

2020 COURSE INFORMATION, FEES AND CHARGES

All prices are quoted in Australian dollars

MINIMUM AGE FOR ALL COURSES: 18 YEARS OLD

COURSES	Minimum Enrolments	Campus	Timetable	Fees	Start Dates
GENERAL INTENSIVE ENGLISH 20 hrs/per week CRICOS CODE 054514E	2 weeks	Sydney Melbourne Brisbane	Day Evening	\$380 per week	Every Monday Preferred start date 6 Jan, 17 Feb, 30 Mar, 11 May, 22 Jun, 3 Aug, 14 Sep, 26 Oct
PREPARATION COURSE FOR THE INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS) 20 hrs/per week CRICOS CODE 062241C	2 weeks	Sydney Melbourne Brisbane	Day Evening	\$380 per week	Every Monday Preferred start date 6 Jan, 17 Feb, 30 Mar, 11 May, 22 Jun, 3 Aug, 14 Sep, 26 Oct
ENGLISH FOR ACADEMIC PURPOSES (EAP) 20 hrs/per week CRICOS CODE 058166K	6 week block	Sydney Melbourne Brisbane Parramatta	Day Evening	\$380 per week	6 Jan, 17 Feb, 30 Mar, 11 May, 22 Jun, 3 Aug, 14 Sep, 26 Oct 28 Jan, 11 May, 7 Sep
PREPARATION COURSE FOR THE CAMBRIDGE EXAMS 20 hrs/per week B1 Preliminary (PET) B2 First (FCE) C1 Advanced (CAE) CRICOS CODE 069284M	10-12 weeks	Sydney Melbourne Brisbane	Day Evening	\$380 per week	6 Jan - 13 Mar (10 weeks) 30 Mar - 19 Jun (12 weeks) 22 Jun - 28 Aug (10 weeks) 14 Sept - 11 Dec (12 weeks)
ENROLMENT FEE	Student Visa \$200			Other Visas \$150	
MATERIAL FEES	\$60, 1 - 6 weeks \$10 per week thereafter				
OVERSEAS STUDENT HEALTH COVER (OSHC)	Single: max of \$43 per month if ELSIS only. Package courses are for the full duration of the package and will result in a higher fee.				

Accommodation & Airport Pick-up

Price Lists: Accommodation and Airport Pickup

EL SIS uses an external partner "2Stay" for accommodation placement and transfer service. Please contact 2Stay directly to access these services. www.2stay.com.au

Homestay Plus	
Accommodation Placement Fee	\$280 per person (non-refundable)
Single Room	\$305 per week (SYD/MEL) \$285 per week (BNE)
Minimum Deposit	2 Weeks rent
Airport Pickup	\$121 per way

CozyStay Student Residence	
Accommodation Placement Fee	\$250 per person (non-refundable)
Single Room	\$395 per week (SYD/MEL) \$370 per week (BNE)
Double/Twin Room	\$235 per week (SYD/MEL) \$212 per week (BNE)
Minimum Deposit	2 Weeks rent
Airport Pickup	Free

Original file date: 19/12/2019
Revised date: 11/02/2020

Student details

Price Lists: Accommodation and Airport Pickup

EL SIS uses an external partner "2Stay" for accommodation placement and transfer service. Please contact 2Stay directly to access these services. www.2stay.com.au

Title: _____ First Name: _____ Family Name(s): _____

Marital Status: Single Married Divorced

Apply from: Onshore Offshore

Date of Birth: ___/___/___ Age: _____

Gender: Male Female Other

Passport N^o: _____ Nationality: _____

Address (home country): _____

Email: _____ Telephone: _____

Address in Australia (if known): _____

Mobile: _____

Course details

EL SIS course options: General Intensive English (GE), IELTS Preparation (IELTS), English for Academic Purposes (EAP), and Cambridge Exam preparation.

Course Name	SYD	MEL	BNE	PAR	Timetable Preference*	Study Break**	Start Date	Weeks
1 st course _____					Day Evening		___/___/20___	_____
2 nd course _____					Day Evening		___/___/20___	_____
3 rd course _____					Day Evening		___/___/20___	_____
4 th course _____					Day Evening		___/___/20___	_____

*The Day timetable consists of morning and afternoon
Timetables will be allocated when placement test has been completed at EL SIS
There is no guarantee of timetable preference.

