



exploring english IN MELBOURNE

A NEAS Quality Endorsed English Language Centre

Explore English is a subsidiary of Melbourne City Institute of Education Pty Ltd, as trustee for MCIE Unit Trust
CRICOS Provider no: 03024A | RTO Provider no: 22172



Welcome Explorers,

You have taken the first step of your journey to cross International borders to study English. By taking this innovative step, you will find yourself immersed into an exciting world of language with other international students who will soon be your friends.

As one of our Explorers, you will be welcomed into our learning community that provides interactive learning classrooms and fun extra curricular activities. Every 5 weeks, the whole Centre goes on excursions to explore the delights of Melbourne and the surrounding region. At these excursions, you will have an opportunity to practise your English in a real social situation. You can make mistakes and practise again and again without judgement because we offer you exposure to explore your new language in a fun and relaxed environment.

In the classroom, you will find the teachers supportive and culturally sensitive. Many of them have travelled the world (they may have even been a teacher in your home country!) and therefore have the knowledge of really making our students feel safe while they learn English. Mind you, we do expect you to do your homework and follow the English Only Policy rule because this strengthens the learning process. There are lots of activities outside the classroom too and your teachers will take you out and about as part of the curriculum so you can explore other ways of Practising Reading, Writing, Speaking and Listening in English.

In our Student Recreational Area, you can relax, watch TV, play table tennis or table soccer, use the computer or ipad and drink coffee. There is a fridge and microwave and a barista coffee machine – this will be your area because we want you to feel at home!

Our aim is to provide you with a quality learning experience. Looking forward to seeing you soon, Explorers!



Dr. Susan Delahunty

Director, The Language Centre



Dr. Susan Delahunty

Director, The Language Centre

Exploring Our Courses

General English

Designed for students who want to improve their English language skills in the areas of reading, writing, listening and speaking.

ELEMENTARY TO ADVANCED

DURATION: 2-52 WEEKS **CRICOS:** 085252K

New starters welcome every Monday!

PTE Academic Preparation

The Australian government now accepts PTE Academic Scores for further study as well as for immigration purposes. This course provides ample practice using approved Pearson textbooks and includes Mock exams using up to date technology. Students will receive hints and tips how to pass this proficiency test.

UPPER INTERMEDIATE TO ADVANCED

DURATION: 10 WEEKS **CRICOS:** 092019E

New starters welcome every Monday!

English for Academic Purposes

Designed for students who wish to study at tertiary level in Australia or another English speaking country.

UPPER INTERMEDIATE TO ADVANCED

DURATION: 10 WEEKS **CRICOS:** 85251M

New starters welcome every Monday!

IELTS Preparation

The IELTS course is offered for students preparing for the Academic and General examination.

UPPER INTERMEDIATE

DURATION: 2-24 WEEKS **CRICOS:** 085253J

New starters welcome any Monday!

Business English

Designed for students wishing to gain English in a global business environment. The course helps to boost listening, reading, writing and speaking skills in today's world of international business.

