

# 2015 ENROLMENT FORM



## PERSONAL DETAILS

Family Name: \_\_\_\_\_  
Given Names: \_\_\_\_\_  
Date of Birth / /   Male  Female  
Nationality: \_\_\_\_\_  
Country of Birth: \_\_\_\_\_  
Passport No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_  
On what type of visa will you commence your course?  
 Student  Working Holiday  
 Visitor  Other: \_\_\_\_\_  
Do you require OSHC?  Yes  No  
If you're already in Australia, what is your current visa type?  
\_\_\_\_\_  
Do you suffer from any medical condition/allergies?  
\_\_\_\_\_  
How did you hear about us?  
 Web  Agent \_\_\_\_\_  Other \_\_\_\_\_

## AIRPORT PICK-UP, ACCOMMODATION & SERVICES

Do you require  No  
Airport Pick-up?  Yes -  O/W  Return  UM<sup>†</sup>  
Do you want us to book your accommodation?  Yes  No  
If yes  Homestay  Hostel/Guesthouse  Student House  
 On-campus Residence (available only at Lexis Byron Bay)  
For how many weeks? \_\_\_\_\_ weeks  
Accommodation starting date: / /   
Accommodation finishing date: / /   
Do you smoke?  Yes  No  
Are you willing to stay with a homestay family that has:  
Dogs  Yes  No Children under 5 y/o  Yes  No  
Cats  Yes  No Smokers  Yes  No  
Are there any foods you do not eat? \_\_\_\_\_  
What are your hobbies? \_\_\_\_\_  
Would you like us to arrange for you to open an Australian bank account before your arrival in Australia?  Yes  No  
(If yes, you will be contacted directly by the Commonwealth Bank)

## CARE AND SUPERVISION FOR STUDENTS UNDER 18

All students under 18 years of age must have an adult carer in Australia.  
Will you live with your parent(s)  Yes  No  
for the duration of your course?  
If no, do you need us to arrange a carer?  Yes  No  
If no, you must appoint a carer who must be a close relative at least 21 years old and of good character (as confirmed by evidence of police clearance). If relevant, provide details of carer:  
Full Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel (Home): \_\_\_\_\_ (Business): \_\_\_\_\_

Agent Stamp:

## PLEASE SELECT WHERE YOU WANT TO STUDY

Brisbane  Byron Bay  Noosa  Perth  Sunshine Coast  
Start date: / /  Duration of course:  weeks  
Current level of English:  Low  Medium  High  Very High  
Highest level of education achieved:  Secondary  Tertiary

## COURSE DETAILS

General English  Full-time  Part-time\*  
 Cambridge FCE (First Certificate)  
 Cambridge CAE (Advanced)  
 Cambridge CPE (Proficiency)  
 English for Academic Purposes (EAP)  
 Intro to TESOL\*  
 CELTA\*  
 IELTS Exam Preparation  
 Teen Activity Program\*  General  Surfing  Tennis  
 English in Action - Surfing\*  
 Private Tuition\*  
 Teacher's Homestay\*  
\* Not available to Student Visa holders  
Please check that your chosen course is available at the school you have selected.

## DECLARATION

I hereby confirm that my payment of the fees as invoiced, in conjunction with my signing of this form, constitutes my acceptance of the terms of my agreement with Lexis Brisbane, Lexis Byron Bay, Lexis Noosa, Lexis Sunshine Coast or Lexis Perth in relation to my enrolment. I have read and agree to be bound by all of the Conditions of Enrolment as detailed overleaf.

Student's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Full Name (please print) \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
Full Name (please print) \_\_\_\_\_

Parent or Legal Guardian must sign where student is under eighteen (18) years of age.

NOTE: If you do not read or understand English well, we strongly suggest you have an interpreter/translator explain this form prior to signing.

## PAYMENT DETAILS

Cash  Bank Draft  Bank Cheque

OR

Credit Card:  Visa  Mastercard

Card No:

Amount A\$: \_\_\_\_\_ Expiry Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Signature: \_\_\_\_\_

Note: A 2% credit card transaction fee will apply in 2015

OR

Bank Transfer - Bank details for each school listed below.