**Study break is available for standalone GE or IELTS only. To be eligible, student must have ONE GE or IELTS CoE.

Start Dates

- General Intensive English and IELTS students commence every Monday excluding public holidays, (see important dates).
- Cambridge Preparation Courses and English for Academic Purposes commence on specific dates. Please check the dates on page 1.
- To enter EL SIS courses, students must successfully complete a Pre-Entry English Language Test

Important dates

2020 Public Holidays:

New Year's Day (National)	01 January
Australia Day (National)	26 January
Australia Day Holiday (National)	27 January
Labour Day (VIC)	09 March
Good Friday (National)	10 April
Easter Sunday (ACT, NSW, QLD & VIC)	12 April
Easter Monday (National)	13 April
Anzac Day (National)	25 April
Labour Day (QLD)	04 May

Reconciliation Day (ACT)	01 June
Queen's Birthday (National except QLD & WA)	08 June
Ekka Wednesday * (QLD)	12 August
Labour Day (ACT, NSW & SA)	05 October
Queen's Birthday (QLD)	05 October
Melbourne Cup Day * (VIC)	03 November
Christmas Day (National)	25 December
Boxing Day (National except SA)	26 December
EL SIS X-Mas Break (2 weeks - Sydney, Melbourne, Brisbane)	21 Dec 2020 - 03 Jan 2021

A full week's tuition is payable for weeks comprising public holidays, no refunds will be offered due to shortened weeks.

Agent information

Did an agent assist you with the enrolment? Yes No

Agency Name: _____

What is the name of the counsellor? _____

Email: _____

Agent Stamp

Enrolment Terms and Conditions (please read carefully)

If ELSIS offers you a position in its courses the offer will carry a number of conditions. These conditions come from our obligations under Australian laws and regulations, and are designed to protect your rights and the quality of education you receive as an international student. They are also designed to make sure you meet the requirements of your visa.

They cover fees and charges, non-commencement, cancellation of enrolment and change of provider, attendance and academic performance requirements, complaints and appeals and visa conditions. They also cover its International Student Refund Policy and Procedure.

Before you sign and submit this form you must read and accept these conditions. They can be found on the ELSIS Website at <http://elsis.edu.au/enrol/conditions-of-acceptance/>

International student refund policy table (please read carefully)

ELSIS REFUNDS POLICY, PROCEDURES AND ACTIONS: Student Guide

Refund Procedures

1. Refund Procedures

1.1. Prospective or current students who have accepted a place at ELSIS and who have been issued with a Confirmation of Enrolment (CoE) will be entitled to a refund of course fees, under the following conditions:

1.2. Refunds and non-issuance of CoE

If ELSIS does not issue a CoE the student is entitled to a full refund. To receive the refund, the student is required to notify ELSIS through a Withdrawal and Refund form.

1.3. Refunds for Student default

1.3.1. If a student does not start their course, they will be reported for non-commencement within 9 days of no contact, and the CoE will be cancelled. The student will be not be entitled to a refund of Course Fees received before the default date or a Full Refund of the Overseas Student Health Cover Fee.

1.3.2. If a student's CoE is cancelled because they deferred the start date and subsequently did not start the course, they will be reported for non-commencement within 9 days of no contact. The student will not be entitled to a refund of Course Fees received before the default date and a Full Refund of the Overseas Student Health Cover Fee as per <https://allianzassistancehealth.com.au/en/helpcentre/oshc/cancelling-your-policy/>.

1.4. Refunds for Provider default

1.4.1. If ELSIS or one of its associated providers cancels a course for which it has issued a CoE and does not offer an equivalent alternative course the affected student will be entitled to a Full Refund of Course Tuition Fees for the cancelled course, any subsequent package courses, and associated non-tuition fees, plus a Full Refund of the Overseas Student Health Cover Fee.

1.5. Refunds and Visas

1.5.1. If a student has accepted an offer of enrolment at ELSIS and has been issued with a CoE but their student visa application is refused, and the student is yet to commence the course, the student will be entitled to a full refund of any prepaid course fees, minus a \$500 Administration fee, and a full refund of the OSHC fee. The student must apply for a Refund of Fees and send a verified copy of the original visa rejection letter from the Australia's Department of Home Affairs. ELSIS will process the application and refund the approved amount to the student following the process outlined in these Refund Procedures.

1.5.2. If a student cannot start their course on time because the processing of their Visa Application is delayed by circumstances beyond the student's control, ELSIS will defer the student's enrolment and provide revised CoE (s) for the next commencement. In these circumstances, an Application for Deferral of Enrolment must be submitted with documentary evidence relating to the delay in visa processing.

1.5.3. If a student commences study but their visa application is subsequently refused, they are entitled to a refund of unused tuition fees plus a partial refund of the OSHC fee.

1.6. Cancellation of visa due to non-compliance or breach

1.6.1. If a student's CoE is cancelled for a breach of their student visa conditions, conditions of enrolment and/or the National Code Standards (for example, unsatisfactory academic progress or non-payment of fees), the student is not entitled to a refund of Course Tuition Fees or the CoE security deposit, or the Materials Fee.