UPPER INTERMEDIATE TO ADVANCED

DURATION: 10 WEEKS **CRICOS:** 091580K

Free Elective Classes

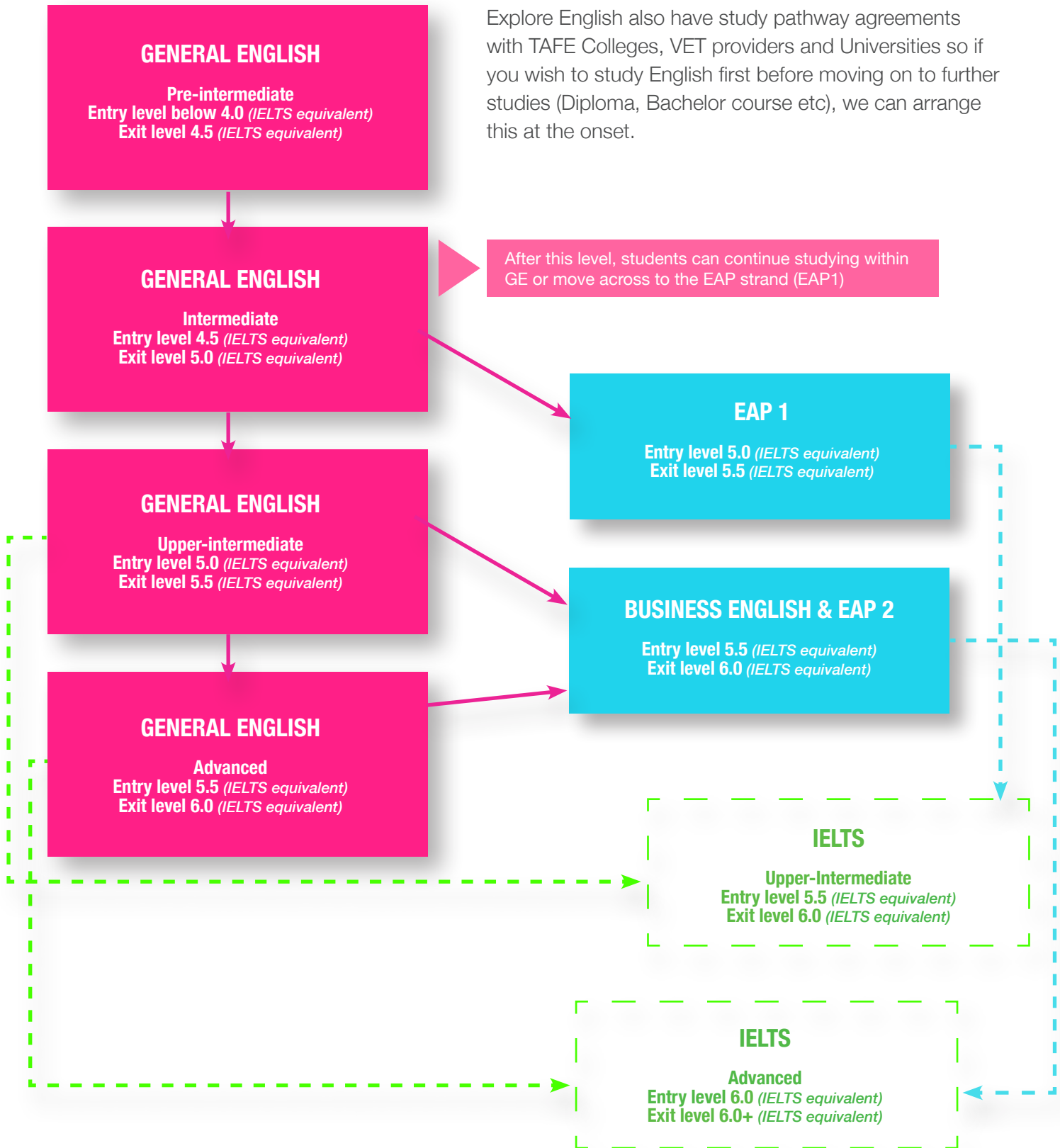
Every Wednesday and Thursday students are invited to attend supplementary classes at no extra cost. Classes vary from each week and include topics such as pronunciation, vocabulary, grammar, writing, conversation and applying for jobs. See our Free Elective timetable for more details of class subjects.

All levels welcome

Study Tours

Explore English offers customised Study Tours specifically for client needs. Study tours are designed for Under and Over 18 years of age. To make a request for a detailed study tour, please send your request to susan.delahunty@exploreenglish.edu.au.

Course Articulation





Exploring Cultures



New Friendships

At Explore English we have students from all over the world. Some of the countries our students come from include Italy, France, Brazil, Germany, Colombia, Thailand, Slovenia, Japan, South Korea and more. When you become one of our explorers, you become part of our family. The centre is culturally sensitive and we enjoy learning about the experiences you have in your home country. You can also make friends with other explorers in our centre and learn about their different countries and cultural traditions. Remember, when you study at Explore English your learning experience is not limited to the classroom only.

Explore English provides a safe and quality learning environment

Exploring Melbourne

As a student at the **ELICOS Centre** in the heart of Melbourne's CBD, you will have everything on your doorstep from coffee lounges to shopping to sporting facilities. There are so many places you can go with your friends!



Edwin Alexander Ruiz Naderis
COLOMBIA

"I have been at Explore English for a while and I'm currently taking the EAP course."

I like every class due to the vibrant atmosphere. The teachers are young and energetic, which makes me feel encouraged to try my hardest."



Melbourne has once again been voted the most liveable city in the world. This is one of the reasons why so many international students chose to prepare for their future by studying English here.

Melbourne is the state capital of Victoria which has a mixture of remarkable 19th century buildings standing erect along tree-lined boulevards and in contrast an array of modern architecture. At the heart of Melbourne's CBD the strikingly designed Federation Square development houses bars, plaza, street entertainment, restaurants and cultural events all along the beautiful Yarra River.

