

BROWNS

English Language School

CRICOS Provider Number: 02663M

PERSONAL DETAILS

Family Name: _____

First Name(s): _____

Gender: _____ Female _____ Male

Date of Birth (day/month/year): _____ / _____ / _____

Nationality: _____

Home Country Address: _____

Phone Number: _____

E-mail: _____

VISA DETAILS

What type of visa will you hold?

_____ Student Visa _____ Working Holiday Visa

_____ Visitor Visa

Passport Number: _____
(must be provided if applying for student visa)

ENGLISH LANGUAGE LEVEL

What is your first language? _____

What is your present level of English?

_____ Beginner _____ Elementary _____ Pre-Intermediate
_____ Intermediate _____ Upper-Intermediate _____ Advanced

PROPOSED COURSE OF STUDY

Please indicate which course you wish to apply for:

_____ **General English – Beginner to Advanced** (25 hours)
CRICOS No. 054999A
* Student Visa Holder & Non Student Visa Holder

_____ **General English (15 hours)**
* Non Student Visa Holder

_____ **Business English** CRICOS No. 062801J
* Student Visa Holder & Non Student Visa Holder

_____ **Cambridge First Certificate in English(FCE) Preparation**
CRICOS No. 061169C
* Student Visa Holder & Non Student Visa Holder

_____ **Cambridge Advanced English (CAE) Preparation**
CRICOS No. 061171J
* Student Visa Holder & Non Student Visa Holder

_____ **IELTS Exam Preparation**
CRICOS No. 061172G
* Student Visa Holder & Non Student Visa Holder

_____ **English + Surfing** * Non Student Visa Holder

_____ **English + Scuba Diving** * Non Student Visa Holder

_____ **English + Golf** * Non Student Visa Holder

_____ **English + Tennis** * Non Student Visa Holder

_____ **English + Internship [full time] Volunteer [part time]**
* Non Student Visa Holder

Application for Enrolment form

COURSE DURATION

Course Start Date: _____

Number of Weeks: _____

ACCOMODATION & AIRPORT TRANSFERS

Do you require Homestay with an Australian family? _____ Yes _____ No

Do you require a bed at the BROWNS Luxury Apartments? _____ Yes _____ No

How many weeks in accommodation? _____ weeks

Accommodation Start Date (if known): _____ / _____ / _____

Accommodation End Date (if known): _____ / _____ / _____

If you would like Homestay accommodation, please complete the following:

Do you smoke? _____ Yes _____ No

Do you want a family with children? _____ Yes _____ No

Do you have any medical problems? _____ Yes _____ No

Do you have any special requirements? _____ Yes _____ No

If yes, please specify: _____

Please list your favourite activities: _____

Do you require Airport Pick-up? _____ Yes _____ No

Please note* that accommodation and airport pickup cannot be Arranged until we have received all flight details.

If yes, which Airport: _____ Brisbane International

_____ Coolangatta (Gold Coast)

Arrival time: _____ Date: _____

Airline: _____ Flight Number: _____

Do you require Airport Drop off? _____ Yes _____ No

If yes, which Airport: _____ Brisbane International

_____ Coolangatta (Gold Coast)

Departure time: _____ Date: _____

Airline: _____ Flight Number: _____

SEND YOUR APPLICATION TO:

BROWNS English Language School
Facsimile: +61 7 5561 1196
Email: info@brownsels.com.au
Telephone: +61 7 5561 1192

TO BE COMPLETED BY THE AGENT:

Agent's Name: _____

Agent Email: _____

**Please note – all prices subject to change at any time without notification.*

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BROWNS STUDENT AGREEMENT & REFUND POLICY

STUDENT AGREEMENT

The following is an agreement between **BROWNS English Language School** and an intending student. Please make sure that you understand and sign this document before you complete your enrolment and pay your fees. Then keep a copy of the signed agreement for your records.

As an applicant for enrolment in BROWNS courses, I agree to abide by the following:

- I understand that some courses at BROWNS (EAP, IELTS Preparation, Business English and Cambridge Exam Preparation) require a prerequisite level of English for entry.
- I understand that on commencement, BROWNS will test my English language ability and place me in an appropriate class level according to my English ability.
- I also understand that I will be assessed by the College during the progress of my course and agree to accept the decision of the College in relation to this placement and assessment
- I understand that on arrival and during my course, the College has a duty by law to check that my visa details are correct and may need to notify any changes to the Australian Immigration Department if necessary.
- I understand that if I hold an Australian Student Visa, I must maintain at least 80% attendance during my course. I also understand that only students who attend a minimum of 80% of classes will qualify for the BROWNS Statement of Achievement.
- I also understand that if I hold an Australian Student Visa, the College has an obligation to report me to Australian Immigration authorities if my attendance is less than 80% or my performance in the course is consistently unsatisfactory.
- I understand that I cannot transfer to another school or College during the period of my enrolled course without a written letter of release from BROWNS.
- I understand that a full week's tuition is payable in weeks that contain a public holiday.
- I undertake to notify the College within 7 days, of any change in address in Australia. (Immigration requirement for Australian Student Visa holders.)
- I understand that any school-age children or other dependants who accompany me will be required to attend school and pay full fees at an Australian private, or government school.