1.6.2. Any possible refund for fees for a package of courses will be determined in accordance with the principal course provider's international student refund policies and procedures. The student can apply for a part refund from their OSHC insurance fund.

1.7. Refunds and Student Withdrawal – Package Program

1.7.1 Students who satisfactorily complete the pre-requisite course of a packaged program and have received a CoE but choose not to enrol in the subsequent course will be entitled to a refund of prepaid course fees if the withdrawal is before course start date.

1.8. Refunds and Student Withdrawal, Non-package Courses

1.8.1. If a student withdraws more than 28 days before the commencement date of their non-package course, and the CoE is cancelled as a result of their withdrawal, they are entitled to either 80% of pre-paid tuition course and material fees or their CoE Security Deposit plus a full refund of their Overseas Student Health Cover Fee. No refund of the enrolment fee is possible.

1.8.2. If a student withdraws 28 days or less before the commencement date of their non-package course and the CoE is cancelled they are entitled to a 50% refund of their pre-paid course tuition and material fees plus a full refund of their Overseas Student Health Cover Fee. No refund of the enrolment fee is possible.

1.8.3. If a student withdraws 14 days or less before the commencement date of their non-package course and the CoE is cancelled they are entitled to a 25% refund of their pre-paid course tuition and material fees plus a full refund of their Overseas Student Health Cover Fee. No refund of the enrolment fee is possible.

1.8.4. If a student withdraws on or after the course commencement date all outstanding fees until the effective cancellation date must be paid in full. If the same student requires a release letter, the tuition fees must be paid before applying for a release or the student's application for withdrawal will be rejected.

1.9. Accommodation Refunds

Students should contact and communicate directly with the accommodation provider. ELSIS does not deliver these services and does not process refunds for accommodation.

1.10. Agents' commissions

Agents will forfeit all rights to Agent Commission payment for students who fail to commence a course.

1.11. Refund Procedures for students

1.11.1. Students may apply for a refund by completing and submitting on-line an ELSIS Refund Form. Student must have an approved withdrawal application before completing a Refund form.

1.11.2. Applications for withdrawal from the ELSIS courses and related refunds will be processed within 20 working days and, if successful, progressed with recommendations to the Accounts Manager for determination of the refund application.

1.11.3. All Applications for a Refund will be determined by the Finance/Accounts Manager and will normally be processed within 20 working days of the Application being made. Where this is not possible the student will be informed.

1.11.4. All Approved Refunds will be paid within 20 working days of their being approved.

1.11.5. Applications may be made for the refund of fees and charges on the ground of exceptional circumstances which provide compassionate and compelling reasons for withdrawal from a course. Each application will be considered on a case by case basis.

1.11.6. Refunds will be made in Australian dollars and ELSIS reserves the right to make refunds payable in the country of origin.

1.11.7. Where an international student requests that the refund is made payable to a relative or other person in Australia, this will only be granted if documentary evidence proves that the relative or other person paid the tuition fees.

1.11.8. If a student is not happy with the refund outcome, they can apply for a refund appeal by contacting ELSIS Student Services. The appeal will be assessed within 10 working days from the time of its submission. Such an appeal will be assessed by ELSIS General Manager & ECA Accounts Manager.

1.11.9. If approved, the Refund Request Form will be signed by the General Manager and will be sent to ECA accounts departments for processing. The student will then be notified immediately.

Compassionate and Compelling Circumstances

Compassionate and Compelling Circumstances are situations which are generally beyond the control of the student and which have an adverse impact on the student's capacity and/or ability to: commence their course within two weeks of the scheduled start date; or to attend scheduled classes for a significant period of time during the enrolment period.

Such circumstances include, but are not limited to: Inability to begin studying at the scheduled date due to the late issue of a student's visa and consequent delay in travel to Australia; serious illness or injury, where a verified medical certificate states that the student was unable to attend on the commencement date and/or for a significant time through the course; bereavement of close family members such as parents, siblings or grandparents (where possible a death certificate should be provided); the student recently giving birth or a student's partner recently giving birth, thus preventing commencement on the published start date or attendance for some time through the course (with supporting documentation); major political upheaval or natural disaster in the home country preventing their departure for Australia or requiring their emergency travel to their home country; and a traumatic experience.

Evidence

All applications for special leave must be supported by documentary evidence which will vary with regard to the specific circumstances, but could include: relevant DIBP visa documents; relevant travel documents; relevant media reports relating to a natural disaster impacting on a student's area of residence; a relevant Medical, Death or Birth Certificate; a police incident report; a social worker's report; and/or a psychologist's report. Certificates not written in English must be translated into English by approved NAATI translators

Student declaration

I agree to abide by the above POLICIES, TERMS AND CONDITIONS.

Signature

Print Name

Date