LEXIS BRISBANE  
Bank Name: National Australia Bank  
Branch: 255 George Street, Sydney,  
NSW 2000 Australia  
Branch No: 082057  
Account No: 551-409-195  
Swift Code: NATAAU3302S  
Account Name: Shane Global Village  
Brisbane Pty Ltd Trust Account

LEXIS BYRON BAY  
Bank Name: ANZ Bank  
Branch: 57 Jonson Street,  
Byron Bay, NSW 2481 Australia  
Branch No: 012 554  
Account No: 5270 95034  
Swift Code: ANZBAU3M  
Account Name: Byron ELA Pty Ltd

LEXIS NOOSA/SUNSHINE COAST  
Bank Name: ANZ Bank  
Branch: 23 Sunshine Beach Road,  
Noosa Heads, QLD 4567 Australia  
Branch No: 014672  
Account No: 498-326-867  
Swift Code: ANZBAU3M  
Account Name: Sunshine Coast  
English College Pty Ltd

LEXIS PERTH  
Bank Name: National Australia Bank  
Branch: 384 Scarborough Beach Road,  
Innaloo, WA 6018 Australia  
Branch No: 086270  
Account No: 177384951  
Swift Code: NATAAU3302S  
Account Name: Sunset Coast  
International English School Pty Ltd

# HOW TO ENROL

1. If you are a citizen of a country where a Pre-Visa Assessment (PVA) is required, contact the Australian Embassy for advice. After compliance with Embassy requirements, proceed as indicated below.

All students:

2. Send your completed enrolment form to [registrations@lexisenglish.com](mailto:registrations@lexisenglish.com)
3. In accordance with our obligations under the National Code 2007, you must indicate your acceptance of the Conditions of Enrolment by signing this form before we can accept payment from you to confirm your enrolment.
4. We will acknowledge receipt of your signed application and issue an invoice. This will generally occur on the business day following receipt of your application.
5. It is strongly suggested that all students obtain relevant insurance cover prior to travelling to Australia. If you will study on a Student Visa you must pay the compulsory Overseas Student Health Cover (OSHC) fee at the time of enrolment to ensure coverage from your course start date.
6. When you receive your invoice, send the required fees in Australian dollars, including all optional service fees. Payment may be made by bank transfer, bank draft, bank cheque or credit card. Personal cheques cannot be accepted.
  - a. Student Visa applicants – you must pay the required course fees in full before we can issue a confirmation of enrolment (COE). When selecting a start date, please allow at least 4 weeks' processing time.
  - b. Students on other visas – you must pay all fees in full no later than 2 weeks' before your course commencement date to confirm your place.
7. Apply for your student visa from the Australian Embassy or Consulate, submitting your CoE if you are applying for a Student Visa.
8. Notify us immediately of any changes to your proposed course start date by contacting [registrations@lexisenglish.com](mailto:registrations@lexisenglish.com)

## HOMESTAY, CARER & AIRPORT PICK-UP SERVICES

1. If you wish to use our Homestay service, you should apply at least 4 weeks before your intended arrival in Australia to allow us adequate time to find the most suitable accommodation for you.
2. If you require us to arrange or approve a carer for a student under 18 years of age, at least 4 weeks' notice is required.
3. Provide us with your flight details (flight number, date & time of arrival) 3 weeks before you arrive.
4. We will aim to confirm your homestay details (and Airport Pick-Up if requested) 2 weeks prior to arrival.
5. If you give us less than 48 hours' notice of any changes to your flight details, we cannot guarantee that we will be able to make the necessary changes to your airport pick-up and / or homestay arrangements and you may incur additional costs.
6. We do not guarantee that homestay accommodation can be arranged at short notice. We reserve the right to temporarily place you in hotel accommodation at your own cost on your arrival in Australia, until such time as we are able to secure a homestay placement.

