



ACCESS
LANGUAGE
CENTRE

ACCESS LANGUAGE CENTRE, SYDNEY

'Access to Success'

2016 COURSE SUMMARY

COURSE	DESCRIPTION	LENGTH & DATES	FEES	TIMETABLE		
GENERAL ENGLISH (GE)	BEST FOR EVERYDAY COMMUNICATION <ul style="list-style-type: none"> Focus on everyday conversation and survival English Intensive Module Course for all English levels Six levels from Beginner to Advanced CEFR A0 to C2	2-52 weeks Students may start on any Monday	Super Intensive (25 hrs/wk) \$350/wk	Enrolment \$220 Materials 2-8 wks: \$80 9-17 wks: \$140 18-30 wks: \$210 31+ wks: \$280	SUPER INTENSIVE 25 HOURS FACE TO FACE MONDAY TO FRIDAY 8:30am-9:30am 9:40am-11:10am 11:20am-12:50pm * 1:30pm-2:30pm	
ACADEMIC ENGLISH (AE)	BEST FOR FURTHER STUDY <ul style="list-style-type: none"> Focus on Academic use of English Four levels from Pre-Intermediate to Advanced Ideal preparation for progression to vocational courses, diploma and degree programs, some with direct entry from your ALC course Pre-enrolment test available CEFR B1 to C2	Term start:** 04-Jan 01-Feb 29-Feb 29-Mar 25-Apr 23-May 20-Jun 18-Jul 15-Aug 12-Sep 10-Oct 07-Nov 05-Dec	Intensive (20 hrs/wk) \$310/wk	Intensive 20 HOURS FACE TO FACE MONDAY TO FRIDAY 8:30am-9:30am 9:40am-11:10am 11:20am-12:50pm		
IELTS PREPARATION (IELTS)	BEST FOR IELTS EXAMINATION CANDIDATES <ul style="list-style-type: none"> Focus on English learning modes required for successful completion of the IELTS examination Reading, Writing, Speaking and Listening Lots of opportunities for practice tests Three levels from Intermediate to Advanced Pre-enrolment test available CEFR B1 to C2	4-12 weeks	Mini Intensive (15 hrs/wk) \$270/wk	MINI INTENSIVE 15 HOURS FACE TO FACE MONDAY TO FRIDAY 9:40am-11:10am 11:20am-12:50pm Student Visa holders are not eligible for Mini Intensive		
BUSINESS ENGLISH (BE)	BEST FOR BUSINESS PROFESSIONALS <ul style="list-style-type: none"> Focus on use of English in a business context Three levels from Intermediate to Advanced Pre-enrolment test available CEFR B1 to C2	4-15 weeks				
CAMBRIDGE PREPARATION (FCE) (CAE)	GLOBALLY RECOGNISED ENGLISH COURSE <ul style="list-style-type: none"> English language certificate course developed by Cambridge University-recognised worldwide Lots of opportunities for practice tests Entry levels: Upper-Intermediate for FCE, Advanced for CAE Pre-enrolment test available Timetable suitable for Work & Study CEFR B2 to C2		FCE & CAE 4 Jan to 11 Mar (10 weeks) FCE final Exam 11 Mar, CAE final Exam 12 Mar 14 Mar - 3 Jun (12 weeks) FCE final Exam 7 Jun, CAE final Exam 8 Jun 6 Jun - 12 Aug (10 weeks) FCE final Exam 18 Aug, CAE final Exam 19 Aug 5 Sep - 25 Nov (12 weeks) FCE final Exam 29 Nov, CAE final exam 30 Nov	Super Intensive (25hrs/wk): \$370/week Intensive (20 hrs/wk): \$330/week Enrolment Fee: \$220 Materials Fee: \$80 (2-8weeks) Examination Fee: FCE \$310 CAE \$310		
MORNING CLASSES TOO EARLY? WORKING DURING THE DAY? ENJOY 20 HOURS FACE TO FACE TEACHING IN THE EVENING!						
EVENING CLASSES	<ul style="list-style-type: none"> General English (from Elementary) IELTS Preparation Cambridge Preparation FCE/CAE Suitable for Student Visa Holders CEFR A0 to C2	2-52 weeks	Same as morning courses	Intensive (20 hrs/wk) \$280/wk FCE/CAE \$310/wk	Same as morning courses	Monday to Friday 4:30pm - 5:50pm 6:00pm - 7:30pm 7:35pm - 8:45pm

* Students may choose from electives including Conversation, Pronunciation, Grammar in Context, Writing Skills, Current Affairs, TOEIC preparation, English For Work etc.
 ** ALC courses run on 4-week terms with assessment every Week 4. Please note that the course content is varied in Week 4 and will include testing, feedback and possible extra-curricular activities.

