

## IH BRISBANE – ALS

## Enrolment form 2012

### PERSONAL DETAILS

**Family Name:** \_\_\_\_\_ **Given Names:** \_\_\_\_\_  
**Date of birth (dd/mm/yy):** \_\_\_\_\_ **Title:**  Mr  Ms  Miss  Mrs  
**Nationality:** \_\_\_\_\_ **Gender:**  Male  Female  
**Occupation:** \_\_\_\_\_ **First language:** \_\_\_\_\_  
**Passport Number:** \_\_\_\_\_ **Highest level of school completed:** \_\_\_\_\_  
**VISA TYPE:**  Student  Working Holiday  Tourist  Business  Dependent  Other details: \_\_\_\_\_  
**Current address:** \_\_\_\_\_  
**Current phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

### COURSE DETAILS: GE and IELTS courses start every Monday. Check more about start dates on page 3

General English Full-time  
 General English Full-time Evening Classes  
 IELTS Exam Preparation Full-time  
 IELTS Exam Preparation Full-time Evening Classes  
 Cambridge Exam Preparation  FCE  CAE  CPE  
 Business English Full-time  
 English for Academic Purposes(EAP)  
 Certificate IV in TESOL  
 Certificate III in Spoken and Written English  
 General English Part-time \*  
 Private tuition \*  
 Other \_\_\_\_\_

\* NOT for student visa

**START DATE(dd/mm/yy):** \_\_\_\_\_ **NUMBER OF WEEKS:** \_\_\_\_\_

**OSHC( Overseas Student Health Cover** – compulsory requirement for student visa holder)  
 Do you want IH Brisbane – ALS to arrange OSHC for you?  YES  NO If Yes,  Single  Family

Are you currently enrolled at another institution in Australia?  YES  NO (If yes, a letter of release would be required)

### PATHWAY PROGRAM: Find more about our partner institutions in our brochure

Do you want to study at one of our Pathway Institutions after completion of your course at IH Brisbane - ALS?  YES  NO  
 If yes, where and which program do you wish to study? \_\_\_\_\_

### ACCOMMODATION (Minimum 4 weeks)

Do you want IH Brisbane-ALS to arrange your accommodation? Find more about IH Brisbane- ALS accommodation.  
 Homestay  IH Brisbane-ALS accommodation

How many weeks? (minimum 4 weeks) \_\_\_\_\_  
 Please email [enrol@ihbrisbane.com.au](mailto:enrol@ihbrisbane.com.au) to request the Accommodation Application form

### AIRPORT RECEPTION

Do you want IH Brisbane - ALS to arrange airport transfer service for you?  YES  NO  
 Please email [enrol@ihbrisbane.com.au](mailto:enrol@ihbrisbane.com.au) to request the Airport Reception Application form

### DETAILS OF FEES: AU\$

Check fees and other charges and calculate the total amount payable. We will send you a **Letter of Offer**.

Enrolment fee	AU\$	
Tuition Fee		Bank cheque: payable to "Australian Language Schools Pty Ltd" Bank transfer to: Australian Language Schools Pty Ltd Bank: ANZ Bank Branch Address: 146 Queen Street Mall Brisbane QLD Australia 4000 Account Name: Australian Language Schools Pty Ltd BSB: 014010 Account Number: 491553135 Swift Code: ANZ BAU 3M  <b>A copy of your remittance must be sent to <a href="mailto:finance@ihbrisbane.com.au">finance@ihbrisbane.com.au</a></b>
Materials Fee (\$15 per week)		
Airport Reception fee		
Accommodation placement fee		
OSHC (student visa holders only)		
<b>TOTAL FEES</b>	<b>AU\$</b>	

- Please read the following policies carefully
- Please ask for help if you do not understand
- Please ask if you have any questions
- Please sign at the bottom of the next page

## IH Brisbane - ALS ENROLMENT –POLICY

**1.English Only:** IH Brisbane - ALS has a strict ENGLISH ONLY speaking policy. Students are required to support this policy at the school. Failure to follow this policy can lead to exclusion.

**2.Contact details:** Students must up date contact address ,email and telephone number while enrolled at this school. It is your responsibility if you miss any important message from the school because you forget to update your contact details.

**3.Confirmation of Enrolment(COE):** To receive a COE, students must enrol for a minimum of 3 weeks. Our school does not issue COEs for shorter than 3 weeks.