Just across St. Kilda road is Southbank where you will find the Melbourne Arts Precinct. Here, you will experience a tasteful delight of performing arts and a display of Australian, Indigenous and international art in the National Gallery of Victoria and the Arts Centre.

Our campus is located in the heart of Melbourne at 250 Collins! So, everything is at your doorstep!



Explore Melbourne While You Study



So many International visitors enjoy our famous sites and CBD services such as:

- Royal Botanical Gardens
- Major museums
- City Centre shopping
- Etihad Stadium (sports and entertainment)
- Rod Laver Stadium (sports and entertainment)
- Queen Victoria Market
- Docklands and the Melbourne Eye
- Melbourne Cricket Ground (MCG)
- Harbour Town and South Wharf Discount designer shopping
- Sea Life Melbourne Aquarium & Melbourne Zoo

Exploring Our Campus

We provide a safe and quality learning environment

X Located in the heart of the CBD

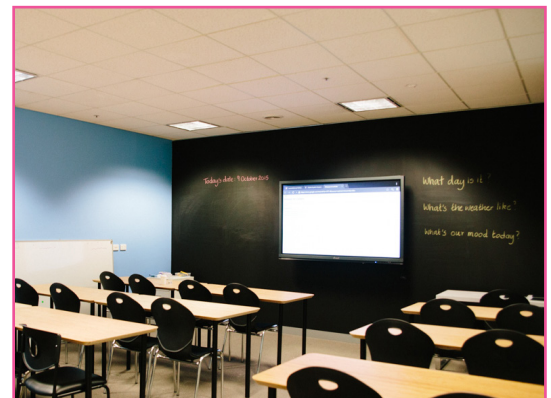
X Modern computers and Wi-Fi access

X Comfortable student lounge & kitchen

Our Campus in Melbourne

1. Heart of CBD
2. In the hub of Melbourne's Iconic Coffee Culture
3. Free Wi-Fi for Students
4. All classrooms fitting with up to date technology
5. Large student recreational area
6. Dedicated activities officer
7. School Welfare Officer on site

Our CBD campus!



Relaxing in the lounge

In our large student lounge area, students can play board games, participate in competitions with table soccer and ice hockey or sit and relax with a hot drink. There are PC's available in the student lounge and a barista machine. In fact, you will often find the hospitality students often make barista coffee (and an assortment of goodies) for the ELICOS students to try.

Why Explore English?

1. We make students our priority
2. Free elective classes available to all students
3. We operate an English Only Policy
4. Flexible Timetable
5. Experienced and Dedicated Teachers
6. Award Winning Organisation
7. Fun environment



We have won many awards!

Exploring Social Experiences

As well as enjoying an interactive and quality learning experience, the ELICOS Centre offers an array of other activities.

Technology

Ipads are available to our students and they are able to use these during the break times, at lunch or after class finishes. We encourage students to use our technological facilities to skype with their family back in their country of origin, to participate in social media events or to send and receive emails. This is their personal time and they have the facilities available to them.

Coffee Club

Practice every day language in Melbourne style. Every week, students enrolled in this activity get to visit several exclusive and boutique coffee shops and other eateries in the heart of Melbourne's CBD. Here, they practice their social and conversation skills in true culinary style. Sometimes students get to dress up and participate in an array of social delights.

5 Weekly School Excursions

Explore the delights of Melbourne and the surrounding area with friends. We recognise how hard our students work in the classroom and as a special reward, every 5-weeks, everyone participates in a school excursion. Teachers join in with the activities and we find it is a great way to mingle and make extra friends. Some of our excursions have included:

- Paint Balling
- Ice Skating
- Cricket
- Football
- Bowling
- Snow boarding
- Surfing

External Learning

As part of the learning process, Explore English fully encourage class external activities and excursions. All our activities have solid learning outcomes that are related to course. Students get to visit an assortment of interesting places as they appreciate the social and cultural aspects of their programme.

FREE – No cost to the student!

Extra English classes 4 days a week:
Speaking • Grammar
Pronunciation • Writing



Exploring GE

At Explore English, we teach English in a communicative way. This means that you will learn English in an active and engaging environment, with plenty of opportunity for you to practice what you are learning.



