

International House Brisbane - ALS

Booking Form 2019



PERSONAL DETAILS

Family Name: _____ Given Names: _____
 Date of birth (dd/mm/yy): _____ Title: Mr Ms Miss Mrs
 Nationality: _____ Gender: Male Female
 Passport Number: _____ Current level of English: _____
 Current address: _____
 Current phone: _____ Email: _____

VISA & INSURANCE DETAILS

VISA / PLANNED VISA: Student Working Holiday Tourist Business Dependent Other - details: _____
 Which DHA office will you apply to for your visa? _____
 Are you currently enrolled at another institution in Australia? YES NO
 If YES, is this additional study you wish to undertake? YES NO (If No, a letter of release is required)
 OSHC(Overseas Student Health Cover – compulsory requirement for student visa holder from arrival in Australia)
 Do you want IH Brisbane – ALS to arrange OSHC for you? YES NO If Yes, Single Couple Family

COURSES AND START DATES 2019

General English Day Time, Part-time & Evening Time
 15/01, 05/02, 26/02, 19/03, 09/04, 30/04, 21/05, 11/06
 02/07, 23/07, 13/08, 03/09, 24/09, 15/10, 05/11, 26/11

IELTS Preparation Day Time, IELTS Preparation Evening Time
 Any Monday (Tuesday, if Monday is a public holiday).
 Mock exam weeks: 18/02,01/04,13/05,24/06,05/08,16/09,28/10,09/12
 It is not recommended to start on Mock exam weeks

Business English Intermediate Full-time
 Please contact IH Brisbane – ALS for more information

Certificate IV in TESOL
 21/01, 25/03, 3/06, 05/08, 07/10

Cambridge Exam Preparation – First Certificate
 07/01 (10 weeks), 18/03 (12 weeks)
 01/07 (12 weeks), 23/09 (10 weeks)

Cambridge Exam Preparation – Advanced Certificate
 25/03 (10 weeks)*, 23/09 (10 weeks)* with a minimum of 6

Private Tuition
 Please contact IH Brisbane – ALS for more information

REQUESTED COURSES START DATE

First course: _____ Start date: _____ Number of weeks: _____
 Second course: _____ Start date: _____ Number of weeks: _____
 Third course: _____ Start date: _____ Number of weeks: _____

IH Brisbane – ALS can help you with your further study, at our Pathway Partners. Do you plan to study further in Australia? YES NO
 If yes, where and which program do you wish to study _____ *There's a surcharge for our Pathway program

ACCOMMODATION & AIRPORT TRANSFER

Do you want IH Brisbane-ALS to arrange your accommodation? - <http://www.ihbrisbane.com.au/accommodation/> - (conditions apply)

SayStay Homestay
 Download the application form at www.ihbrisbane.com.au
 Have you attached Homestay application form?
 Number of weeks: _____
 Start date: _____

Uniresort Student Accommodation
 Apply at www.ihbrisbane.com.au
 Twin share Single / Window No window
 Number of weeks: _____
 Start date: _____

Student One Accommodation
 Download the application form at www.ihbrisbane.com.au
 Have you attached Student One application form?
 Number of weeks: _____
 Start date: _____

2019 PUBLIC HOLIDAYS IN BRISBANE / SCHOOL STAFF TRAINING DAY

Public Holidays (IH Brisbane - ALS is closed on official public holidays)	(1 & 28 Jan), (19, 22 & 25 Apr), (6 May), (14 Aug), (7 Oct), (01 Jan 2020) (IH Brisbane – ALS will be closed from the 25 December 2019 to 1 January 2020 inclusively)	School Staff Training (IH Brisbane - ALS is closed on these days)	22 Mar, 12 Jul, 15 Nov
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TERMS AND CONDITIONS

1. I have read and agree to following policies, all available in the Student Handbook:

- PRIDE policy
- Attendance requirements
- Privacy policy

and understand failure to follow them may result in my exclusion from IH Brisbane – ALS, as detailed in the unacceptable behavior procedure.

I have also read and understood the information regarding

- Leave requests
- Deferment Policy
- Course Changes
- Late payment of fees

2. 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.

3. 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 can be used for promotional materials. If you do not wish to be photographed or videotaped please inform us in writing as soon as possible.

4. Contact details: Students are required to notify IH Brisbane – ALS within 5 working days of any changes to residential address, mobile, email or emergency contact, through their student portal; failure to do so may result in automatic visa cancellation.

5. Training locations – your training may be delivered at 126 or 116 Adelaide Street, Brisbane, 4000.

6. Personal information provided to IH Brisbane - ALS is confidential, but by law, may be provided by IH Brisbane– ALS to appropriate parties. IH Brisbane –ALS is required to share information about its students with the Australian Government and other designated authorities, such as the TPS. IH Brisbane - ALS has the right to share information on your progress and attendance with your sponsor or educational agent.

