ilsc EDUCATION GROUP

2014 Application for Admission

BRISBANE, SYDNEY

STUDENT INFORMATION

First Name: _____ Family Name: _____ Middle Name: _____

Male ❑ Female ❑ Birthdate (dd/mm/yy): _____/ _____/ _____ Country of Birth: _____ Citizenship: _____

Passport #: _____ First Language: _____

Address: (Home/Apt #, Street): _____ City: _____

Province/State: _____ Country: _____ Postal Code: _____

Telephone: (_____) _____ Cell / Mobile: (_____) _____ Email: _____

Emergency Contact Name: _____ Relationship: _____ Emergency Tel: (_____) _____

STUDY INFORMATION

S1

Study Location:
❑ Brisbane
❑ Sydney

Language Level:
❑ Beginner ❑ Intermediate ❑ Advanced
(PROLA / Interview# _____ / _____)

Start Date (dd/mm/yy):
_____ / _____ / _____

Weeks of Study:
_____

I found ILSC through:
❑ Brochure ❑ ILSC website ❑ Friend/Family
❑ Other (_____)
❑ Agency (Agency Name) _____
(Agency Fax) _____

Visa Status in Australia:
❑ Student ❑ Visitor ❑ Working Holiday
❑ Other (_____)

English Language Programs for International Students (Beginner to Advanced) (4-56 wks) CRICOS Course Code: 060152J

❑ (Full-Time Intensive) ❑ (Full-Time) ❑ (Part-Time)

❑ Full-Time Evening (20 hours/wk) - choose one of the following evening schedule study options:
❑ IELTS Mastery (SYD Only) ❑ Evening Business English (SYD Only) OR ❑ Communication/ Business English (BNE Only)

❑ Internship Programs/Services* *Please fill out Program Application form* ❑VIP ❑JPG rural (BNE only) ❑JPG city (BNE only)

❑ UPath ❑ Cambridge ❑ IELTS Mastery ❑ Other:

** ILSC's English online test and phone interview may be required. Please contact ILSC before you apply.*
(Please see our brochure or visit www.ilsc.com.au for program information)

Vocational Education & Training (VET) Programs: (Students must meet entry requirement to enrol in VET)

Legend: **BNE** - Brisbane **SYD** - Sydney

❑ 10317NAT Certificate IV in TESOL (26 hrs/wk, 8 weeks) ❑ **BNE** ❑ **SYD**

❑ Cambridge TKT Test Preparation Program CRICOS Code: 02137M (21 hrs/wk, 3 weeks) ❑ **BNE**

❑ 10318NAT Diploma of TESOL (21 hrs/wk) Choose length: 12 week program: ❑ **BNE** ❑ **SYD** 4 week program: ❑ **BNE** ❑ **SYD**

❑ BSB41107 Certificate IV in International Trade CRICOS Code: 072230A (Nighttime 20 hrs/wk, 24 weeks) ❑ **BNE** ❑ **SYD**

❑ BSB50807 Diploma of International Business CRICOS Code: 069971A
(Daytime 20 hrs/wk, 20 weeks) ❑ **BNE** (Nighttime 20 hrs/wk, 24 weeks) ❑ **BNE** ❑ **SYD**

❑ BSB51207 Diploma of Marketing CRICOS Code: 069972M
(Daytime 20 hrs/wk, 20 weeks) ❑ **BNE** (Nighttime 20 hrs/wk, 24 weeks) ❑ **BNE** ❑ **SYD**

❑ Night Time Double Diploma - BSB50807 Diploma of International Business CRICOS Code: 069971A +
BSB51207 Diploma of Marketing CRICOS Code: 069972M (20 hrs/wk, 45 weeks) ❑**BNE** ❑**SYD**

❑ Combo program (refer to pg 4 for combo options, then select programs in the above list to make up your combo) ❑**BNE** ❑**SYD**

ACCOMMODATION INFORMATION (IF APPLICABLE)

Accommodation Location: ❑ Sydney ❑ Brisbane

❑ Homestay (Single room/2 meals per day) ❑ Alternative Accommodation (contact ILSC)
❑ I do not need ILSC accommodation service