Speaking and listening

Focus on social context



Grammar

Fundamental grammar with lots of practice



Vocabulary

Functional everyday use



Writing and Reading

Academic and useful everyday English



Cultural Awareness

Classroom and student mingling sessions



Assessments

Weekly tests in speaking vocabulary and grammar
Tri-weekly tests reading, writing and listening

GENERAL ENGLISH COURSE

Designed for students who want to improve their functional English language skills in the areas of reading, writing, listening and speaking.

PRE-INTERMEDIATE TO ADVANCED

DURATION: 2-52 WEEKS

CRICOS CODE: 085252K



Students who successfully complete Intermediate level General English can articulate into the English for Academic Purposes (EAP) course or elevate to GE Upper Intermediate. Please refer to the course articulation diagram on Page 2.



What our students say

"Hi, I am Andrej. I come from Slovenia. I'm happy with my English course at Explore English. Especially the teachers, they are very professional. The atmosphere is relaxing and everybody feels comfortable. I recommend the school for everybody. When I finish my English course, I will probably go study Diploma of Management because I would like to stay in Australia forever."



Andrej Vrecko
GENERAL ENGLISH COURSE

Exploring EAP

EAP develops academic language as well as study and research skills. Course materials and assessment reflect the type of activities and learning environment students experience in a degree or academic study program.



Academic Preparation

Getting students ready for further studies



Pronunciation

Presentations, discussions, debates



Grammar

Using complex grammatical structures



Writing and Reading

Intensive practice in both skills for future studies



Critical Thinking

Looking for ideas that are 'outside the box'



Assessments

Weekly tests in speaking vocabulary and grammar
Tri-weekly tests reading, writing and listening

ENGLISH FOR ACADEMIC PURPOSES

The aim of the EAP course is to introduce students to the skills required and the expectations placed upon them in the further study sector.

UPPER INTERMEDIATE TO ADVANCED

DURATION: 10 WEEKS

CRICOS CODE: 085251M

INTAKE DATES 2015

Intake 4: 5th October

INTAKE DATES 2016

Intake 1: 18th January

Intake 2: 11th April

Intake 3: 11th July

Intake 4: 3rd October



The transition to tertiary level study in Australia can be challenging. The aim of the EAP course is to introduce students to the skills required and the expectations placed upon them in the further study sector.

What our students say

"My name is Lina and I'm from Colombia. I used to study General English here at Explore English but I've started studying EAP because I want to study psychology in the future.

EAP has been a good choice because I've learnt a lot of new things such as critical thinking, academic writing and how to do presentations. My teacher is so nice and funny and he has been helping me to perfect my pronunciation even though it's not part of the EAP curriculum. The class is very challenging but it's enjoyable and I feel that it will prepare me perfectly for university."



Lina Marcela Monsalve Franco
ENGLISH FOR ACADEMIC PURPOSES



Exploring IELTS



Academic and General Preparation

Focus on the test format with specialist tips



Grammar

Fundamental and complex grammatical structures



Speaking

Functional everyday language as well as complex scenarios



Writing

Academic and useful everyday English



Reading

Understanding gist, for detail and interpreting the language



Listening

Complex texts, accents and interpretation



Assessments

Weekly tests in speaking vocabulary and grammar
Tri-weekly tests reading, writing and listening

IELTS PREP COURSE

The IELTS course is offered at two levels for students who wish to improve their IELTS score.

UPPER INTERMEDIATE

DURATION: 2-24 WEEKS

CRICOS CODE: 085253J



IELTS scores are accepted by over 9,000 organisations worldwide, including universities, employers, immigration authorities and professional bodies. IELTS has been developed in close consultation with academics, professional bodies and immigration authorities from around the world.

IELTS Q&A with Dr. Delahunty

Why take the IELTS exam?

Statistics show that IELTS is the world's leading test of English for people wanting to enter into higher education? At the moment it is also the leading test of English for Immigration purposes.

How many people sit the test?

In 2014, more than 2.5 million people sat this test and research shows that this number is on the increase.

Who will accept my IELTS score?

More than 9,000 universities will use your score as part of their university entry assessment. Furthermore, a wide number of government bodies and professional organisations accept the IELTS score. As a previous IELTS examiner, I have spoken to many students who have enrolled in an IELTS preparation course. In these discussions, I found students who joined classes that were creative and offered full participation, retained more knowledge and were confident test takers. At Explore English we provide a mix of interactive activities and plenty of test practice so our students really benefit. I also offer hints and tips to help students get that higher score.



Exploring Business

BUSINESS ENGLISH

The Business English course is specifically designed for students who want to boost their confidence in speaking and who want to improve their business communication skills.