## TERMS AND CONDITIONS

Lexis English - Brisbane; Byron Bay; Noosa/Sunshine Coast; Perth, are hereinafter referred to as the College

1. Your course is defined in study periods of 24 weeks or less. Enrolments greater than this are divided into study periods of 24 weeks or less dependent on the total course duration. Eg: A General English student who enrolls for 30 weeks, would have 2 study periods, the first 15 weeks duration and the second 15 weeks duration.
2. In the absence of any agreement to the contrary, your place in a course will not be confirmed until fees are received for the initial study period and our bank has confirmed your payment. Fees for any subsequent study periods must be received within 2 weeks prior to the commencement of the second study period.
3. Cancellations are not effective until they are received in writing.
4. The registration fee is not refundable.
5. If you are not granted a visa, all fees except the registration fee, will be refunded within 4 weeks of Lexis English receiving written notification.
6. If you cancel your course 28 days or more before your course commencement date, all fees received except the registration fee will be refunded. If you cancel your course less than 28 days before your course commencement date, a cancellation fee of 20% of paid tuition fees will apply. All other fees except the registration fee will be refunded. No tuition fees will be refunded if you advise cancellation on or after your course commencement date.
7. If you defer the date of commencement of your course, then later cancel your course, prior to the new commencement date, the cancellation policy will apply from the original course state date not the deferred start date.
8. The Accommodation Placement Fee and/or Airport Transfer Fee are not refundable if you advise us less than 2 weeks before your commencement date that you wish to cancel the service. You may also be liable for 2 weeks Accommodation fees if a replacement student cannot be found. No refund of the initial 4 weeks of Accommodation fees will be made if you leave your accommodation during that period. Cancellation and refund policies that apply to other forms of accommodation will be notified at the time of booking.
9. Where we do not offer an advertised course, or withdraw the delivery of the course prior to its completion, you will be offered within 2 weeks, a refund of the unused portion of course fees paid to date. Alternatively, you may be offered a suitable alternative course at no extra cost. You have the right to choose a refund or the offer of placement in another course. Acceptance of any offer must be confirmed in writing within 30 days of the offer being made.
10. Applications for refunds must be in writing and addressed to The Registrar - Lexis English.
11. Any refunds payable under this policy (with the exception those payable under Clause 9) will be made within 4 weeks of receiving the written refund application.
12. Refunds will only be paid in the same currency in which fees were collected, and paid to the person who entered into the contract. We require written direction from the student to refund to another party.
13. Lexis English may make reasonable variations to the delivery of programs eg: course times, timetables, classrooms. Students will be provided with reasonable advanced notice should this occur and will have the opportunity to access the internal complaints and appeals process should they feel disadvantaged by any such variation.
14. In all cases of suspension and/or expulsion due to non-compliance with the student Code of Conduct, no refund of monies paid to the College will be made unless required by law.

These regulations may be waived only in exceptional circumstances by the Executive Management of the college at their absolute discretion.

## STUDENT CODE OF CONDUCT

Students will be subject to suspension and/or expulsion at the absolute discretion of the College (subject to natural justice, and except as otherwise implied by law) for persistent and/or serious infringement of the student code of conduct as follows:

- Not conforming with the reasonable directions of the College: misconduct, and posing or presenting an unacceptable medical, physical, or moral threat to the well-being of others
- Causing wilful damage to college and/or other students' property
- Use or distribution of prohibited drugs
- Being convicted of any criminal offence whilst a student with the College
- Unacceptable social behaviour in any accommodation arranged by the College
- Being in contravention of the Australian Government Immigration/Migration Laws (visa requirements).

## DEFERMENT, SUSPENSION OR CANCELLATION OF STUDY

Student Visa holders must be advised that the deferment, suspension or cancellation of study may affect their student visa.