Check-in date (dd/mm/yy): ____ / ____ / ____ Time: _____ ❑ am ❑ pm

Check-out date (dd/mm/yy): ____ / ____ / ____ Time: _____ ❑ am ❑ pm

Airport transfer: ❑ pick-up only ❑ pick-up and drop-off ❑ no

Airline and flight no: _____

Connecting flight airline & flight no. (if applicable): _____

Final destination arrival time: _____ ❑ am ❑ pm

Do you have any medical condition(s) we should be aware of? ❑ yes ❑ no

If yes, please specify: _____

Do you take daily medication? ❑ yes ❑ no

If yes, please specify: _____

Do you have allergies? ❑ yes ❑ no

If yes, please specify: _____

Do you have medical insurance? ❑ yes ❑ no

If yes, specify company: _____

Do you smoke? ❑ yes ❑ no

Do you eat: ❑ Fish ❑ Red meat ❑ Dairy products ❑ Eggs

I am comfortable with children in the home between the ages of:
❑ 12 years and under ❑ 13 years and over ❑ No children

Are you comfortable with dogs in the home? ❑ yes ❑ no
Are you comfortable with cats in the home? ❑ yes ❑ no

Please specify any pet types you are not comfortable with:

_____

Are you comfortable with any other students in the home? ❑ yes ❑ no
(Students will speak a first language other than your own.)

What languages do you speak? _____

Interests & comments: _____

_____

Requests are not guaranteed, but the Homestay staff at ILSC will do their best to accommodate student requests. It is recommended that students who request airport reception arrive and depart on the weekend. **Alternative Accommodation** is based on availability and not guaranteed. Homestay students are advised that neither ILSC nor the Homestay family can be held responsible for the loss or theft of personal belongings. Although the chance of a loss due to theft is extremely small, we nonetheless advise students to ensure that they obtain adequate insurance coverage in their home countries for all personal belongings that they bring to Australia.

MEDICAL INSURANCE

Upon arrival, all ILSC students must show proof of valid medical insurance for their entire term at ILSC. Student Visa students MUST:

➔ Request OSHC (Overseas Student Health Cover) or obtain your own insurance
➔ Maintain valid OSHC for the entire length of the student visa (not the course end date)
➔ Include local address (if you are already in Australia)
OSHC (Overseas Student Health Cover) ❑ Yes ❑ No
❑ Other (_____)

Check with school or visit our website **www.ilsc.com.au**

CONTINUE TO PAGE 2 ➔

Tuition Refund Policy

A. BEFORE YOUR PROGRAM STARTS (ELICOS & VET)

Your Refund	When You Must Cancel	Cancellation Fee ILSC
75% (min.)	No authorization from Australian Immigration	25% of Total Fees ($200 max.)
75% (min.)	0 – 7 Days after making the contract	25% of Total Fees ($400 max.)
75%	30 Days or more before the program starts	25% of Total Fees
60%	1 – 29 Days before the program starts	40% of Total Fees

B. AFTER YOUR PROGRAM STARTS (ELICOS ONLY)

Your Refund	When You Must Cancel	Cancellation Fee ILSC
50 %	0 – 10% of the Program Completed	50% of Total Fees
30%	11 – 29% of the Program Completed	70% of Total Fees
No Refund	30 – 100% of the Program Completed	100% of Total Fees

C. AFTER YOUR PROGRAM STARTS (VET ONLY)

No refund will be given for notification of withdrawal which occurs after the start of the program