- I understand that the College is required to share personal information about its students with the Australian Government and other designated authorities, including the Tuition fees Assurance Scheme and the ESOS Assurance Fund Manager.

Disclaimer: I understand that BROWNS has the right to alter its fees and conditions, cancel or defer its courses and alter class timetables at any time without notice.

REFUND & CANCELLATION POLICY

REFUND & CANCELLATION POLICY – PLEASE READ CAREFULLY

- Requests for refunds must be made in writing to the Director, BROWNS English Language School, PO Box 10485, Southport BC 4215.
- Tuition fees are not transferable to other institutions or other students.
- All refunds will be paid in the currency in which fees are received and will be paid to the person who has entered into the contract with BROWNS, unless the person gives a written direction to pay the refund to someone else. Refunds will be processed and paid within four (4) weeks of the receipt of the written notification. Payment will be made either in the form of a cheque in Australian Dollars (AUD), or by overseas transfer. Refund Cheques will be posted to the nominated address, or made available for collection from Administration.
- Bank charges are deducted from refunds made by electronic transfer or bank draft.
- The enrolment fee and BROWNS apartment accommodation placement fee and homestay placement fee are non-refundable.
- If a visa application is denied by Immigration, 100% of tuition fees and material fees will be refunded. Written proof of denial from the Embassy or Consulate must accompany the request for refund. Refunds will be processed and paid within 28 days of the receipt of written notification.
- If you cancel your enrolment 4 or more weeks before the course commences, 100% of tuition fees and material fees will be refunded. Refunds will be processed and paid within 28 days of the receipt of written notification.
- 50% of tuition fees and Material Fees will be refunded if you cancel your enrolment in writing less than 4 weeks before the course commences.
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REFUND & CANCELLATION POLICY continued

- You must advise BROWNS 2 weeks prior to your start date if you intend to cancel or postpone your course – if this is not received you will be invoiced one weeks tuition as a cancellation fee to cover administration costs.
- In the unlikely event of BROWNS being unable to provide a course for an enrolled student, all fees, including the Application Fee, Accommodation Placement Fee and Airport pickup fee will be refunded within 14 days.
- Refunds will not be granted once a course has commenced unless the student has a legitimate complaint against the College that can be substantiated under the Consumer Protection Laws of the Commonwealth of Australia or the State of Queensland.
- 100% of the homestay accommodation fee will be refunded if you cancel more than four weeks before your arrival. If you cancel less than four week before your arrival you will be charged a cancellation fee of \$100 to cover administration costs. If you cancel your Homestay booking less than 48 hours you will be charged one week's accommodation fee of \$210.
- If you cancel your BROWNS Luxury Apartment booking less than 2 weeks prior to arrival you will be charged a cancellation fee of \$165.
- 100% of the airport pick-up fee will be refunded if notice of the cancellation is received more than 2 weeks prior to the students arrival, if less than two weeks there will be a \$50 cancellation fee charged to cover administration costs.
- BROWNS reserves the right to expel a student who does not adhere to the discipline code of the school. In such cases no refund will be given. Please refer to our website at www.brownsels.com.au for an explanation of this code.

Refunds will not be granted if:

- The Department of Immigration and Citizenship (DIAC) excludes you from continuing your studies. There will be no refund of fees.
- you withdraw after the program begins.
- a student is expelled from Browns English Language School (see above)

Refunds (Deferment on Compassionate Grounds)

- Should a student become seriously ill or be required to return home due to exceptional circumstances of a compassionate nature (such as death or severe illness of the immediate family) and can no longer continue their study, Browns English Language School may refund the balance of unused fees. Requests for such refund must be made in writing to the Director.
- This fee refund is wholly at the discretion of the Director of Browns. Appropriate evidence, such as a medical certificate will be required.
- In the event that Browns English Language School defaults with regard to a student enrolment, refunds in this instance are not covered under this Agreement. These instances are covered by provisions of the ESOS Act 2000 and ESOS Regulations 2001.

Rights of Overseas Students in Refund Disputes:

BROWNS English Language College has a Dispute Resolution process designed to help settle any disputes over refunds. The College also has a trained Counsellor to assist students and explain any decisions made by the College. Overseas students may also nominate a support person to accompany them at any stage of the dispute resolution process. If necessary, the College can also arrange an external mediator to help settle the dispute. Full details of our Dispute Resolution Process can be found on our website at www.brownsels.com.au. This agreement and the availability of the complaints and appeals process, does not remove the right of the student to take action under Australia's consumer protection laws.