**4.Attendance:** All students are required to maintain satisfactory attendance (minimum 80%). IH Brisbane - ALS is required by law to notify the Department of Immigration and Citizenship of students with unsatisfactory attendance. IH Brisbane - ALS does not issue a Certificate to students whose attendance is not satisfactory (80% overall).

**5.Leave request:**  
 -Student visa holders can apply 1 week holiday after completing a minimum of 12 weeks of studies  
 -Tourist or Working Holiday visa holders can apply for a maximum of 12 weeks holiday, after completing of minimum 8 weeks of studies.  
 -Leave Request Forms can be obtained at reception; it must be submitted by end of Monday of the week before the holiday.  
 -Leave request will be granted once only.

**6 Indemnity :**  
 Neither IH Brisbane – ALS and its staff nor its representatives, will be held responsible for any loss, damage, illness or injury to people or property which may occur while students are on any activity or excursion organized by IH Brisbane - ALS. Students are solely responsible for taking out own insurance which we recommend be purchased in their own country.

**7. Deferment Policy**  
 -IH Brisbane - ALS does not allow you to postpone your studies unless there are exceptional circumstances beyond your control.

- Request for deferment must be made on a Request for Deferment Form (it can be downloaded from our website [www.ihbrisbane.com.au](http://www.ihbrisbane.com.au)) with appropriate supporting documentation (e.g. Medical Certificates, flight tickets), addressed to the Principal and submitted to [enrol@ihbrisbane.com.au](mailto:enrol@ihbrisbane.com.au)

- If the Principal approves the deferment, you may defer your studies for up to 12 months. Course deferments cannot be converted to cash refunds in any circumstances, nor can the enrolment be transferred to another person.

-OSHC or Accommodation/Airport Arrangement Fees that have been paid may be subject to a price increase during the deferment period.

**8.Course Changes**  
 -Requests to change courses after course commencement must be made in writing, with appropriate supporting documentation and submitted to [enrol@ihbrisbane.com.au](mailto:enrol@ihbrisbane.com.au)  
 -Course changes will only be approved in compelling circumstances or at the discretion of IH Brisbane-ALS. IH Brisbane ALS can not guarantee class availability in these circumstances.  
 -Where the new course fees are greater than the previous course the difference in fees must be paid by the student.  
 -Where the new course fees are less than the previous course no refund of the difference in fees will be given nor will extra weeks be given to compensate the difference.

**9. Late Payment Fees**  
 -Fees must be paid by the due date in order for the enrolment in the current teaching period to continue.  
 -A late fee of \$100.00 per payment applies to payments received after the due date  
 -If a student withdraws from their course after the start date in which they are enrolled, they will still be liable to pay the tuition fee for those courses.

**10. Release of Photography:** Photos or images of students participating in IH Brisbane - ALS school activities, taken by/for IH Brisbane - ALS staff, remain the property of IH Brisbane - ALS and it could be used for promotional materials

## IH Brisbane - ALS REFUND POLICY

**1. Important terms /definition**  
 -Enrolment fee is the cost of processing an application, an offer letter and issuing a Confirmation of Enrolment. It includes computer, stationery, photocopying, email and other forms of correspondence related costs. Therefore the enrolment fee is not refundable under any circumstance, even if previously waived.  
 -Material fee is the cost of books, leisure activities, student ID card, printing, computer room use, stationery, photocopying and other course preparation related costs. This fee is not refundable once the expense occurs.  
 -Change of enrolment fee is the cost of revising enrolment information such as the start date, course length and Confirmation of Enrolment. No charge will be made for the first change, afterwards \$40.00 will be charged for each subsequent change.  
 -Accommodation placement fee is the cost for arranging the homestay placement; this fee is not refundable under any circumstances unless otherwise specified.  
 -Airport reception fee will not be refunded if you fail to advise a change of flight details 48 hours prior to arrival; additional airport reception fee may be charged if less than 48 hours notice is given. Please be aware that you may lose this fee if your flight is delayed.  
 -Tuition fee means course tuition fees only, not including any of the above fees.  
 -Course Commencement means the first working day of the week the student is enrolled to start. Where multiple courses are issued on a single Letter of Offer, all courses commence on the first working day of the first course.  
 -Acceptance of offer means under the one of following circumstance,  
 - we receive payment and/or, - we receive an acceptance of offer letter and/or,  
 - confirmation of COE is issued and/or, - you have arrived in the school at the course commencement date and/or, - you have attended the class.