UPPER INTERMEDIATE TO ADVANCED

MINIMUM IELTS SCORE: 5.5

CRICOS CODE: 091580K

Students entering the Business English course will have a variety of reasons for studying in an English speaking country. These will include:

- A step towards studying in Australia at a higher level
- Obtaining international experience while improving language skills
- Becoming more culturally sensitive in a globalised work environment
- Assisting in their current employment

The objective of the course is to provide students with an understanding of business related issues and the connecting English language components. The Business English course is specifically designed for students who want to boost their confidence in speaking and who want to improve their business communication skills to meet the challenges in developing confidence in working with international clients. With the course's main focus on business communication, students will gain all the essential skills to meet the trials of using English in the business world and will be well-prepared for integration into a multicultural work environment.

At the conclusion of the Business English Course, participants should be able to:

- Use vocabulary and grammar through a variety of English communication tasks and activities
- Practice speaking and pronunciation skills by participating in real business scenarios such as welcoming clients and making telephone calls
- Participate in role-plays of work situations such as giving business presentations, attending team meetings, liaison with internal and external clients
- Improve essential skills and techniques to negotiate in the workplace
- Use successful marketing techniques (strategies, face to face, telephone)
- Speak more accurately and fluently in English



This course is delivered to learners at upper Intermediate to Advanced level as students will be exposed to a variety of high level tasks such as reading and writing reports, critiquing papers, reading academic and professional journals, articles and reviews. This will also encourage student to develop critical thinking and negotiation skills which is an advantage in the world of business.

Who can do this course?



The key clients for this course are potentially new entrants into the world of global business and who require a broad orientation into this industry. Other entrants are those who wish to extend their business skills profile and gain recognition for previous experience. Lastly, this course is ideal for entrants who wish to study business at a certificate IV level or above and wish to obtain a qualification in this area as Business English will provide them with a foundation.

New entrants may include but are not limited to:

- Those interested in expanding their career in a globalised marketplace
- Those wishing to be trained to gain employment overseas or in their country of origin
- Those who have completed other English language courses and now wish to concentrate on a specialised area

Non-native speakers of English almost always enrol into the Business English course as a means of demonstrating suitability for working in a global work environment in their country of their origin.

Exploring PTE

This course is recommended by Pearson. Please visit www.pearsonpte.com/english-test-in-australia to learn more.



Technology

Understanding the format



Grammar

Fundamental and complex grammatical structures



Speaking

Functional everyday language as well as complex scenarios



Writing

Academic and useful everyday English



Reading

Understanding gist, for details and interpreting the language



Listening

Complex texts, accents and interpretation



Assessments

Weekly tests in speaking vocabulary and grammar
Tri-weekly tests reading, writing and listening

PTE-PEARSON PREP COURSE

Perfect course for
students who would
like to prepare
themselves to sit the
PTE Academic Test.

UPPER INTERMEDIATE TO ADVANCED

DURATION: 10 WEEKS

CRICOS CODE: 092019E

explore
english

PTE Academic is the world's leading computer-based test of English for study abroad and immigration. Typically, PTE Academic results are available within five business days.

In 2013, Pearson delivered test sessions 263 days of the year in over 200 locations worldwide. This makes it easier to choose a time and a place that suits when you are available.

Approved by the Australian Government for visa applications and accepted by thousands of institutions in the UK, Australia, USA, Canada, New Zealand, and Ireland, including Harvard, Yale and INSEAD.



What our students say

"My name is Sheila Nascimento, I decided to do the PTE course to help me to get the score that I needed. The school was really helpful for this."

The teacher was prepared and helped me with all that I needed, we did practical exams and the material was all based on the test. She also gave me some tips for the test."

I decided to do my course at Explore English after visiting the school and talking to the teacher because I was made to feel really comfortable. The campus is new and the location is great. I would recommend to my friends who are looking to do a PTE test to choose this school. The classrooms are great, the teachers are so good and there is a great community there."



Sheila Nascimento
PTE PEARSON

Exploring TESOL

Becoming qualified in teaching English as a second language is a **very exciting and life-changing move**. The Certificate IV in TESOL course can lead you to teach English anywhere in the world!

What will I learn?

The 10317NAT Certificate IV in Teaching English to Speakers of Other Languages (TESOL) will strengthen your knowledge of English.