1. Students may apply for a deferment of commencement of study due to compassionate or compelling circumstances.
2. The College may initiate a suspension of studies on the grounds of misbehaviour of a student in accordance with the College's Student Code of Conduct.
3. The College may initiate cancellation of a student's course:
  - On the grounds of misbehaviour, in accordance with the College's Student Code of Conduct
  - Due to failure to pay course fees
  - Due to a student under 18 years of age failing to maintain approved welfare and accommodation arrangements
  - Students who are subject of College initiated suspensions or cancellations will have access to the College's Complaints and Appeals process
  - Full details of the College policies and Procedures for deferment, suspension and cancellation of studies is available at [www.LexisEnglish.com](http://www.LexisEnglish.com)

## NOTES

Your agreement to be bound by the General Conditions of Enrolment and the Refund and Cancellation Policy and the Indemnity Declaration does not remove your right to take action under the College's disputes resolution policy, or Australia's consumer protection laws, or to pursue other legal remedies.

If you have school-aged dependants who will accompany you to Australia, you will be required to pay full fees for their schooling, whether they enrol in a government or a non-government school.

In accordance with the laws of Australia:

- The personal information you provide to us or is obtained about you prior to or during your period of enrolment with us, will be regarded as confidential and will be used for the purpose of processing your enrolment and providing you with the services you request. However, in this process, it may be disclosed to relevant third parties including your family, homestay families, agents, further studies institutions, the Australian Government, the Administrator of the Tuition Protection Scheme (TPS), other statutory bodies and various employees of the College as required.
- We are obliged to advise the government of certain changes to a student's enrolment and any breach of Student Visa conditions.
- Student Visa students under 18 years of age not accompanied by their parents or living with close family members whilst in Australia, must have their proposed accommodation and carer arrangements approved by the College prior to their enrolment being accepted. We can make suitable carer arrangements if required.
- Student Visa students must study in a CRICOS registered full-time course.
- Student Visa students may do part-time work or work experience of up to 20 hours per week and only in addition to full-time study.

## INDEMNITY DECLARATION

By signing this Declaration the student, or in the case of a student under the age of 18, the parent(s) and/or legal guardian(s) agree that the College, its officers, teachers, employees, representatives and agents shall not be held responsible and/or be under liability as far as permitted by the law of the Country of Australia and/or will not make any claim against them for the student's death, bodily injury, disability, loss, damages and/or property damage which may be sustained by the student and/or which may be caused by the student in connection with or during the period of the student's attendance at any premises owned/leased, operated or controlled by the College, the student attending activities and/or excursions and/or in any accommodation arranged for the student. Further, the student, or in the case of a student under the age of 18, the parent(s) and/or legal guardian(s), agrees to pay any direct and/or indirect costs incurred by the College in relation to these activities where a student attends and participates in activities and/or excursions (whether sporting, cultural, social, educational, recreational or otherwise) organised by or on behalf of or with the assistance of the College or of which we have knowledge.

Where a student who is under 18 years of age is accepted for enrolment as a student at the College, the parent(s) and/or legal guardian(s) further consent and agree that the College at its absolute discretion may when it considers it desirable and/or essential seek and provide medical and/or optical and/or dental treatment for the student. In such cases, such costs whether direct and/or indirect will be met by the parent(s) and/or legal guardian(s). If the College has been obliged to incur costs on behalf of the student in such circumstances the costs will be repaid to the College by the parent(s) and/or legal guardian(s) on demand.

The aforementioned shall also extend to executors, administrators and assigns of the signatory.