Note: For the purpose of this policy a course is the total number of ELICOS weeks as shown on the student's Letter of Offer and/or Confirmation of Enrolment.

ENROLMENT DECLARATION and SIGNATURE

*I have read and understood the above policies, terms and conditions of enrolment of **BROWNS English Language School** and agree to abide by these terms and conditions and accept BROWNS Refund and Cancellation Policy*

Signature: _____

Date: _____

Please note that this Enrolment Form will not be accepted by the College if there is no signature.

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COURSE START DATES - 2008

You can start your course at BROWNS on any Monday.

Cambridge University – FCE Exam Preparation & CAE Exam Preparation

2008 Course Start Dates: 2nd January (10 weeks), 17th March (12 weeks), 15th September (12 weeks)

Cambridge University – FCE Preparation (“No Exam”) & CAE Preparation (“No Exam”)

2008 Course Start Date: 16th June (12 weeks)

BROWNS School Holidays for 2008:

1st Jan 2008, 28th January 2008, 21st March 2008, 24th March 2008, 25th April 2008, 5th May 2008, 9th June 2008, 29th August 2008, 22nd December 2008, 23rd December 2008, 24th Dec 2008, 25th Dec 2008, 26th Dec 2008.

Fees

**Please note – all prices are subject to change at any time without notification.*

COURSE FEES – 2008

General English: (25 hrs per wk) CRICOS 054999A * Student Visa Holder & Non Student Visa Holder 1 – 4 weeks 5 – 12 weeks 13 – 17 weeks 18 – 24 weeks 25 – 34 weeks 35 – 50 weeks	\$310 per week \$305 per week \$300 per week \$290 per week \$280 per week \$270 per week
General English (15 hrs per wk) * Non-Student Visa Holder	\$250 per week
Business English: CRICOS 062801J * Student Visa Holder & Non Student Visa Holder	\$310 per week
Cambridge First Certificate in English (FCE) Preparation: CRICOS 061169C	\$3,100 (10 weeks) \$3,720 (12 weeks)
Cambridge Advanced English (CAE) Preparation: CRICOS 061171J * Student Visa Holder & Non Student Visa Holder	\$3,100 (10 weeks) \$3,720 (12 weeks)
IELTS Preparation: CRICOS 061172G * Student Visa Holder & Non Student Visa Holder	\$310 per week
English + Surfing [please advise BROWNS if you are bringing a surfboard with you] English + Body boarding English + Scuba Diving (PADI Certificate) English + Golf English + Tennis * ALL Non-Student Visa Holder	\$375 per week \$385 per week \$1020 for 2 weeks \$450 per week \$450 per week

English + Internship (Complete English studies and start full-time Aged Care/Childcare Internship) English + Volunteer (Combine English study with volunteer work in Aged Care/Child Care - Tuesday & Thursday mornings) English + Japanese Teacher Assistant	\$525 Internship placement fee (Minimum 2 weeks English) \$385 per week \$450 per week
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Private Tuition (1:1) * Non-Student Visa Holder	\$85 per hour
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ACCOMMODATION FEES - 2008

BROWNS Luxury Apartment Placement Fee	\$155 [\$165 per week after 31/05/2008]
BROWNS Luxury Apartment Weekly Fee * Twin share room with bathroom * Total of 4 students staying in each 2-bedroom Luxury Apartment	\$155 per week (per person) [\$165 per week after 31/05/2008] (Minimum 4 week stay) (Price above is applicable if check-in & check-out dates are before 30/05/08)
BROWNS Luxury Apartment Bond	\$310 (refundable on check-out*) [\$330 after 31/05/2008]
BROWNS Luxury Apartment Key Deposit	\$55 (refundable on check-out*)
Homestay Placement Fee	\$200
Homestay Accommodation Fee	\$210 p/w for bookings 4 weeks or over [\$30 per extra night] (Minimum 4 wk stay applies) \$230 p/w for bookings of 1 – 3 weeks

SERVICE FEES - 2008

Enrolment Fee (all courses)	\$175
Telegraphic Transfer Fee	\$30
Materials Fee (all courses)	\$10 per week
FCE Examination Fee: 8 th March, 10 th June, 9 th December CAE Examination Fee: 8 th March, 11 th June, 10 th December	\$350 \$350
Airport Pick-Up/DropOff (Brisbane)* Airport Pick-Up/Drop Off (Coolangatta)* Please advise BROWNS if you are bringing a surfboard as an extra fee will be charged for this service.	AUD \$140 AUD \$80

OVERSEAS HEALTH COVER (OSHC) FEES - 2008

OSHC (3 months) OSHC (6 months) OSHC (9 months) OSHC (12 months)	AUD \$78.75 AUD \$157.50 AUD \$236.25 AUD \$315.00
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