REFUND, ENROLMENT & CANCELLATION POLICY

Refund Policy – there are 5 refund categories at IH Brisbane – ALS; these will be applied to **each and every course (even on same offer letter)** applied for:

- **Cancellation due to Visa refusal** - Before course start date: \$150 Admin Fee. Tuition, Material and Airport Reception Fees refunded. Enrolment and Accommodation Placement Fees not refunded.
 - **Cancellation due to Visa refusal** - After course has commenced: \$150 Admin Fee. Unused Tuition and Material Fees refunded. Enrolment and Accommodation Placement Fees not refunded.
 - **Cancellation notice given more than 4 weeks prior to the course start day:** \$250 Admin Fee. Tuition, Material and Airport Reception Fees refunded. Enrolment and Accommodation Placement Fees not refunded.
 - **Cancellation notice given less than 4 weeks prior to the course start day:** \$1200 Admin Fee. Tuition, Material and Airport Reception Fees refunded (if more than 48 hours notice given). Enrolment and Accommodation Placement Fees not refunded.
 - **Cancellation after course has commenced:** No refunds eligible.
 - **Course Commencement means the first working day of the week the student is enrolled to start.**
 - **Change of Enrolment - It may be possible up to 1 week before course commencement to transfer to a later course.** A change of enrolment fee will be payable; this is the cost of revising enrolment information such as the start date, course length and Confirmation of Enrolment, more information: <https://www.ihbrisbane.com.au/admission/refund-and-enrolment-policy/>. No charge will be made for the first change, afterwards \$40.00 admin fee will be charged for each subsequent change. Any refund request after making a change will be as case 4 except in case of visa refusal.
 - **Failure to commence –** IH Brisbane – ALS is required to report any student default within 5 working days.
 - **Pre-requisite level of English –** some courses at IH Brisbane – ALS require a pre-requisite level of English. Students who do not have this level of English will not be able to commence study in this course, but will be offered a place in an different course. Any difference in fees will be the sole responsibility of the student.
 - **IH Brisbane - ALS disclaims all liability** for any direct or indirect loss arising out of using a 3rd party service
 - **Course Cancellation by IH – Brisbane ALS** - If IH Brisbane - ALS is unable to deliver a course, a full refund of unused portion 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, and have the right to choose whether you would prefer a refund of fees or to accept a place in another course, which must be done in writing.
 - In the unlikely event that IH Brisbane - ALS ceases to operate and is unable to offer you a place in another course or a refund, for student visa holders the TPS will place you in a similar course at no charge. Any refund due to a default of IH Brisbane - ALS as the registered provider is covered by the provisions of the Education Services of Overseas Students Act 2000 (the ESOS Act) (as amended).
 - **Request for Refund**
 - Request for refund must be made on a Request For Refund Form (download from our website 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.
 - 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
- "This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies".

For further information please read the IH Brisbane - ALS Student Handbook at 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. Personal information provided to IH Brisbane - ALS is confidential, but by law, may be provided by IH Brisbane– ALS to appropriate parties

STUDENT DECLARATION <ul style="list-style-type: none">• I have read and understood the IH Brisbane - ALS Student Handbook viewed at 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 /
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2019 - COURSE INFORMATION

***To enter these courses, please attach results of any recent English language test or arrange for an admission test**

COURSE	COE	START DATES 2019	START DATES 2020	LEVEL	OTHER INFORMATION
General English Full-time CRICOS Code 062145C (20 hrs/week + 9 hrs optional included)	✓			5 levels – Elementary to Advanced	IH Brisbane - ALS has formal testing for General English students every 3 weeks
General English (part-time) (15 hrs/week) Not for student visa holders	No COE	14/01, 04/02, 25/02, 18/03, 08/04, 29/04, 20/05, 10/06, 01/07, 22/07, 12/08, 02/09, 23/09, 14/10, 04/11, 25/11	13/01, 03/02, 24/02, 16/03, 06/04, 27/04, 18/05, 08/06, 29/06, 20/07, 10/08, 31/08, 21/09, 12/10, 02/11, 23/11		
General English Full-time (Evening) CRICOS Code 062145C (20 hrs/week 5 hrs optional included)	✓			3 levels – Pre-Intermediate, Interintermediate and Upper-Intermediate	
IELTS Exam Preparation Full-time CRICOS Code 062147A (20 hrs/week + 9 hrs optional included)	✓	Any Monday (Tuesday, if Monday is a public holiday). Mock exam weeks: 18/02, 01/04, 13/05, 24/06, 05/08, 16/09, 28/10, 09/12 <i>It is not recommended to start on Mock exam weeks</i>	Any Monday (Tuesday, if Monday is a public holiday). Mock exam weeks: 17/02, 30/03, 11/05, 22/06, 03/08, 14/09, 26/10, 07/12 <i>It is not recommended to start on Mock exam weeks</i>	3 levels - Intermediate, Upper Intermediate and Advanced Please check levels available	IH Brisbane - ALS has formal testing for IELTS every Friday
IELTS Exam Preparation Full-time (Evening) CRICOS Code 062147A (20 hrs/week 5 hrs optional included)	✓				
Certificate IV in TESOL CRICOS Code 097216D (Teaching English to Speakers of Other Languages) (220 hrs per course)	✓	21/01, 25/03, 03/06, 05/08, 07/10		Upper Intermediate and Advanced	Admission to TESOL courses requires a minimum English level of Upper Intermediate
Cambridge Exam Preparation First (25 hrs/week) CRICOS Code 062149K	✓	07/01 (10 weeks) Exam 23/03 18/03 (12 weeks) Exam 07/06 01/07 (12 weeks) Exam 27/09 23/09 (10 weeks) Exam 30/11	Dates to be confirmed. Please contact IH Brisbane – ALS for start dates.	Upper Intermediate	Admission to Cambridge courses requires a minimum English level of Upper Intermediate Exam registration is compulsory for students
Cambridge Exam Preparation Advanced (25 hrs/week) CRICOS Code 062148M		25 March (10 weeks)* Exam 01/06 23 September (10 weeks)* Exam 04/12 *with a minimum of 6		Advanced	
Private tuition Not for student visa holders	No COE	Start anytime.		6 levels - Beginner to Advanced	Contact IH Brisbane – ALS to arrange
Business English Full-time CRICOS Code 076650D (20 hrs/week + 9 hrs optional included)	✓	11/03, 03/06, 26/08, 18/11		Intermediate and above	IH Brisbane - ALS has formal testing for this course every 4 weeks