Shane Global Village Brisbane Pty Ltd  
CRICOS Code 02499G

Sunshine Coast English College Pty Ltd  
CRICOS Code 01632D

Byron ELA Pty Ltd  
CRICOS Code 03019J

Sunset Coast International English School Pty Ltd  
CRICOS Code 03274E

# COURSE TIMETABLES

	BRISBANE	BYRON BAY	NOOSA	PERTH	SUNSHINE CST
<b>General English</b>	Start any Monday	Start any Monday	Start any Monday	Start any Monday	Start any Monday
<b>Cambridge FCE &amp; CAE</b>					
Session 1	5 Jan - 13 Mar	5 Jan - 13 Mar	5 Jan - 13 Mar	5 Jan - 13 Mar	5 Jan - 13 Mar
Session 2	16 Mar - 5 Jun	16 Mar - 5 Jun	16 Mar - 5 Jun	16 Mar - 5 Jun	16 Mar - 5 Jun
Session 3			15 Jun - 7 Aug	15 Jun - 21 Aug	
Session 4	7 Sep - 27 Nov	7 Sep - 27 Nov	7 Sep - 27 Nov	7 Sep - 27 Nov	7 Sep - 27 Nov
<b>Cambridge CPE</b>					
Session 1			5 Jan - 6 Mar	5 Jan - 6 Mar	
Session 2			16 Mar - 5 Jun	16 Mar - 5 Jun	
Session 4			7 Sep - 27 Nov	7 Sep - 27 Nov	
<b>Cambridge CELTA*</b>					
Full-time Session 1					2 Feb - 27 Feb
Part-time Session 2					7 Mar - 14 May
Full-time Session 3					13 Jul - 7 Aug
Part-time Session 4					5 Sep - 12 Nov
<b>IELTS</b>	Start any Monday	9 Mar & 21 Sep	Start any Monday	Start any Monday	Start any Monday
<b>EAP</b>	21 Sep			23 Mar & 21 Sep	23 Mar & 21 Sep
<b>Intro to TESOL*</b>					
Session 1	6 Apr - 10 Apr	9 Mar - 12 Mar	2 Mar - 6 Mar	13 Apr - 17 Apr	9 Feb - 13 Feb
Session 2	6 Jul - 10 Jul	15 Jun - 19 Jun	1 Jun - 5 Jun	13 Jun - 19 Jun	11 May - 15 May
Session 3	12 Oct - 16 Oct	14 Sep - 18 Sep	7 Sep - 11 Sep	14 Sep - 18 Sep	10 Aug - 14 Aug
<b>Private Tuition*</b>	Start any Monday	Start any Monday	Start any Monday		Start any Monday
<b>English in Action: Surfing*</b>		Start any Monday	Start any Monday		Start any Monday
<b>Juniors*</b>					
TAP Surfing		22 Jun - 11 Sep	22 Jun - 11 Sep		
TAP Tennis			20 Jul - 14 Aug		
TAP General			23 Mar - (Thu) 2 Apr 6 Jul - 28 Aug 28 Dec - 8 Jan 16	13 Jul - 21 Aug	

\* Not available to Student Visa holders

# SCHOOL HOLIDAYS

	BRISBANE	BYRON BAY	NOOSA	PERTH	SUNSHINE CST
New Years Day	1 Jan	1 Jan	1 Jan	1 Jan	1 Jan
Australia Day	26 Jan	26 Jan	26 Jan	26 Jan	26 Jan
Labour Day (WA)				2 Mar	
Easter	3 Apr - 6 Apr	3 Apr - 6 Apr	3 Apr - 6 Apr	3 Apr - 6 Apr	3 Apr - 6 Apr
Anzac Day				27 Apr	
Foundation Day				1 Jun	
Queen's Birthday	8 Jun	8 Jun	8 Jun	28 Sep	8 Jun
Regional Show Day	12 Aug		12 Aug		12 Aug
Labour Day (QLD)	5 Oct	5 Oct	5 Oct		5 Oct
Christmas school holidays	25 Dec - 3 Jan 16	25 Dec - 3 Jan 16	25 Dec - 3 Jan 16	25 Dec - 3 Jan 16	25 Dec - 3 Jan 16