**2. Visa refusal**  
 -If your visa application is refused before your start date, a full refund of prepaid tuition fees, materials fees, airport reception fee will be made. IH Brisbane - ALS will charge a cancellation fee of \$250.00.  
 -If your visa application is refused after you have started your course, a cancellation charge of \$250.00 will be made, and tuition costs for weeks already studied will not be refunded.  
 -The provisions of the ESOS Act 2000 & the ESOS Regulations apply to these circumstances.

**3. Cancellation notice given more than 4 weeks prior to the start day**  
 -If you cancel your enrolment in writing by letter or email more than 4 weeks before your course starts, a full refund of prepaid tuition fees, material fees, and airport reception fee will be made.  
 -Once an acceptance of offer has been received and/or Confirmation of Enrolment has been issued, and where the reason for cancellation is other than visa refusal, a refund administration expense of \$250.00 will be charged.

**4. Cancellation notice given less than 4 weeks prior to the start day**  
 -If you cancel your enrolment in writing by letter or email less than 4 weeks before your course starts, you will have to pay a cancellation charge of \$1,200.00  
 -If a Confirmation of Enrolment has changed and you have requested a revision of the start date prior to sending us a cancellation notice, you should provide appropriate evidence (such as the letter from the Department of Immigration and Citizenship) explaining that you need additional time to prepare your visa.

**5. Cancellation after course has commenced**  
 -You are not eligible for refund of any fees if you cancel your enrolment after your course has commenced. Courses commence on the first working day of the week the student is enrolled to start.  
 -There is no refund if you breach your visa conditions for any reason which then results in your studies being cancelled.

**6. Course Cancellation by IH – Brisbane ALS**  
 -If IH Brisbane - ALS is unable to deliver the course, full refund of prepaid tuition fees, material fees, and enrolment fee will be made within 2 weeks of the day on which the course ceased being provided.  
 -You may be offered enrolment in an alternative course at no extra cost.  
 -You have the right to choose whether you would prefer a refund of fees or to accept a place in another course.  
 -The provisions of the ESOS Act 2000 & the ESOS Regulations apply to these circumstances.

**7. Request for Refund**  
 -Request for refund must be made on a Request For Refund Form (it can be downloaded from our website [www.ihbrisbane.com.au](http://www.ihbrisbane.com.au)) with appropriate supporting documentations (e.g. the letter from the Department of Immigration and Citizenship and bank details) and submitted to [enrol@ihbrisbane.com.au](mailto:enrol@ihbrisbane.com.au) .  
 -A refund can only be paid if IH Brisbane - ALS has received the money and it has been entered into its accounts, and all debts to IH Brisbane - ALS have been paid.  
 -Refund payments will be made in Australian currency within 4 weeks of submitting the completed Request For Refund Form and all required supporting documentations.  
 -All refunds will be made payable to the students only, except for formally approved sponsored students or education agents who paid on behalf of the students (students must send us an authorization letter)  
 -Requests for refunds of Overseas Student Health Cover (OSHC) must be made directly to the student's OSHC provider.  
 -Promotional discount will not be applicable in any refund cases.

For further information please read the IH Brisbane - ALS Student Handbook 2012 at [www.ihbrisbane.com.au](http://www.ihbrisbane.com.au)

## DISPUTE RESOLUTION

If you are unhappy with anything at IH Brisbane - ALS, please talk with one of our staff. You can bring a friend with you at any time. IH Brisbane - ALS has a Dispute Resolution process but you also have the right to take action under Australia's consumer protection laws or to pursue other legal remedies. See full details on [www.ihbrisbane.com.au](http://www.ihbrisbane.com.au). Personal information provided to IH Brisbane - ALS is confidential, but by law, may be provided by IH Brisbane– ALS to appropriate parties

### STUDENT DECLARATION

- I have read and understood the IH Brisbane - ALS Student Handbook 2012 viewed at [www.ihbrisbane.com.au](http://www.ihbrisbane.com.au)
- I understand and accept the above conditions of enrolment and Refund and Course change policy of IH Brisbane - ALS

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

AGENT STAMP /



## FEES and CHARGES 2012

Calculate your Fees: I want to enrol in .....(Course) for ..... weeks.

