



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 2020

GENERAL ENGLISH: Fulltime

8.45am - 1.10pm (Mon & Fri) 8.45am - 3.00pm (Tues, Weds, Thurs)
23 hours / week (includes 2 hours of MyEnglish)

General English focuses on spoken English, pronunciation, listening, reading and writing skills. Our aim is to develop your fluency, accuracy and confidence. MyEnglish allows students to focus on subjects such as Grammar/Vocabulary extension, Pronunciation. 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: Parttime

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 (Mon & Fri) 8.45am - 3.00pm (Tues, Weds, Thurs)
23 hours / week (includes 2 hours of MyEnglish)

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. MyEnglish focus on specific areas of need for the students 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.

GENERAL ENGLISH: EVENING (Full time)

Our evening course begins at 4:15pm to 8:30pm (20 hours) Mon - Fri
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! Not available to student visa holders.

ENGLISH + DIVING

Students attend full time General English classes (23 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.

JUNIOR PROGRAM

SEA's Junior program allows students aged 15 - 17 to join our General English classes for 20 hours per week from 8.45 to 1.10 each day (Monday to Friday) followed by one of our fun afternoon activities for four afternoons each week. These activities are designed to make the most of everything Manly Beach and Sydney has to offer. The afternoon activities are a mix of sporting, cultural and sightseeing activities. In addition there is a full day Saturday activity provided for those students also booking homestay accommodation. This program runs from 13/07/2019 to 14/08/2019 and can be booked for 1 to 5 weeks duration. Package A price includes enrolment fee, material fee, tuition, four weekday afternoon activities, guardianship service, homestay accommodation and return airport transfers. Package B price includes enrolment fee, material fee, tuition, four weekday afternoon activities and guardianship service. Weekly travel cards are not included in the package price and must be purchased by students independently.

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 \$21,100 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. Any students under 18 years old have a scheduled fortnightly meeting with our academic and student support manager.

ACCOMMODATION

Manly offers a great range of accommodation to suit every budget, including homestay (\$300/week), hostels (from \$40/night or \$255/week). Most of our visitors choose either homestay or student residence accommodation. Contact us for more information regarding hotel or guesthouse accommodation for single and twin share.

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 and require that you attend a minimum of 80% of scheduled lessons. 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: (\$48 per month)

3 months \$192	6 months \$288
9 months \$432	12 months \$576

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

Every Monday and Friday at 2 pm a teacher led social activity is available to SEA students. Most of these activities are free however some may require a small fee (\$5 - \$20)

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).

Belong...Enjoy...Succeed



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ENROLMENT FORM AND COURSES 2020

SEA TERMS AND CONDITIONS

To ensure it can provide appropriate services and support, SEA requires that all applicants disclose, at the time of enrolment, any special learning needs, medical matters, or other specific condition(s) that may affect his or her ability to participate on and/or complete the course applied for or that may negatively impact on SEA staff or other SEA students or any homestay family members.

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. All students coming to Australia on Student Visas must obtain this OSHC before coming to Australia and ensure they are covered from their date of arrival in Australia.

SEA is bound by the legislation of the Australian Government including the Education Services for Overseas Students Act 2000 (ESOS Act), the Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012. These and other associated legislations can be found at

<https://internationaleducation.gov.au/>

COURSE ENTRY REQUIREMENTS

All students must hold a valid visa to study at SEA and must comply with the requirements of that visa.

There are no minimum English language proficiency requirements for students seeking to enrol in the General English courses. For Cambridge Preparation students must complete an SEA level test. All students will be tested on arrival to SEA at the start of their enrolment and SEA reserves the right to place the student in the appropriate class for their level of English at that time. This change may require that SEA issue a new eCoE. In such cases, SEA will provide the student with the information they need to address any changes with Australian immigration.

SEA only accepts students of the age of 16 or over.

VISA RELATED CONDITIONS & OBLIGATIONS

Students are responsible for being aware of and acting in accordance with the obligations of their visa. In particular, student visa holders must:

- provide address, telephone number, and email within 7 days of arrival in Australia and of any change to these details within 5 working days whilst enrolled at SEA;
- attend a minimum of 80% of scheduled face-to-face lessons throughout their course;
- make appropriate progress;
- ensure all course payments are made on time.

All students must adhere to the SEA Student Code of Conduct.

SEA is required under the ESOS Act to report any student who fails to meet the obligations of their visa, including the attendance and course progress requirements, to the Australian government and this could result in a visa cancellation.

PAYMENTS

For all enrolments, an invoice will be issued with a Letter of Offer. Payment should be made a minimum of 28 days before commencement of the program shown on the Letter of Offer or immediately if enrolling less than 28 days before commencement of a study program. All student visa enrolments must sign and return the Written Agreement (WA) attached to Letter of Offer. Where the applicant is under the age of 18 at the time of signing, the WA must also be signed by their legal guardian. An electronic Confirmation of Enrolment (eCoE) will be issued once payment and the WA has been received.