GENERAL & FEES POLICY

CANCELLATION & REFUND POLICY

1. Cancellations and withdrawals are subject to the conditions of the ILSC's Refund Policy.
2. Starting the program on time is your responsibility. If you arrive late for the start of your course, no refund is given for the missed days.
3. If you choose to withdraw from ILSC, you must give ILSC written notice and it must be from your entire program; you cannot withdraw from selected parts of your program (i.e. the last month).
4. You must leave ILSC on the date you have agreed to withdraw.
5. Percentage of Program Completed = (Total Number of Days Completed) ÷ (Total Number of Days in Program) X 100%. Weekends are not included in this calculation.
6. Any refund will be paid to the person or entity that originally paid the course fee (normally the agents), where possible, in the same currency in which the fees were paid.
7. ILSC will make sure that you can sit down and talk with an appropriate person within 2 days of your withdrawal request.
8. Refunds are processed within 4 weeks of receiving the notice/request from the student.
9. No refund will be given to students who are expelled for breaching the college's policies, unacceptable behavior or non-compliance with visa conditions.
10. All bank charges incurred for refunds to be paid by the beneficiary.
11. In the event of a program cancellation by ILSC, all fees will be refunded within 2 weeks.
12. In the event of the school defaulting, the Refund Policy does not apply. Such situation is covered by the ESOS Act 2000 and the ESOS regulations 2001.

CREDIT CARD PAYMENT

❑ Mastercard ❑ Visa Name of Cardholder: _____ Cardholder Signature: _____

Credit Card Number: _____ Security Code: _____ Expiry Date: _____ (mm/yy) Total Payment: $ _____

METHOD OF PAYMENT

STUDENT CONTRACT (Student Agreement and Health Declaration)

I declare that the information I have given on my application to study at ILSC Australia is correct and accurate. I declare that I am in possession of sufficient funds to finance my full term of study at ILSC. I have read and understood all of ILSC's policies including the Cancellation and Refund policies and agree to abide by any decisions of the School's management regarding the enforcement thereof. I acknowledge and accept that during the course of my study at ILSC or during activity programs, I may be photographed, videotaped or audio taped and I hereby grant ILSC unrestricted and non-expiring permission and all rights to use or license such media for any advertising or promotional purposes that ILSC may deem appropriate, without any compensation whatsoever.

I declare that I will disclose to ILSC any contagious medical condition that I might contract prior to or during my stay at ILSC and I agree to disclose any pre-existing medical or health condition that may require ongoing or intermittent medical attention or that may affect my ability to fully participate in either classroom or activity programs. I hereby authorize any doctor, EHS or medical facility to provide treatment to me if I am injured or ill whether or not I am able to provide consent. I agree and acknowledge that ILSC may collect personal information including medical information as a result of this application and/or my time at ILSC and acknowledge that this information will only be used in the course of the provision of educational, ancillary and medical services either directly or indirectly and for no other purposes.

I agree that ILSC may provide my educational records or information to my parents (if a minor) sponsoring Agency or any other Educational Institution to which I apply. I understand that Information is collected on this form and during my enrolment in order to meet ILSC's obligations under the ESOS Act and the National Code 2007; to ensure my compliance with the conditions of my visa and my obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. I understand that information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances information collected on this form or during my enrolment can be disclosed without my consent where authorised or required by law.

I agree to save and hold harmless, ILSC, its agents, employees, homestay families and assigns for any loss, damage or injury which may occur to me or my property and hereby permanently waive all claims for loss, damage or injury resulting or arising from my term of attendance at ILSC. I agree as well that the violation of any of the above conditions or if any of the information provided in this application is discovered to be false or misleading, I may be dismissed from ILSC without notice or recourse. I have read and understood the above and agree to be fully bound by this contract and declare that I have received a signed copy of this contract.

I have read, understood and agree to be bound by the terms and conditions as stated in the 6 pages of this student contract. I have visited the website at **www.ilsc.com.au** and viewed the policies and procedures section and understand my rights and obligations.

- I understand that my information may be shared as outlined in this application form.
- I have read the cancellation, grievances and refund policies and agree to abide by these terms.
- I agree that on acceptance of enrolment by ILSC, the application form will become a contract of enrolment.
- I understand that I could be expelled under the English Only Policy
- I have visited the site http://www.studyinaustralia.gov.au/en to check the cost of living

Student Signature: _____

Parent Signature if student is underage*: _____

Date (dd/mm/yy)**:** _____

ILSC Authorized Signature: _____

Date (dd/mm/yy)**:** _____

2014 ILSC–Australia Fee Schedule

ILSC Busines College & ILSC TESOL College

All prices are in Australian dollars. **Fee schedule effective as of January 1, 2014, valid until December 31, 2014.**