<b>Enrolment Fee</b>	\$195 for all courses	
<b>Material Fee</b>	\$15 per week for all courses (maximum \$360 for 24 weeks or longer)	
<b>Tuition Fees</b>		
<b>General English / IELTS Exam Preparation (Full-time)</b>	1-13 weeks	\$345 per week
	14-26 weeks	\$330 per week
	27+ weeks	\$320 per week
<b>General English (part-time) Not for student visas - 15 hrs/week</b>		\$260 per week
<b>IELTS Exam Preparation Full-time Evening Classes</b>		\$270 per week
<b>Certificate IV in TESOL</b>	8 weeks	\$3,100+Material\$400
<b>Certificate III in Spoken and Written English</b>	26 weeks	\$2,900+Material\$200
<b>General English Full-time Evening Classes</b>		\$270 per week
<b>English for Academic Purposes (EAP)</b>	12 weeks	\$4,140
<b>Cambridge Exam Preparation</b>		
First Certificate in English (FCE) & Certificate in Advanced English (CAE)	10 weeks	\$3,450
First Certificate in English (FCE) & Certificate in Advanced English (CAE)	12 weeks	\$4,140
Certificate of Proficiency (CPE)	12 weeks	\$4,140
<b>Cambridge exam fees</b>	FCE \$362, CAE \$368, CPE \$376	
<b>Cambridge textbook</b>		\$200
<b>Business English</b>	4-8 weeks	\$345 per week
<b>Private tuition: NOT FOR STUDENT VISAS</b>		\$90 per hour
<b>Other Fees</b>		
<b>OSHC: STUDENT VISA HOLDERS ONLY</b>		See prices below
<b>Homestay airport Reception* - if requested</b>		\$95 one way
<b>Homestay placement fee* - if requested</b>		\$190
<b>Homestay accommodation* - pay to home-stay on arrival (18 years &amp; over).</b>		\$230 per week
<b>IH Brisbane – ALS accommodation placement fee* - if requested</b>		\$40
<b>IH Brisbane – ALS accommodation* – Pay to accommodation manager on arrival</b>		From \$90 per week
<b>TOTAL</b>	All fees are in AUD\$ and include GST where applicable.	

\* Price is subject to change depends on IH Brisbane – ALS management decision without notice  
For General English, EAP & IELTS, textbooks are [free on loan](#).

### INSURANCE: OSHC (Overseas Student Health Cover)

If you are applying for an Australian Student visa, you will be required by Department of Immigration and Citizenship to have Overseas Students Health Cover (OSHC) for the duration of your stay in Australia. IH Brisbane ALS can arrange OSHC to cover your visa duration. OSHC is not available for other visa categories.

See [www.overseasstudenthealth.com](http://www.overseasstudenthealth.com) for more information, including other forms of medical insurance for non-student visa holders.

**2012 Premiums (single cover in AUD\$, prices are subject to change without notice)**

Months:	3	4	5	6	9	12
Single rate:	\$105.00	\$140.00	\$175.00	\$210.00	\$315.00	\$420.00

*IH Brisbane – ALS recommends all students obtain personal travel insurance in your own country.*

### PAYING FOR YOUR COURSE

**Fees and charges must be paid in advance.**

When we receive your ENROLMENT FORM, we will send you a LETTER of OFFER and an ACCEPTANCE form.

Please complete all the details on your ACCEPTANCE form and return to IH Brisbane - ALS with your payment.

IH Brisbane - ALS accepts bank draft, International telegraphic transfer, credit card (MasterCard or VISA only) and EFTPOS.

**Credit card payments attract a 3.1% payment processing fee and EFTPOS attract 1.45% payment processing fee to reflect the bank fees charged to IH Brisbane – ALS.**

**Bank cheque:** Please make payable in AU\$ to  
"AUSTRALIAN LANGUAGE SCHOOLS"

Australian Language Schools  
PO Box 13393 George St  
Brisbane, Queensland 4003 Australia

**Bank transfer:**

Bank Name: **ANZ Bank** Swift Code: **ANZ BAU 3M**  
Account Name: **Australian Language Schools**  
Branch Address: **146 Queen Street Mall, Brisbane**  
BSB: **014010** Account Number: **491553135**

**Mastercard**  **Visa** (unfortunately AMEX is not accepted)

Credit card payments attract a 3.1% payment processing fee to reflect the bank fees charged to IH Brisbane - ALS.

You can also provide your credit card details on your ACCEPTANCE OF OFFER form.

Credit card number: \_\_\_\_\_ Expiry date: \_\_\_\_ / \_\_\_\_

Name printed on card: \_\_\_\_\_ Amount: AU\$ \_\_\_\_\_

Signature of cardholder \_\_\_\_\_