

Application for Enrolment form

CAMPUS CHOICE

I wish to study at:

Brisbane Campus Gold Coast Campus

PERSONAL DETAILS

Family Name: _____

First Name(s): _____

Gender: Female Male

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

Nationality: _____

Phone Number: _____

E-mail: _____

VISA DETAILS

Brisbane Campus: Student Visa Holders must be 18 years of age or older / Non Student Visa Holders must be 14 years of age or older.
Gold Coast Campus: Student Visa Holders must be 16 years of age or older / Non Student Visa Holders must be 14 years of age or older.

What type of visa will you hold?

Student Visa Working Holiday Visa Visitor Visa

If your student is applying for a Student Visa the following questions MUST be answered before we can issue the eCoE:

1. Which country was the student born?
2. What is the student's Nationality?
3. Where [which DIAC office] will the student apply for their student visa?
4. What is the student's Passport Number?

PROPOSED COURSE OF STUDY

Please indicate which course you wish to apply for:

General English – Beginner to Advanced [full time]
CRICOS No. 054999A *Student Visa Holder & Non-Student Visa Holder

General English [part time] * Non-Student Visa Holder

Cambridge Business English Certificate (BEC) Preparation
CRICOS No. 069032M * 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

IELTS Exam Preparation Plus
CRICOS No. 067523G * Student Visa Holder & Non Student Visa Holder

English + Surfing (Gold Coast only) * Non-Student Visa Holder

English + Scuba Diving (Gold Coast only) * Non-Student Visa Holder

English + Golf (Gold Coast only) * Non-Student Visa Holder

English + Tennis (Gold Coast only) * Non-Student Visa Holder

English + Volunteer (Gold Coast only) * Non-Student Visa Holder

English + Internship (Gold Coast only) * Non-Student Visa Holder

COURSE DURATION

Course Start Date: _____

Number of Weeks: _____

ACCOMMODATION & AIRPORT TRANSFERS

Do you require Homestay Accommodation? Yes No

If yes, please select one: Brisbane Gold Coast

Do you require BROWNS Luxury Student Apartment Accommodation (Gold Coast only)? Yes No

Number of weeks of Accommodation: _____ weeks

Accommodation Start Date: _____ / _____ / _____

Accommodation End Date: _____ / _____ / _____

If you request Homestay Accommodation, you must answer the following questions:

Do you smoke? Yes No

Do you like children? Yes No

Do you like pets? Yes No

Do you have any allergies or medical problems? Yes No

If yes, please specify what they are: _____

Do you have any special requirements? Yes No

If yes, please specify what they are: _____

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: registrar@brownsels.com.au
Telephone: +61 7 5561 1192

TO BE COMPLETED BY THE AGENT:

Agent's Name: _____

Agent's Email: _____

BROWNS STUDENT AGREEMENT

The following is an agreement between **BROWNS English Language School** ('**BROWNS**') 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 a BROWNS course(s), I agree to abide by the following:

- I understand that some courses at BROWNS (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 BROWNS during the progress of my course and agree to accept the decision of BROWNS in relation to this placement and assessment.
- I understand that on arrival and during my course, BROWNS 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, BROWNS 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 no holiday will be granted unless I can show a medical certificate or I inform BROWNS prior to commencing my studies.
- 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 understand I must notify BROWNS within seven (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 BROWNS 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.
- I agree to pay all fees required at least four (4) weeks prior to the course start date.

Disclaimer: *I understand that BROWNS has the right to alter its fees and conditions, cancel or defer its courses and alter class timetables and contact hours 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, QLD, 4215.
- Tuition fees are not transferable to other institutions or other students.
- The enrolment fee, materials fee and Apartment Placement Fee are non-refundable.
- Students are unable to transfer between courses once enrolment has commenced.
- All refunds 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.
- If a visa application is denied by Immigration, the enrolment fee, materials fees and apartment placement fee will not be refunded.
- If you cancel your enrolment four (4) or more weeks before the course commences, 100% of tuition fees will be refunded. Refunds will be processed and paid within 28 days of the receipt of written notification.
- 50% of tuition fees will be refunded if you cancel your enrolment in writing less than four (4) weeks before the course commences.
- You must advise BROWNS at least two (2) weeks prior to your start date if you intend to postpone your course – if notification is not received you will be invoiced \$100 to cover administration costs.
- In the unlikely event of BROWNS being unable to provide a course for an enrolled student, all fees will be refunded in full.