Access Language Centre, Sydney is closed on Public Holidays 1/1, 26/1, 25/3, 28/3, 25/4, 13/6, 1/8, 3/10, 26/12, 27/12.

The Evening Program will be closed from 28/12/15-01/01/16. Substitute holiday to be considered by the Australian Government.

All courses are offered subject to student numbers.



ENGLISH PLUS PROGRAMS

PROGRAM	Program Description	Length	Program Fees
INTERNSHIP	<ul style="list-style-type: none"> Participate in unpaid professional work experience placement in your chosen industry Entry level is Upper-Intermediate/Advanced - Pre-enrolment test available Full applications must be received 3 months in advance 	4-24 weeks	Internship Placement Fee: 4-6 weeks: \$952, 7-12 weeks: \$1248 13-24 weeks: \$1536
DEMI PAIR	<ul style="list-style-type: none"> This program combines English classes with helping out an Australian family with childcare and light housework assistance Receive accommodation, meals and a weekly pocket allowance in exchange for approximately 20 hours childcare and light housekeeping duties per week Entry level is Intermediate/Upper-Intermediate - Pre-enrolment test available Full applications must be received 3 months in advance, 12 wks min English course 	12-52 weeks	Demi Pair Placement Fee: \$300 Demi Pair Bond Deposit: \$300 Homestay Deposit: \$560
OCEANIA LINK	<ul style="list-style-type: none"> Divide an English course between ACCESS in Sydney and Dominion in New Zealand Pay only one Enrolment fee and receive a free one-way airfare to or from New Zealand 	12-52 weeks	Contact us for further information on available program packages

ACCOMMODATION OPTIONS

Option	Accommodation Description	Fees
HOMESTAY FAMILY	<ul style="list-style-type: none"> Students are billeted with a family in Sydney (approximately 30-50 minutes away from the school) An excellent way to improve your English and learn about Australian lifestyle and culture Friendly and safe family environment - ideal for students with limited travelling experience Available as Single Room or Twin Share (must be booked by two students travelling together) With meals (breakfast and dinner Mon-Fri and all meals on weekends) or room only (Single only) Many Australian families keep pets so this may not be the best option for students with allergies Families are not obliged to provide Internet access 2 weeks minimum stay Guardianship fee for underage students: \$80/week, \$12/day Daily Rates: \$43/single, \$38/twin (18+ yrs) / \$45/single, \$40/twin (12-17yrs) Short notice surcharge may apply. 	Placement Fee: \$200(18+yrs) \$320(12-17yrs) Single Room with meals: \$280/week(18+yrs) \$290/week(12-17yrs) Single Room Only: \$220/week Twin Share with meals: \$250/week(18+yrs) \$265/week(12-17yrs) Twin Share Room Only: \$190/week
STUDENT HOSTEL	<ul style="list-style-type: none"> Live with other international students and travellers in a vibrant communal environment Suitable for more independent students or those with more travel experience Convenient Sydney City locations allows students to save on travelling expenses to and from Access 24 hours access - suitable for students with part-time after hours jobs with late finishing times Single or shared rooms available Shared bathroom and kitchen facilities 	Placement Fee: \$200 Single Room: From \$335/week Twin Share: From \$235/week Bond: \$150 (on arrival) (Price per person)
STUDENT GUESTHOUSE/ RESIDENCE	<ul style="list-style-type: none"> Suitable for students seeking more luxury/comfort than hostels offer Convenient Sydney City locations allows students to save on travelling expenses to and from Access Wonderful way to meet new friends Wide range of guesthouse options, each with their own charming characteristics Available as Single, Twin/Double, Share Room All types of rooms have Internet access and TV 24 hours access to a live-in Manager 4 weeks minimum stay 	Placement Fee: \$200 Single Room: From \$325/week Twin/Double Room: From \$225/week (Price per person)

Accommodation is subject to availability • In the event that students request a change in accommodation after placement, an Accommodation Change Fee of \$100 may apply

OTHER FEES & CHARGES

AIRPORT MEETING SERVICE	<ul style="list-style-type: none"> Greeting at Sydney airport and delivery to your accommodation All inclusive price - no additional fees 	Arrival: \$140 Return: \$70
OVERSEAS STUDENT HEALTH COVER	<ul style="list-style-type: none"> Student Visa Holders must have Overseas Student Health Cover (OSHC) Access Language Centre, Sydney can arrange this for you or you can organize your own Only applies to Student Visa holders 	Single: From \$49/month Couple: From \$183/month Family: From \$375/month