## COURSE FEES

General English	FULL TIME 20 + 5hrs	PART TIME 15hrs
1-4 wks (p/w)	\$390	\$325
5-12 wks (p/w)	\$380	\$310
13-17 wks (p/w)	\$370	-
18-24 wks (p/w)	\$350	-
25-36 wks (p/w)	\$330	-
37+ wks (p/w)	\$320	-
<b>Cambridge FCE &amp; CAE</b>		
8 wks	\$3,120	
10 wks	\$3,900	
12 wks	\$4,680	
<b>Cambridge CPE</b>		
9 wks	\$3,600	
12 wks	\$4,800	
<b>IELTS</b>		
1-4 wks (p/w)	\$390	
5-12 wks (p/w)	\$380	
<b>English for Academic Purposes (EAP)</b>		
12 wks	\$4,560	
<b>Private Tuition*</b>		
1 hr	\$110	
5 hrs	\$525	
10 hrs	\$1,000	
<b>Teacher Training*</b>		
Cambridge CELTA	\$2,750	
Introduction to TESOL	\$499	
<b>English in Action: Surfing*</b>		
1 wk	\$650	
2 wks	\$1,200	
3 wks	\$1,750	
4 wks	\$2,300	
<b>Teen Activity Program*</b>		
<b>Surfing, Tennis, General</b>		
1 wk	\$1,850	
2 wks	\$2,560	
3 wks	\$3,270	
4 wks	\$3,980	
5 wks	\$4,690	
6 wks	\$5,400	
7 wks	\$6,110	
8 wks	\$6,820	

\* Not available to Student Visa holders

## OTHER PROGRAMS & FEES

	BRISBANE	BYRON BAY	NOOSA	PERTH	SUNSHINE CST
<b>Accommodation Placement</b>	\$165	\$165	\$165	\$165	\$165
<b>Registration</b>	\$200	\$200	\$200	\$200	\$200
<b>Homestay</b>					
- Single (p/w)	\$240	\$250	\$240	\$255	\$240
- Single - under 18 (p/w)	\$250	\$260	\$250	\$265	\$250
- Share (p/w)	\$215	\$215	\$215	\$215	\$215
- B&B (p/w)	\$210	\$185	\$185	\$195	\$185
- Executive (p/w)	\$270	\$270	\$270	\$285	\$270
<b>Student House</b>					
- Single 1-8 wks (p/w)	\$210	\$200	\$200	\$210	-
- Single 9 wks + (p/w)	\$195	\$200	\$200	\$210	-
- Twin Share, Ensuite (p/w)	\$160	\$170	\$170	\$160	-
- Twin Share (p/w)	-	\$160	\$155	-	-
Apartment - 2 bedroom (p/w)	-	-	\$555	-	-
<b>On-campus residence</b>					
- Bond	-	\$200	-	-	-
- Single (p/w)	-	\$225	-	-	-
- Twin Share (p/w)	-	\$185	-	-	-
<b>Bond</b>	\$300	\$300	\$300	\$300	-
<b>Cleaning Fee</b>	\$60	\$60	\$60	\$60	-
<b>Airport Transfer One Way</b>					
- from Brisbane (o/w)	\$115	-	\$185	\$100	\$185
- from Gold Coast (o/w)	-	\$220	-	-	-
- from Gold Coast (o/w)	-	\$110	-	-	-
Unaccompanied minor (o/w) <sup>2</sup>	\$50	\$50	\$50	\$50	\$50
<b>OSHC<sup>3</sup>/month, single</b>	\$49	\$49	\$49	\$49	\$49
<b>Books and Materials</b>					
1-8wks	\$110	\$110	\$110	\$110	\$110
9-17wks	\$165	\$165	\$165	\$165	\$165
18-24wks	\$235	\$235	\$235	\$235	\$235
25+ wks	\$285	\$285	\$285	\$285	\$285
Cambridge (All Courses)	\$180	\$180	\$180	\$180	\$180
<b>Exam Fees</b>					
Cambridge FCE	\$315	\$315	\$315	\$315	\$315
Cambridge CAE	\$315	\$315	\$315	\$315	\$315
Cambridge CPE	-	-	\$315	\$315	-

\* A 2% credit card transaction fee will apply in 2015

<sup>1</sup> The bond deposit will be refunded, less the cleaning fee of AUD\$60 (additional deductions may occur subject to changes in the condition of the premises at the beginning and ending of the tenancy).

<sup>2</sup> Unaccompanied Minor Service, Sunday arrivals and Saturday departures preferred.

<sup>3</sup> Compulsory for Student Visa students. DIAC requires OSHC to be paid for length of visa, not length of course. Therefore, students pay one month more than period of study.

www.lexisenglish.com