REFUND & CANCELLATION POLICY continued

- No refunds will be granted once a course has commenced unless the student has a legitimate complaint against BROWNS that can be substantiated under the Consumer Protection Laws of the Commonwealth of Australia or the State of Queensland.
- If you cancel or postpone your accommodation more than two (2) weeks before your arrival:
 - > 100% of the Homestay Accommodation fee and Homestay Placement fee will be refunded
 - > 100% of the Apartment Accommodation fee will be refunded
- If you cancel your accommodation less than two (2) weeks before your arrival:
 - > 100% of the Homestay Accommodation fee and Homestay Placement fee will be refunded, however you will be charged \$100 to cover administration costs.
 - > 100% of the Apartment Accommodation fee will be refunded, however you will be charged \$100 to cover administration costs
- If you postpone your accommodation less than two (2) weeks before your arrival you will be charged \$100 to cover administration costs.
- If you cancel your accommodation booking less than 48 hours before your arrival you will be charged one week's accommodation fee and the placement fee will not be refunded.
- If you postpone your accommodation booking less than 48 hours you will be charged one week's accommodation fee and \$100 to cover administration costs.
- 100% of the airport pickup fee will be refunded if notice of the cancellation is received more than 48 hours prior to the student's arrival. If notice of cancellation is received less than 48 hours the airport pickup fee will be charged and no refund will be provided.
- 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 the Student Handbook 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.
- You withdraw after the program begins.
- A student is expelled from Browns English Language School (see above)

- 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 may refund the balance of unused tuition fees and accommodation 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 an original medical certificate or death certificate in English, will be required.
- In the event that BROWNS 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 have a Dispute Resolution process designed to help settle any disputes over refunds. BROWNS has a trained Counselor to assist students and explain any decisions made by BROWNS. Overseas students may also nominate a support person to accompany them at any stage of the dispute resolution process. If necessary, BROWNS can also arrange an external mediator to help settle the dispute. Full details of our Dispute Resolution Process can be found in the Student Handbook. 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: _____

Payment is considered acceptance of all BROWNS Terms and Conditions including the Refund Policy.

Refunds (Deferment on Compassionate Grounds)

COURSE START DATES - 2010

To maximize your learning outcome, we recommend you start your course on any one of the following Start Dates:

18 th Jan 2010	12 th Jul 2010
22 nd Feb 2010	16 th Aug 2010
29 th Mar 2010	20 th Sept 2010
4 th May 2010	25 th Oct 2010
7 th Jun 2010	29 th November 2010.

However, you can choose to start your Intensive General English or IELTS Preparation course at BROWNS on **any Monday**.

Cambridge FCE/CAE Exam Preparation Course Start Dates:

4th Jan 2010 (10 wks), 22nd Mar 2010 (12 wks),
13th Sept 2010 (12 wks)

Cambridge BEC Exam Preparation Course Start Dates:

11th Jan 2010 (10 wks), 22nd Mar 2010 (12 wks),
14th Jun 2010 (12 wks – No Exam Course), 13th Sept 2010 (12 wks)

BROWNS School Holidays for 2010:

1st Jan 2010, 26th Jan 2010, 2nd Apr 2010, 5th Apr 2010, 26th Apr 2010, 3rd May 2010, 14th Jun 2010, 11th Aug (Gold Coast only), 27th Aug 2010 (Brisbane only), 27th Dec 2010, 28th Dec 2010, 29th Dec 2010, 30th Dec 2010, 31st Dec 2010