LIVING IN SYDNEY

TRANSPORT	<ul style="list-style-type: none"> Students in Homestay Accommodation should allow around \$45 per week for transport to and from Access Monday to Friday
MEALS	<ul style="list-style-type: none"> Students should allow around \$8 -12 per day for lunch Students cooking their own meals should allow around \$120 per week for food
RECREATION	<ul style="list-style-type: none"> Students should allow around \$100 per week for recreation and entertainment such as trips to the movies etc Access organises up to three extra curricular excursions each week to popular tourist attractions in Sydney
INSURANCE	<ul style="list-style-type: none"> ACCESS strongly recommends that students take out insurance on their possessions We strongly recommend that Tourist and Working Holiday Visa holders take out health insurance for the duration on their stay
SCHOOL AGE DEPENDENTS	<ul style="list-style-type: none"> It is Australian law that students travelling with school age dependents must pay full fees for their primary and secondary education if these dependents attend Australian schools
CLIMATE	Summer (December to February) 27°C - 30°C Autumn (March to May) 11°C - 24°C Winter (June to August) 5°C - 17°C Spring (September to November) 11°C - 24°C



Complete and return to
 72 Mary Street
 Surry Hills, SYDNEY NSW 2010
 AUSTRALIA
 Telephone: (61-2) 9281 6455
 CRICOS Provider Code: 01738E
 Email: english@access.nsw.edu.au

Access Language Centre, Sydney

Enrolment Form

THE STUDENT

Family Name

Given Names

Postal Address in home country

.....

Telephone

IDD Area Code Tel

E-mail

Nationality

Country of Birth

Emergency Contact Number/s

IDD Area Code Tel

Name of Emergency Contact Person

Visa Type

Visa Apply Location

Date of Birth / /
day / month / Year

Sex (tick) Male Female

Occupation

Passport Number
(Please provide / attach copy)

Phone number in Sydney (if known)

Address in Sydney (if known)

Describe your level of English (tick)
 Beginner — Pre-Intermediate — Advanced

THE COURSE

Starting Date / /
day / month / year

Number of Weeks

- Super Intensive English (25hrs/wk)
- Intensive English (20hrs/wk)
- Mini Intensive (15hrs/wk)
- Evening Intensive English (20hrs/wk)

Which course are you interested in? (tick)

- General English Business English
- Academic English Cambridge FCE Preparation
- IELTS Preparation Cambridge CAE Preparation

English Plus Programs:

- Internship Weeks
- Work & Study
- Demi-Pair
- Other

Do you plan to study in Australia after you finish your English Course? (tick) Yes No

Institution

Where did you hear about ACCESS? Which agent did you use?

ACCOMMODATION

Do you need us to find accommodation for you? Yes No

If yes, how many weeks? weeks

If yes, which type of accommodation?

HOMESTAY FAMILY ACCOMMODATION

- Single Room with Meals Shared Room* with Meals
 - Single Room Only Shared Room* Only
- * (Only available for students travelling together)

Do you have any special needs? Please specify
 (Includes dietary, medical, religious, etc.)

Do you smoke? Yes No

Do you have any allergies? Yes No

Are you allergic to pets? Yes No

List your interests and hobbies

HOSTEL / LODGE ACCOMMODATION

- Single Room Twin Share

STUDENT GUESTHOUSE / RESIDENCE

- Single Room Double/Twin Share Room

Do you need the airport meeting service?
 Arrival Departure No

If known, list your airport arrival flight details

FEES

I enclose payment for	AU\$		Enrolment Fee
			Tuition Fee (..... weeks)
			Materials Fee
			Exam Fee
			Accommodation Placement Fee
			Accommodation Fee
			Guardianship Fee
			Airport Meeting Service Fee
			OSHC Medical Insurance Fee
			Do you need OSHC ? Yes <input type="checkbox"/> No <input type="checkbox"/>
			(.....months) Single Cover <input type="checkbox"/> Couple Cover <input type="checkbox"/> Family Cover <input type="checkbox"/>
			Work & Study Program Fee
			Internship Placement Fee
			Demi-Pair Placement Fee
			Demi-Pair Bond
		TOTAL	