In the Explore English TESOL courses you will learn to design and develop learning strategies, and to design and create learning resources in able to assist your future international students in developing their English competencies. This course is designed to give you the skills you need for teaching English as second language in Australia, or throughout the world. Learn to pass on the gift of your language to other cultures, enhancing their self-confidence and developing their skills! Explore English's TESOL course will provide you first-class training and student support while you undertake your studies.

Units studied:

TESACL401A	Analyse culture and learning
TESATE401A	Analyse and teach English language
TESTEG402A	Teach English grammar
TESTSP402A	Teach spelling and pronunciation
TESTSE402A	Teach speaking
TESTLE402A	Teach listening
TESTRE402A	Teach reading
TESTWE402A	Teach writing
TESDRF402A	Develop resource files

Plus one elective

Who can do this course?

This course offers entry level knowledge in teaching English to speakers of other languages. Students are exposed to the methodologies used in the ESL classrooms. The course also offers 6 hours of teaching practice with real international students at the centre.



Australian Citizens / residents wishing to be trained to gain ESL work overseas



Those wishing to be trained to gain employment in Australia at the entrance level of TESOL



Those experienced in early childhood, primary and secondary teaching wishing to extend their work profile and employment possibilities



Experienced ESL teachers seeking formal accreditation

CERTIFICATE IV IN TESOL

The 10317NAT Certificate IV in Teaching English to Speakers of Other Languages (TESOL) will strengthen your knowledge of English. With a TESOL course, you could be at the front of the class anywhere from Mexico to the Netherlands.

DURATION: Part time (20 weeks) or Full time classes (10 weeks) – subject to availability.

THIS COURSE OFFERS 120 HOURS OF FACE TO FACE TUITION. EXPLORE ENGLISH OFFERS 6 HOURS SUPERVISED AND ASSESSED TEACHING PRACTICE. THIS IS AN ASQA APPROVED COURSE.

explore
english

Is there an entry level test?

Students will need to complete an entry level test - the ACSF LLN test to screen your literacy and numeracy knowledge. This entry level test will help you determine if this is the correct course for you.

It will also help us identify if you need any support when you study this course as we recognise that sometimes students need a little help with certain aspects of their learning.



Exploring Student Services

Homestay, Hostels and Renting

Homestay can cost \$200-300 per week. It offers students the opportunity to experience everyday Melbourne living in a family home. Hosts are welcoming and helpful which makes it a popular choice for students studying short-term or long-term English courses. Meals are usually included in the cost. Single or shared rooms may be offered, with rent priced accordingly. Self-catering home stay, if available, can be particularly economical.

Hostels can cost \$140-\$240 per week. Australia, a convenient and cost-effective option for students. Organisations such as Youth Hostels Australia and the Young Men's Christian Association (YMCA) provide such accommodation. Generally, students share kitchen and bathroom facilities.

Rental/Share accommodation can cost \$50-\$160 a week/\$70-\$350 a week. Students who choose to rent accommodation with friends or fellow students usually have to provide their own furniture in many cases. Landlords require a security bond equal to one month's rent as well as one month's rent in advance.

Useful Accommodation Contacts

Global Village Accommodation	(03) 8687 6188
Uni Lodge on Flinders	(03) 9594-6666
Uni Lodge on Swanston	(03) 9224 7888

Student Support Services

All students enrolling at Explore English have access to the Student Welfare Officer. This person has the role of helping students cope with the many challenges students could face when studying away from their home country.

We make every effort is made to assist students to make the transition to their new surroundings and help them feel at home.

We regularly consult with students to gather feedback on their experience at Explore English and continually develop and improve our services accordingly. The result is a supportive and safe environment that plays a crucial role in ensuring that every student is able to perform at their best.

The Student Welfare Officer can be contacted 24 x 7 for any support you may need or referral to other appropriately qualified people. At Orientation students are given all contact details for this service.

Overseas Student Health Cover

International students are required to obtain private health cover by joining a private health insurance scheme. The premium cover must be paid before a student visa is issued. It covers the cost of medical and hospital care which International students may need while in Australia and will also pay for most prescription drugs and emergency ambulance transport. Explore English can arrange health cover for you before you come to Australia, if you choose to pay the health cover charges with your tuition fees.

Please be mindful that Explore English does not take any responsibility if you do not pay or make prior arrangements for your overseas student health cover. Remember that you will also need to maintain it throughout your stay in Australia.