Fees

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

COURSE FEES – 2010

Intensive General English – Beginner to Advanced (full-time) <small>CRICOS 054999A Student Visa & Non-Student Visa</small> 1 – 5 weeks 6 – 12 weeks 13 – 17 weeks 18 – 24 weeks 25 – 34 weeks 35 – 50 weeks	\$340 pw \$335 pw \$325 pw \$315 pw \$305 pw \$295 pw
General English (part-time) <small>Non-Student Visa Holder</small>	\$280 pw
Cambridge First Certificate in English (FCE) Preparation <small>CRICOS 061169C Student Visa & Non Student Visa</small>	\$3,300 (10 wks) \$3,960 (12 wks)
Cambridge Advanced English (CAE) Preparation <small>CRICOS 061171J Student Visa & Non Student Visa</small>	\$3,330 (10 wks) \$3,960 (12 wks)
Cambridge Business English (BEC) Preparation <small>CRICOS 069032M Student Visa & Non Student Visa</small>	\$3,330 (10 wks) \$3,960 (12 wks)
IELTS Preparation <small>CRICOS 061172G Student Visa & Non Student Visa</small>	\$335 pw
IELTS Preparation Plus <small>CRICOS 067523G Student Visa & Non Student Visa</small>	\$335 pw
English for Academic Purposes (EAP) <small>CRICOS 067523G Student Visa & Non Student Visa</small>	\$335 pw
English + Surfing (Gold Coast only) English + Scuba Diving PADI (Gold Coast only) English + Golf (Gold Coast only) English + Tennis (Gold Coast only) <small>ALL Non-Student Visa Holder</small>	395 pw \$1,200 for 2 wks \$495 pw \$525 pw

English + Volunteer (Gold Coast only) (Combine English study with volunteer work in Aged Care/Child Care - Tues & Thurs mornings) <small>Non-Student Visa Holder</small>	\$425 per week
English + Internship (Gold Coast only) (On completion of English studies, undertake a full-time internship in Aged Care/Child Care)	\$525 Internship Placement

ACCOMMODATION FEES - 2010

BROWNS Student Apartment Placement Fee (Gold Coast only)	\$190 (non re-fundable)
BROWNS Student Apartment Weekly Fee (Gold Coast only) * Twin share room with bathroom * Total of 4 students staying in each 2-bedroom Apartment	\$190 pw (per person) Minimum 4 week stay
BROWNS Student Apartment Bond (Gold Coast only)	\$380 (refundable on check-out*)
BROWNS Student Apartment Key Deposit (Gold Coast only)	\$80 (refundable on check-out*)
Homestay Placement Fee <small>(Gold Coast & Brisbane)</small>	\$210
Homestay Weekly Fee <small>(Gold Coast & Brisbane)</small>	\$225 pw \$33 extra night
Halal* Homestay Weekly Fee * Halal certified meats only <small>(Gold Coast & Brisbane)</small>	\$270 pw \$39 extra night
Guardianship Fee (Under 18)	\$35 per week

SERVICE FEES - 2010

Enrolment Fee (all courses)	\$195
Telegraphic Transfer Fee	\$30
Materials Fee (all courses)	\$10 pw
FCE Exam Fee Cambridge FCE Exam Dates: 13/03/10, 15/06/10, 07/12/10	\$380
CAE Exam Fee Cambridge CAE Exam dates: 06/03/10, 16/06/10, 08/12/10	\$380
BEC Vantage Exam Fee Cambridge BEC Exam dates: 19/03/10, 10/06/10, 04/12/10	\$390
Cambridge Compulsory Study Retreat	\$160
Airport Pick-Up (Brisbane Airport to Gold Coast address)	AUD \$150
Airport Pick-Up (Brisbane Airport to Brisbane address)	AUD \$100
Airport Pick-Up (Gold Coast Airport to Gold Coast address)	AUD \$100
Airport Pick-Up (Gold Coast Airport to Brisbane address)	AUD \$150

OVERSEAS HEALTH COVER (OSHC) FEES - 2010

OSHC (3 months)	AUD \$96.00
OSHC (6 months)	AUD \$187.00
OSHC (9 months)	AUD \$288.00
OSHC (12 months)	AUD \$374.00