ILSC BUSINESS COLLEGE & ILSC TESOL COLLEGE PROGRAMS - RTO NUMBER: 31564

Application fee: $220

Material Fee (Incl. Internet, handouts, project materials): $280

Deposit for Loaner Texts (Refundable. Must be paid on your first day of school): $120 ($220 for TESOL course only)

Program Name	Program Length	Cost	2014 Start Dates
10317NAT CertiĀcate IV in TESOL (Full-Time Intensive Schedule)	8 weeks (BNE, SYD)	$4,000	Jan 28, Feb 24, Mar 24, Apr 22, May 19, Jun 16, Jul 14, Aug 11, Sep 8, Oct 7, Nov 3
Cambridge TKT Prep (Full-Time Schedule)	3 weeks (BNE)	$800 TKT exam: $90 Textbook fee: $39.95	Feb 24, Mar 24, Apr 22, May 19, Jun 16, Jul 14, Aug 11, Sep 8, Oct 7, Nov 3
BSB41107 CertiĀcate IV in International Trade	24 weeks—Nighttime (BNE, SYD)	$5,800	Dec 30, Jan 20, Feb 10, Mar 3, Mar 24, Apr 14, May 5, May 26, Jun 16, Jul 7, Jul 28, Aug 18, Sep 8, Sep 29, Oct 20, Nov 10, Dec 1
BSB50807 **Diploma in International Business**	20 weeks—Daytime (BNE) 24 weeks—Nighttime (BNE, SYD)	$6,000	**Daytime start dates:** Jan 13, Jan 28, Feb 17, Mar 3, Mar 17, Apr 14, Apr 28, May 12, Jun 2, Jun 16, Jul 7, Jul 21, Aug 4, Sep 1, Sep 15, Sep 29, Oct 20, Nov 3, Nov 24 **Nighttime start dates:** Dec 30, Jan 20, Feb 10, Mar 3, Mar 24, Apr 14, May 5, May 26, Jun 16, Jul 7, Jul 28, Aug 18, Sep 8, Sep 29, Oct 20, Nov 10, Dec 1
BSB51207 **Diploma of Marketing**	20 weeks—Daytime (BNE) 24 weeks—Nighttime (BNE, SYD)	$6,000	**Daytime start dates:** Jan 13, Jan 28, Feb 17, Mar 3, Mar 17, Apr 14, Apr 28, May 12, Jun 2, Jun 16, Jul 7, Jul 21, Aug 4, Sep 1, Sep 15, Sep 29, Oct 20, Nov 3, Nov 24 **Nighttime start dates:** Dec 30, Jan 20, Feb 10, Mar 3, Mar 24, Apr 14, May 5, May 26, Jun 16, Jul 7, Jul 28, Aug 18, Sep 8, Sep 29, Oct 20, Nov 10, Dec 1
Nighttime Double Diploma: BSB50807 **Diploma in International Business +** BSB51207 **Diploma of Marketing**	45 weeks (BNE, SYD)	$8,500	Dec 30, Jan 20, Feb 10, Mar 3, Mar 24, Apr 14, May 5, May 26, Jun 16, Jul 7, Jul 28, Aug 18, Sep 8, Sep 29, Oct 20, Nov 10, Dec 1
COMBO PROGRAM* BSB41107 CertiĀcate IV in International Trade **+** BSB51207 **Diploma of Marketing OR** BSB50807 **Diploma in International Business**	48 weeks study length* (BNE, SYD)	$11,800	Dec 30, Jan 20, Feb 10, Mar 3, Mar 24, Apr 14, May 5, May 26, Jun 16, Jul 7, Jul 28, Aug 18, Sep 8, Sep 29, Oct 20, Nov 10, Dec 1
COMBO PROGRAM* BSB41107 CertiĀcate IV in International Trade **+** BSB51207 **Diploma of Marketing AND** BSB50807 **Diploma in International Business**	60 weeks study length* (BNE, SYD)	$14,300	Dec 30, Jan 20, Feb 10, Mar 3, Mar 24, Apr 14, May 5, May 26, Jun 16, Jul 7, Jul 28, Aug 18, Sep 8, Sep 29, Oct 20, Nov 10, Dec 1
Business Internships	8–12 weeks (BNE, SYD)	$825	Internships run concurrent with Business Certificates and Diplomas, and are arranged outside of class time