You can find out more information about overseas student health cover at: www.health.gov.au

Useful Health & Emergency Contacts

The Alfred (Hospital), Prahran	(03) 9076-2000
100 Collins St Medical Centre	(03) 9654-5600
Lifeline - 24 Hour Counselling Service	13 11 14
Direct Line - 24 Hour Drug and Alcohol Counselling	
Information and Referral Service.	(03) 9416-1818
Drug Line - Buoyancy Foundation	(03) 9429-3322
Alcoholics Anonymous	(03) 9429-1833
G-Line - assistance with compulsive gambling problems.	(03) 9696-2112
Grief Line (12pm to 12am)	(03) 9596-7799
Poisons Information Centre	13 11 26
Centre Against Sexual Assault	(03) 9344-2210
Domestic Violence Crisis Service	(03) 9329-8433
St Vincent's Private Hospital, Fitzroy	(03) 9417 1055
Epworth Freemasons Hospita	(03) 9418 8188
Melbourne Private Hospital, Parkville	(03) 9349 3566

For further Information about medical services available in your area, please visit www.ahm.com.au/Hospital-Network

Airport Pickup

Explore English can organise airport pickup for \$100 if you have requested it. Requests must be made 5 days in advance of arrival. Pickup is from Tullamarine airport only.

Exploring Refund Policies

Full Refund of Course Fees

Explore English will make a full refund of course fees paid in advance in the following circumstances:

- Application for a student visa is unsuccessful (Explore English reserves the right to retain an Administration Fee of \$200. Fees paid in advance will be refunded within two weeks.
- If Explore English is unable to start the delivery of a course on the agreed starting date. Full refund will be made within two weeks of the course not being provided, in accordance with the refund guidelines of the ESOS act.

Partial Refund

Explore English will provide a partial refund of course fees paid in advance:

- Where you provide more than 10 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be less \$200 Administration Fee.
- If you provide more than 4 weeks and up to 10 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be 70% of course fees, less \$200 Administration Fee.
- Where you provide less than 4 weeks written notice of your intention to withdraw from the course prior to the course commencement. The partial refund will be 25% of course fees, less \$200 Administration Fee.

No Fee Refund

Explore English will not refund any fees:

- Where student withdraws from the course after commencement of the course. This includes Course Fees, Administration Fees, cost of learning resources, OSHC, airport pickup, uniform and kit costs.
- In the event where an extension to the student's visa is not granted and the course has commenced. Students are advised not to enrol if they believe their visa will not be extended.
- In an event where a student applies and is granted approval by Explore English to transfer to another registered provider prior to completion of six months study of the principal course.
- In an event where the student's enrolment is cancelled as a result of implementation of Student Disciplinary Policy or breach of student visa conditions.

Request for Refund

Students who wish to apply for a Refund of course fees in accordance to the Refund Policy should do so by completing the Refund Form (available at reception).

Payment of Refund

All refunds for which a student is eligible will be forwarded, within two weeks to the person who paid the fees, unless the student is transferring to another registered provider in Australia, in which case any refund may be remitted to that registered provider. Explore English will provide the student with a statement detailing the calculation of the refund.

WANT TO KNOW MORE ABOUT REFUNDS?

If you require further information about refunds please contact your teacher or alternatively you can contact:

Ph: 1300 737 004
Fax: +61 3 9329 0052
Email: info@exploreenglish.edu.au
Web: www.exploreenglish.edu.au

Approvals

All refunds must be approved by the Finance Manager.

Exemptions to any of the above mention cases may only occur where the student has extenuating or compassionate grounds.

Student Guidelines

Explore English will:

- Ensure that you are provided with access to the Complaints and Appeals Process
- Pay refunds in Australian dollars only, and refund onshore by cheque or offshore by telegraphic transfer
- Pay refunds within two weeks of the Refund Form, and any required documentation, being submitted

"This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws"



Exploring Other Information

Transfer of student enrolment

Explore English does not actively encourage students to transfer to or from other providers.

Procedure

To apply to transfer into Explore English, prospective students need to provide the following:

- Completed application form (available from Reception or the Explore English internet site, www.exploreenglish.edu.au) and provide originals or certified copies of the following documentation:
 - Academic qualifications
 - Academic transcripts
 - Passport
 - Appropriate study visa
 - Proof of health cover
 - Proof of English Language proficiency

On receipt of an application for Transfer of Enrolment the International Admissions Manager will ensure that the student has completed at least six months of his or her principal course of study unless:

- The original registered provider has ceased to be registered or the course has ceased to be registered
- The original registered provider has provided a written letter of release
- The original registered provider has had a sanction imposed on its registration by the Australian Government or state or territory government that prevents the student from continuing his or her principal course
- Any government sponsor of the student deems that a transfer is in the student's best interest and supports the transfer request in writing

Privacy Policy

Explore English will not release the personal details or details of grievances/ complaints of any student to a third party without the written consent of the student. Where written consent is provided, only information relating to the administration of the course.

