



# 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 2017

### 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 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   
 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  

	Course Length	Start Month
<input type="checkbox"/> First Certificate (FCE)	10 week course	<input type="checkbox"/> Jan
	12 week course	<input type="checkbox"/> Mar <input type="checkbox"/> Sep
<input type="checkbox"/> Cambridge Advanced (CAE)	10 week course	<input type="checkbox"/> Jan
	12 week course	<input type="checkbox"/> Mar <input type="checkbox"/> Sep
<input type="checkbox"/> IELTS		
<input type="checkbox"/> English + Surfing		
<input type="checkbox"/> English + Diving		
<input type="checkbox"/> 1:1	<input type="checkbox"/> 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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### FEES (in Australian Dollars)

General English Full Time

Cost:	1-4 weeks	\$380 per week
	5-12 weeks	\$375 per week
	13-23 weeks	\$360 per week
	24-35 weeks	\$350 per week
	36+ weeks	\$340 per week

General English Part Time

Cost: 2 - 17 weeks \$325 per week

### CAMBRIDGE PREPARATION COURSES

FCE / CAE

Cambridge Preparation Course

Cost:	10 week course	\$4340
	12 week course	\$5100

IELTS Preparation Course

Cost:	1-4 weeks	\$380 per week
	5-12 weeks	\$375 per week

English Plus Surfing

Cost: 2 - 4 weeks \$535 per week

English Plus Diving

Cost: \$1450 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		\$340
IELTS material fee		\$160
OSHC:		\$45 per month
FCE / CAE EXAM FEE:		\$340
HOMESTAY(18+ years) single room	\$270 pw, 40 per night	
	twin/double share	\$230 pw, 35 per night
HOMESTAY(under 18) single room	\$290 pw, 42 per night	
	twin room	\$255 pw, 38 per night

Christmas Week Surcharge (23/12/2017 – 30/12/2017) \$60 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
<b>GUARDIANSHIP SERVICE</b> 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 2017

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

January 2; New Year's Day, January 26; Australia Day, April 14 to April 17; Easter, April 25; Anzac Day, June 12; Queen's Birthday, August 7; Teacher's Holiday, October 2; Labour Day, December 25 to January 1 2018; Christmas Holiday.

School re-opens Tuesday 2 January 2018.

### GENERAL ENGLISH COURSE DATES 2017

New terms start on the following Mondays.

January 3 (Tuesday) 2017	July 17
January 30	August 14
February 27	September 11
March 27	October 9
April 24	November 6
May 22	December 4
June 19	

However students may start on any Monday.

### CAMBRIDGE DATES 2017

FCE course starts: January 3, 2017	Exam: March 10
FCE course starts: March 13	Exam: June 6
FCE course starts: September 4	Exam: November 28
CAE course starts: January 3, 2017	Exam: March 11
CAE course starts: March 13	Exam: June 7
CAE course starts: September 4	Exam: November 29

### IELTS DATES 2017

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.

If you are travelling on a Tourist or Working Holiday Visa, make sure you leave enough time for the processing of your visa.



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## ENROLMENT FORM AND COURSES 2017

### 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

8.45am - 1.10pm (plus 2-3 pm Monday and Thursday). 22 hours / week

This intensive course introduces students to the internationally recognised IELTS examination. The course focuses on the four components of the examination, reading, writing, speaking and listening. Course duration is 2 to 12 weeks. The course consists of 20 hours General English plus 2 hours of IELTS. Students must be intermediate or above.

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

### 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!

#### 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.

#### 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 \$18 000 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 (\$270/week), hostels (from \$37/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.

**Belong...Enjoy...Succeed**



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## ENROLMENT FORM AND COURSES 2017

### 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, accommodation placement fee, and agent or third party fees.

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 SEA cannot find a replacement student for pre-booked accommodation.

If the SEA cancels a course before its commencement, tuition fees will be refunded in full.

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.

This agreement does not remove the right to take further action under Australia's consumer protection laws.

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. Any SEA representative or staff member will not be held responsible for any loss, damages, death, illness or injuries to people or property which takes place while students are on any SEA arranged activity or excursion. 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 use without consent.

### 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.

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 my homestay family accommodation (for example undisclosed dietary requirements), SEA staff or other SEA students. 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.

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 100% 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 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.

### 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: CTBAAU2SXXX

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.