact us for more information regarding hotel or guesthouse accommodation for single and twin share. 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 travelling on a Student visa, the Australian government requires that you must be covered by OSHC (Overseas Student Health Cover).

The fees are subject to change: (\$45 per month)

3 months \$135 6 months \$270

9 months \$405 12 months \$540

If you are travelling 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.

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ENROLMENT FORM AND COURSES 2018

SEA TERMS AND CONDITIONS

Cancellation and Refund Policy

Cancellations are effective only after they are received by SEA in writing. Requests must be made to the Director by email. An email response will be provided in 5 working days. If you cancel your course less than 28 days or more prior to course commencement then 100% of your course fee will be refunded excluding enrolment fee and accommodation placement fee. Less than 28 days prior to course commencement then 85% will be refunded less enrolment fee and accommodation placement fee. See below for further details regarding refund of accommodation fees for cancellations less than 14 days before course commencement. If cancellation is made on or after the day of commencement of the proposed course then no refund will be made. Refunds will be paid within 4 weeks of cancellation notice date less any bank transfer fees incurred by SEA. If the provider defaults, any compulsory fees will be repaid within 2 weeks of the date of notification to the person or organization who initially paid the fees to SEA, less any bank fees incurred by SEA. If the student defaults, any compulsory fees will be repaid within 4 weeks. Course fees are non-transferable either to another student or institution.

DEFERMENT POLICY

If you defer your course commencement date, then later cancel your course prior to the new commencement date, the cancellation policy will apply from the original course commencement date, not the deferred commencement date. After your course has commenced, 2 weeks' notice must be given for all accommodation cancellations or a cancellation charge equal to 2 weeks' rent will apply. Any unused accommodation fees will be refunded to the student within 2 weeks of submitting a refund request in writing. If you are asked to leave the homestay for any valid reason, for example due to unacceptable behaviour, a cancellation payment of 2 weeks' notice will be deducted from any refund due, in lieu of 2 weeks' notice. If the SEA cancels a course before its commencement, tuition fees and compulsory course fees will be refunded in full, 2 weeks from the date of default. 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. As an alternative to making a payment, SEA may arrange for another course, or part of a course, to be provided to the student at SEA's expense. If the student accepts this arrangement, SEA will be relieved of its liability to make the refund. This agreement does not remove the right to take further action under Australia's consumer protection laws. Students have the right to appoint a nominee to represent them in any dispute resolution process. 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 under Australian law. If, in the unlikely event that SEA ceases to operate and is unable to provide a full refund, holders of valid student visas will be able to access the Tuition Protection Service (TPS) which offers an on-line placement and refund service for international students affected by such provider closures.

INDEMNITY AND RELEASE

I 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.

AIRPORT PICKUP

Airport pickup fee will not be refunded if you fail to notify SEA of your flight details or change of these details, less than 48 hours before arrival, or fail to meet our Airport Pickup officer in the designated place at the designated time.

ADDITIONAL ACCOMMODATION POLICIES

Accommodation placement fees are non-refundable. Notice to SEA of any postponement (delayed start date) or cancellation of accommodation services (homestay, hostel) must be received 14 days before the accommodation start date. If notice of postponement is received less than 14 days before the commencement date of your course, 2 weeks' accommodation fees will be charged. You need to disclose, at the time of enrolment, any medical problem or specific condition that may negatively impact on your homestay family accommodation (for example undisclosed dietary requirements). Most accommodation options do not accept arrival dates on the 25 December or 31st December or 1 January. Students will be charged a relocation homestay fee in the case where they wish to change homestay accommodation without what SEA considers to be a valid reason. Homestay and all other accommodation options are only confirmed for the period booked and paid for. Any extension of accommodation is dependent on availability. Internet can be requested for homestay placements and is a \$10 weekly fee paid directly to the family. An additional weekly fee may be required for specific dietary requests such as halal, vegan or gluten free. The relevant fee can be provided on application.

OTHER TERMS AND CONDITIONS

It is the student's 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 or

marketing use without consent. That students' personal information may be made available to Commonwealth and State agencies.

That students must notify SEA regarding any change of address or telephone number whilst enrolled at SEA. SEA only accepts students of the age of 16 or over.

The Sydney English Academy reserves the right to change courses, conditions, timetables and fees without notice, or to cancel or defer courses.

The Sydney English Academy reserves the right to cancel a course due to insufficient enrolments. I understand that all enrolments in ELICOS courses of 24 or fewer weeks constitutes as one course. Once I have commenced my course, I am not entitled to a refund for any unused weeks or tuition. I need to disclose, at the time of my enrolment, any medical problem or specific condition that may affect my ability to participate and complete the course I am applying for in accordance with the course requirements or that may negatively impact on SEA staff or other SEA students.

If I miss classes for personal reasons including illness, I understand no financial compensation or make up classes will be offered.

I understand that any poor conduct in my class which disrupts the delivery of lessons may result in the termination of my course. I must attend 80% of classes or I will be breaching student visa conditions.

The SEA must report any student with less than 80% attendance to the Australian Government Department of Immigration and Border Protection (DIBP) and this could result in a visa cancellation.

I understand that if I am on a student visa it is my responsibility to advise the SEA of my current residential address on arrival and if I change my address I must notify the College in writing immediately. I am aware that failure to notify the Centre that I have changed my address may result in automatic cancellation of my visa without my knowledge.

I must inform the SEA in writing if I do not wish to be photographed or videotaped and have these images used for marketing communications. Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2007, and 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 on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service Director. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law. Students consent to SEA making reasonable enquiries to DIBP regarding their visa and to sharing these details with Government and health insurers for the purpose of ensuring that visa conditions for staying in Australia are maintained. SEA has the right to share information about your course and progress with your sponsor, university or college or educational representative.

INVOICES AND PAYMENTS

For all non-student visa enrolments, an invoice will be issued with a Letter of Offer. Payment in full should be made by a minimum of 28 days before commencement of the study program shown on the Letter of Offer or immediately if less than 28 days to commencement of your study program.

For all student visa enrolments of 24 weeks or less one invoice will be issued with a Letter of Offer and Enrolment Acceptance (EA). The EA should be signed by the student or their legal guardian (if under 18 years of age) and returned with full payment of the invoice. An electronic Confirmation of Enrolment (eCoE) will then be issued for the visa application. If you study a program of 25 weeks or more, you will be issued with an invoice covering the full study program with your Letter of Offer and EA. The invoice will include the tuition fees payable for each half of the study program and the due dates. Under the ESOS Act 50% of the tuition fees will be payable by the due dates shown on the Letter of Offer and invoice. Your eCoE will be forwarded to you after the payment has been received. The second payment will be due no later than the date shown on the Letter of Offer and invoice. You also have the right to pay more than the 50% of your tuition fees before your course commences. In both cases the EA must be signed by you or your legal guardian (if under 18 years of age) and returned with the appropriate payment. An eCoE will then be issued for the visa application. If the second payment has not been paid by the due date this may result in your eCoE being amended or cancelled and your case being reported to the Department of Immigration and Border Protection (DIBP) and the Tuition Protection Scheme Director once all appeal processes have been completed.

PAYMENT

Payment can be made by Bank transfer / Bank draft / Bank cheque /

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: CTBAU2SXXX

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.

All transactions by Mastercard or Visa credit cards will incur a surcharge of 2.5%

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