Access & Equity

The aim of this Policy is to ensure Explore English meets the needs of individuals and the community as a whole through the integration of access and equity guidelines.

The key principles of this Policy are:

- Explore English recognises the need for implementation of equity principles via the fair allocation of resources
- All students will be recruited in an ethical and responsible manner, consistent with the requirements of the training program
- Explore English recognises the right to equality of opportunity without discrimination for all members of the community

With these principles in mind, the objectives of this Policy are to:

- Incorporate non-discriminatory student selection procedures that encourage fair access for members of under-represented groups
- Ensure access and equity issues are considered when developing training programs



Exploring Student Timetables

Courses at a Glance

Course	Morning Classes	Afternoon Classes	Evening Classes
GE (085252K)	●		●
IELTS (085253J)	●		●
EAP (085251M)	●		
PTE	●		●
Free elective classes		●	

Morning Classes: 4 days a week (8.30am – 2.30pm)

Day	Session 1	Break	Session 2	Break	Session 3
Monday	8.30am - 10.30am	30mins	11.00am - 1.00pm	30mins	1.30pm - 2.30pm
Tuesday	8.30am - 10.30am	30mins	11.00am - 1.00pm	30mins	1.30pm - 2.30pm
Wednesday	8.30am - 10.30am	30mins	11.00am - 1.00pm	30mins	1.30pm - 2.30pm
Thursday	8.30am - 10.30am	30mins	11.00am - 1.00pm	30mins	1.30pm - 2.30pm

Evening Classes: 4 nights a week (4.30pm – 9.45pm)

Day	Session 1	Break	Session 2
Monday	4.30pm - 7.30pm	15mins	7.45pm – 9.45pm
Tuesday	4.30pm - 7.30pm	15mins	7.45pm – 9.45pm
Wednesday	4.30pm - 7.30pm	15mins	7.45pm – 9.45pm
Thursday	4.30pm - 7.30pm	15mins	7.45pm – 9.45pm

Please check availability of each shift with our marketing team before applying

FLEXIBLE TIME-TABLE
Morning, afternoon and evening

Exploring Our Prices

Please contact us for our weekly specials
on info@exploreenglish.edu.au

COURSE PRICING - BUSINESS ENGLISH, EAP, IELTS & GE

Course	Code	Duration	Tuition Fees	Other Fees
General English	CRICOS Code: 085252K	2-52 weeks	\$280 per week	OS/HC: From \$540py - with BUPA (compulsory for student visa holders) Airport Pickup: \$100 Materials Fee: \$70
Business English	TBC	10 weeks	\$280 per week	OS/HC: From \$540py - with BUPA (compulsory for student visa holders) Airport Pickup: \$100 Materials Fee: \$70
English for Academic Purposes	CRICOS Code: 85251M	10 weeks	\$280 per week	OS/HC: From \$540py - with BUPA (compulsory for student visa holders) Airport Pickup: \$100 Materials Fee: \$70
IELTS Preparation	CRICOS Code: 085253J	10 weeks	\$280 per week	OS/HC: From \$540py - with BUPA (compulsory for student visa holders) Airport Pickup: \$100 Materials Fee: \$70

COURSE PRICING - PTE & TESOL

Course	Duration	Tuition Fees
Pearson Test of English Academic (PTE Academic)	10 weeks	\$280 per week
10317NAT Certificate IV in TESOL	Part time (20 weeks) or; Full time classes (10 weeks)	Full fee paying students: \$2900 - Government funding available to eligible students

Please download our application form from www.exploreenglish.edu.au
Please send all applications to admissions@exploreenglish.edu.au



Study with the best

for the best results

Let's Explore!

With the latest technology, experienced trainers and fun activities, you will love learning with Explore English!

Welcome to Explore English

a safe and quality learning environment



eXplore
english

Explore English WITH US TODAY

w: www.exploreenglish.edu.au
p: +61 3 8678 1490
e: info@exploreenglish.edu.au
a: Level 5, 250 Collins St Melbourne
Victoria Australia 3000