HOW TO ENROL

- Fill in this enrolment form and send it by fax or e-mail to Access Language Centre (hereinafter referred to as ALC).
 - ALC will send you a letter of acceptance, enrollment agreement (student visa) and invoice upon acceptance of your enrollment by ALC.
 - When ALC receives back the signed enrollment agreement (student visa), fees can be paid either via credit card, Mastercard or Visa only (ALC will send you the credit card payment authority), or via electronic transfer to the bank listed below. (surcharge fee may apply)
It is also possible to send an International Bank Cheque in Australian Dollars made payable to Access Language Centre.
- Account name:** Access Language Centre **Swift Code:** NATAAU 3302S
BSB (Branch No.) 082-356 **Account no.:** 686834690 **Bank name:** National Australia Bank **Branch name:** Marrickville
Bank address: 85-95 Marrickville Rd, Marrickville NSW 2204 Australia
Please make sure that the student name and ID No. Are included as the reference on the transfer, so ALC can trace the money received.
- If your payment is confirmed and if you are applying for a student visa ALC will then issue an Electronic Confirmation of Enrolment Letter (eCoE) for the purpose of applying for the student visa.
 - Contact the nearest Australian Embassy or Consulate to find out the correct procedure for applying for your type of visa.
 - Send your full flight details or travel arrangements to ALC. Homestay or Hostel details will be forwarded to you once payment and bookings have been confirmed within 4 weeks of the commencement date.
Airport meeting service details will be confirmed on receipt of flight details. **Neither service (Accommodation or Airport Meeting) will be provided without full payment and arrival details.**
 - If your first choice of accommodation is not available, ALC will arrange an alternative accommodation until the first choice is available.
 - ALC offers one study period for course enrolments up to 24 weeks. However, if the course enrolment is more than 24 weeks, the first study period will be of 12 weeks of course and after the first study period, the student may enrol in multiple study periods. Those study periods may include study breaks (if eligible - see below) and must be minimum of 12 weeks and maximum of 30 weeks. Thus, students with a course longer than 12 weeks may be eligible for a study break. A ratio of one week of study break is permitted for every 4 weeks of study, based on the total number of weeks enrolled for. No study breaks are permitted during the first 12 weeks and are subject to the student's study plan, visa and government regulations.

CANCELLATION AND REFUND POLICY

- Notices of cancellation are not effective until written notification is received by Access Language Centre (hereinafter referred to as ALC). All refunds are in Australian dollars.
- If you must withdraw from a course because the Australian Government will not issue you with a visa, tuition fees will be refunded in full on presentation of the letter from the relevant Australian authority stating that the visa application has not been successful.
- If you withdraw from the course for any other reason and notify ALC in writing 28 days or more before the course begins, 90% of tuition fees will be refunded.
- If you withdraw from the course less than 28 days before the course begins, an amount no greater than 8 weeks tuition fees will be retained by ALC.
- If you withdraw after you have started your course, no tuition fees will be refunded.
- A cancellation fee equivalent to two weeks homestay fee will apply if less than 4 weeks notice is given for cancelling homestay either before the course starts or after the course has started.
- In all cases above, the enrolment fee, the accommodation placement fee and other service fees are not refundable.
- In such cases above, the refund will be made within 4 weeks of ALC's receipt of written notification as per the ESOS Act 2000. Bank charges are deducted from the refund.
- ALC adheres to the policy of refunding fees to the person who originally paid the fees. If you appoint your agent for this enrolment process and your agent pays the fees to ALC on your behalf, the refund will be made to your agent. However, ALC will consider onshore refund payments to the student if your agent agrees. In either case this is determined at the discretion of the Principal Executive Officer of ALC.
- Tuition fees are not transferable.
- Under the ESOS Act 2000 Amended, from 1st July 2012 if the course is more than 24 weeks 50% of the course tuition fees will be payable before the course start date and the remaining 50% will be payable 2 weeks before the start of the second study period. If the student wishes to pay the total course tuition fees in order to save international bank fees, ALC can receive the payment and will keep 50% of the course tuition fees in credit for the student until 2 weeks before the start of the second study period.
- If ALC cancels any course before its commencement, tuition fees will be refunded in full within 2 weeks of notification of cancellation as per the ESOS Act 2000.
- If ALC terminates any course after the course commencement date, ALC will arrange for the transfer of the student to another institution offering a similar course at no extra expense to the student or refund the student the unused portion of the tuition fees if ALC can not arrange the transfer within 2 weeks of the course termination. The refund will be made within 2 weeks of notification of termination as per ESOS Act 2000.
- If ALC cancels a student's course enrolment and eCoE due to the student's default such as failure to start the course on the agreed course start date, failure to pay the tuition fee on the due date, failure to maintain 80% attendance, failure to make academic progress, failure to comply with visa conditions or misbehaviour, no tuition fees will be refunded.

GRIEVANCE STATEMENT

ALC has in place appropriate arrangements for independent grievance dispute resolution. However, these dispute resolution processes do not circumscribe your right to pursue other legal remedies and you have the right to be represented by a nominee of your own choice,

ALC PRIVACY STATEMENT

For all student visa holders, information provided by the students to ALC may be made available to Commonwealth and State agencies and the director of the Tuition Protection Service (TPS), pursuant to the ESOS Act 2000 amended and the National Code. ALC is required under this act to report to the relevant government department certain changes to the student visa conditions relating to attendance or satisfactory academic performance.

I understand and agree with the Access Language Centre, Sydney enrolment, cancellation & refund policy (to be signed by parent / guardian if the student is under 18 years of age)

Signed..... Date...../...../.....