(IH Brisbane – ALS will be closed from the 25th December 2019 to 1st January 2020 inclusively)

**IH Brisbane - ALS makes every effort to provide courses as advertised.
However, we reserve the right to alter timetables and start dates when necessary.**

HOW DO I ENROL?

1. Complete and sign your IH Brisbane - ALS booking form. Send it direct to IH Brisbane - ALS or via one of our Education Agents. Send Booking form to enrol@ihbrisbane.com.au
2. IH Brisbane ALS will send you (or your agent) a Letter of Offer.
3. Complete the **Letter of Offer** & return with your payment information.
4. IH Brisbane ALS will send you a **Confirmation of Enrolment (COE)** so you can apply for your Australian Student Visa. (if applicable)
5. Book your flight to Brisbane!

For information about studying as an International Student in Australia, see <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

2019 FEES and CHARGES

Enrolment Fee	\$250 - This is the cost of processing an application	
Material Fee	\$15 per week for all courses except TESOL and Cambridge (Up to a maximum of 24 weeks) These material fees include loan of any any all relevant books for your courses	
Tuition Fees		
General English (Full-time)	1 - 72 weeks	\$380 per week
IELTS Exam Preparation (Full-time)	1 - 36 weeks	\$380 per week
<i>We often offer special promotions for students, please contact us for details.</i>		
General English (part-time) Not for student visas - 14 hrs/week		\$260 per week
General English / IELTS Exam Preparation Full-time Evening Classes		\$270 per week
Certificate IV in TESOL	8 weeks	\$3,100 + Material\$400
Cambridge Exam Preparation		
Cambridge First or Cambridge Advanced	10 weeks	\$3,550 + \$260 material
	12 weeks	\$4,260 + \$300 material
Cambridge exam fees		\$350
Business English	4 / 8 weeks	\$380 per week
Private tuition:		\$95 per hour
Other Fees		
OSHC: STUDENT VISA HOLDERS ONLY		See prices below
Under 18 years old management fee		\$100 – every 12 weeks enrol
Pathway management fee		Less than 5 weeks, \$75 6 weeks or more, \$150
Homestay Fees		
Placement fee (includes airport pick up)		\$300
Gold Coast airport pick up surcharge		\$70
Accommodation* - 15 years & over		\$260 to \$300 per week
For more accommodation options please visit http://www.ihbrisbane.com.au/accommodation/		

* All fees are in AUD\$ and include GST where applicable.

* Price is subject to change depends on IH Brisbane – ALS management decision without notice.

INSURANCE: OSHC (Overseas Student Health Cover)

If you are applying for an Australian Student visa, you will be required by Department of Immigration and Border Protection 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. IH Brisbane – ALS currently use BUPA.
See www.overseasstudenthealth.com for more information, including other forms of medical insurance for non-student visa holders.

2019 Premiums (single cover in AUD\$, prices are subject to change without notice). Minimum purchase is 3 months.

Single rate	\$51 per month	Couple rate	\$166 per month	Family rate	\$235 per month
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BUPA (insurance provider) may revise their price list in February 2019

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 BOOKING FORM, we will send you a LETTER of OFFER. Please complete all the details on 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. Signature of this means acceptance of this.

Credit card number: _____ Expiry date: ____ / ____

Name printed on card: _____ Amount: AU\$ _____ + Surcharge AU\$ _____

Signature of cardholder _____ Total Amount to be charged: AU\$ _____