** Combo programs may include a break between programs, please contact ILSC-Australia to confirm the total duration of enrollment for your chosen start date.*

ILSC ELICOS POLICIES & PROCEDURES

ADMISSION REQUIREMENTS

1. Minimum age for enrolment is 16 years.

ILSC APPLICATION CHECKLIST

❑ Complete and sign the application
❑ Fax, mail or e-mail your application form
❑ Pay Registration Fee and Accommodation Registration Fee by one of the payment methods. After the application is accepted, we will send the Letter of Acceptance, which will give you more information about your next steps.

PAYMENT OF FEES

Fees must be paid in accordance with terms stated on the invoice

START DATES

ILSC accepts new students every Monday, year round, except the last Monday of a session. If you start classes on the 2nd or 3rd Monday of a session, you may be placed in an ongoing class.

YOUR FIRST DAY

On your first day at ILSC, you will take the ILSC Placement Test (written and oral test) and choose your classes of interest. While an Academic Coordinator places you in classes that meet your interest and English level, an ILSC Counselor will welcome you and provide important information that will help your studies at ILSC and life in Australia.

COURSE SELECTIONS (FOR ELICOS)

Each session, ILSC offers a variety of courses to choose from. In the fourth week of each session, students will discuss the courses they want to take in the coming session with their teachers. Students will be placed in the courses of their interest if their English level is appropriate for the courses. In case scheduled classes are canceled due to low enrolment (fewer than 5 students) or are full so students cannot be placed in classes of their choice, the Academic Coordinator after consultation with the students will place them in the next best available class.

COURSE REQUIREMENTS

In order to get the maximum benefit from your study at ILSC, you are expected to attend class regularly and on time. You need to attend at least 80% of your classes each session, as part of the requirement to receive a credit for each course taken. You are required to speak with your counselor if you need permission for unavoidable or excessive absences.

ENGLISH ONLY POLICY

In order to encourage the use of English, we have an English Only Policy in the school. This means that whenever you are in the school or participate in the class/school activities, you must speak English.

DISMISSAL POLICY

Students must meet the course requirements at all times. If these requirements are not met, students will receive counseling, Then after appropriate warnings, students will be expelled. Likewise, if a student's behavior is inappropriate by the school's standards, the above procedures will be followed.

ILSC VET PROGRAMS POLICIES & PROCEDURES

ADMISSION REQUIREMENTS

1. Successful completion of Grade 10, or equivalent required for ILSC Business College programs and Grade 12, or equivalent required for ILSC TESOL College programs.
2. Minimum English Language Requirements: IELTS 5.5 (no band below 5); TOEIC 650 (reading score 350); ISLPR2+ (ILSC Intermediate 4) for Certificate IV and higher.
3. Minimum age for enrolment is 18 years

ILSC APPLICATION CHECKLIST

❑ Complete and sign the application
❑ Fax, mail or e-mail your application form
❑ Pay Registration Fee and Accommodation Registration Fee by one of the payment methods. After the application is accepted, we will send the Letter of Acceptance, which will give you more information about your next steps.

PAYMENT OF FEES

Fees must be paid in accordance with terms stated on the invoice

START DATES

Please refer to the start date of specific program on the application form

YOUR FIRST DAY

On your first day at ILSC, ILSC staff will welcome you and provide important information that will help your studies

COURSE REQUIREMENTS

For you to be able to complete the course successfully and attain the qualification at the end of your course, you're expected to attend class regularly and submit the required assignments on time.

ENGLISH ONLY POLICY

In order to encourage the use of English, we have an English Only Policy in the school that applies during daytime classes (until 4:30 pm). During evening classes, ILSC is a multi-lingual environment; however, we strongly encourage you to speak English whenever you are in the school or participate in class/school activities.

DISMISSAL POLICY

Students must meet the course requirements at all times. If these requirements are not met, students will receive counselling, Then after appropriate warnings, students will be expelled. Likewise, if a student's behaviour is inappropriate by the school's standards, the above procedures will be followed.

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

AUGUST						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						