Under the ESOS Act, for enrolments in a single program of more than 25 weeks, SEA can only request payment of 50% of course fees. Invoices for these enrolments will include two instalment payments with two due dates – one before the start of the course and one after the start. However, the student has the right to choose to pay more than 50% of tuition fees before course commences.

Course fees are non-transferable either to another student or institution.

VISA APPLICATION REJECTION - REFUNDS

Where a visa application is rejected, SEA will refund any pre-paid tuition and non-tuition fees within 28 days of the student producing acceptable evidence that the application made for a student visa was rejected by a visa-issuing authority. The amount of the refund will be equal to the pre-paid fees minus the lesser of 5% of the amount of fees received (pre-paid tuition fees, non-tuition fees) or \$500.

CANCELLATION AND REFUND POLICY

Cancellations are defined as a student not commencing or not completing the course in which they enrol but exclude where SEA cancels or otherwise defaults on the course (detailed below). Students wishing to cancel a course, must notify the Director of SEA by email and cancellations are not effective until received by the Director. A written response will be provided in 5 working days. In all cases, except visa application rejection, the enrolment fee and accommodation placement fee are non-refundable. Cancellations 28 days or more prior to course commencement will receive a refund of 100% of tuition fees. Cancellations made less than 28 days, but more than 14 days, prior to course commencement will receive a refund of 85% of tuition fees. Cancellations made 14 days or fewer but before the course start date will receive a refund of 50% of tuition fees. Refunds will be paid within 4 weeks of cancellation notice date less any bank transfer fees incurred by SEA. Cancellations made on or after the start date of the enrolment shown in the Written Agreement are not entitled to a refund for any unused weeks of tuition. Where a course commencement date is deferred and the course is subsequently cancelled prior to the new commencement date, the cancellation policy will apply from the originally agreed course commencement date. Where students miss classes for personal reasons, including illness, no financial compensation or make up classes will be offered.

ACCOMMODATION FEES, CANCELATIONS, & REFUNDS

Most accommodation options do not accept arrival on the 25 or 31 December or 1 January. 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.

Except where SEA deems a valid reason exists, students will be charged a relocation homestay fee in the case where they wish to change homestay accommodation.

Cancellations or deferrals of accommodation – either before or during the accommodation booking starts – require 2 weeks' notice or a cancellation charge equal to 2 weeks' rent will apply. In the case of a cancellation, any unused accommodation fees will be refunded to the student within 2 weeks of submitting a written refund request.

Students asked to leave a homestay for any valid reason, such as unacceptable behaviour, will have 2 weeks' rent deducted from any refund due, in lieu of 2 weeks' notice.

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.

PROVIDER DEFAULT

SEA reserves the right to change courses, conditions, timetables and fees without notice, or to cancel or defer courses. A Provider Default is defined as SEA's cancellation of a course in which a student is enrolled. In such cases, any associated and unused fees will be repaid within 2 weeks of the date of notification of the default.

In the unlikely event that SEA is unable for any reason to deliver a course in which a student has enrolled, SEA will offer any affected student the choice of a refund of any unused, pre-paid fees and an alternative course, or part of a course, at no additional expense. In the unlikely event that SEA is unable to provide a student's refund or alternative course, holders of valid student visas will be able to access the Australian government's Tuition Protection Service (TPS) will support the student to find an alternative course or will provide the refund of any unused, prepaid tuition fees.

COMPLAINTS AND APPEALS

This agreement and the terms and conditions it sets out, including the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.

Students have the right to complain about the nature of the services provided by or on behalf of SEA and the right to appeal decisions made by or on behalf of SEA. Students have the right to have a support person of their choice with them in any related meetings. Applicants can review the full terms and conditions in the Letter of Offer or on the SEA website for more details on SEA's internal and external complaints and appeals processes.

INDEMNITY

SEA and its staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused, except where liability is expressly imposed by law in the State of New South Wales in the Commonwealth of Australia. SEA will not be liable in the event that any service contracted to be supplied by SEA becomes impossible to supply for any reason or any cause outside the control of SEA. SEA is not liable in the event where it is unable to fulfil any service because of fire, natural disaster, acts of government, failure of suppliers or subcontractors, labour disputes or other reasons which are outside its control.

INFORMATION AND PRIVACY

Applicants and students are asked to supply information to SEA when applying for enrolment, at orientation sessions and during the periods of study. Generally, this information includes name, contact details, date of birth, gender, citizenship, passport details, academic and English language attainments, disabilities, health information, including illnesses, allergies and dietary information. SEA will only collect personal information by fair and lawful means which are necessary for it to perform its functions and ensures that it manages personal information in an open and transparent manner and is committed to ensuring the confidentiality and security of the information provided to it, in accordance with Privacy Act 1988 (Cth) and Australian Privacy Principles (APPs). Information is collected in order for SEA to meet its obligations under and within the authority of the ESOS Act 2000 and the National Code 2018 and to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. Information collected can be provided, in certain circumstances, to the Australian Government and designated authorities and, if SEA believes on reasonable grounds that the disclosure is necessary to protect the life or health of any person, the disclosure is required or authorised by or under law, or the individual concerned has given written consent. 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. Students can inform the SEA in writing if they do not wish to consent to this.

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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