

## Enrolment Form 2023

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### 1. Personal Details

Title: ☐ Mr ☒ Miss ☐ Mrs ☐ Ms ☐ Other

Family name

Given name

Second given name (middle name)

Nationality

Country of residence

Mother tongue

Date of birth

DD / MM / YYYY

Gender

☐ Male

☐ Female

☐ Indeterminate

Passport number

Email

Mobile phone

Home phone

Work phone

#### RESIDENTIAL ADDRESS

Building/property name (if applicable)

Flat/unit details

Street number

Street name

City

State

Post code

Country

### 2. Emergency Contact Details and Medical Conditions

Emergency contact name

Relationship

Mobile phone

Do you have any medical conditions? ☐ No ☐ Yes. Please specify below:

Do you have any special learning or physical needs? (e.g. vision or hearing impairment) ☐ No ☐ Yes. Please specify below:

What extra support do you require?

### 3. Agent Information

Where did you hear about English Language Company and/or SELC Career College?

☐ Agent ☐ Friend or relative ☐ Web Search ☐ Facebook ☐ Instagram ☐ Other

Did an agent assist you with this enrolment: ☐ Yes ☐ No

Agent stamp

Agency name

Counsellor first name

Counsellor last name

Counsellor email

#### 4. Visa and OSHC

Are you currently in Australia?

- ☐ Yes → What visa do you currently hold? ☐ Student ☐ Visitor (Tourist) ☐ Working Holiday ☐ Other:
- What is your current visa expiry date?
- Do you intend to study with ELC/SELC on this visa? ☐ Yes → If you are on a student visa, do you require a new CoE? ☐ Yes ☐ No
- ☐ No → Please answer the following questions regarding your new visa application.

☐ No → Which type of visa do you intend to study on?

- ☐ Student ☐ Visitor (Tourist) ☐ Working Holiday ☐ Other:

Where will you be applying for your visa? ☐ Australia (onshore) ☐ My home country (or another country outside Australia - offshore)

If you are applying for a student visa, the Australian Government requires you to have Overseas Student Health Cover (OSHC).

Would you like ELC/SELC to arrange your OSHC?

- ☐ Yes, please arrange my OSHC → What type of cover do you require? ☐ Single (student only) ☐ Dual family ☐ Multi-family
- ☐ No → ☐ I will arrange my own OSHC ☐ My agent will arrange my OSHC

#### 5. English Language Courses

Select your course(s) and choose your start date(s) and course length(s).

**General English** (CRICOS Course Code: 050701A)

	START DATE	WEEKS
<input type="radio"/> Intensive General English (Daytime)	<input type="text" value="DD / MM / YYYY"/>	<input type="text" value=""/>
<input type="radio"/> Intensive General English (Evening)	<input type="text" value="DD / MM / YYYY"/>	<input type="text" value=""/>
<input type="radio"/> Premium English (Daytime)	<input type="text" value="DD / MM / YYYY"/>	<input type="text" value=""/>

**Part-time General English** (non CRICOS registered)

<input type="radio"/> Semi Intensive General English (Daytime)	<input type="text" value="DD / MM / YYYY"/>	<input type="text" value=""/>
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**Business English** (CRICOS Course Code: 0102025)

<input type="radio"/> General + Business English (Daytime)	<input type="text" value="DD / MM / YYYY"/>	<input type="text" value=""/>
<input type="radio"/> Premium English for Business (Daytime)	<input type="text" value="DD / MM / YYYY"/>	<input type="text" value=""/>

**English for Academic Purposes**

(CRICOS Course Code: 054401C)

<input type="radio"/> English for Academic Purposes (Daytime)	<input type="text" value="DD / MM / YYYY"/>	<input type="text" value=""/>
<input type="radio"/> Premium English for Academic Purposes	<input type="text" value="DD / MM / YYYY"/>	<input type="text" value=""/>
<input type="radio"/> English for Academic Purposes (Evening)	<input type="text" value="DD / MM / YYYY"/>	<input type="text" value=""/>

**IELTS Exam Preparation**

(CRICOS Course Code: 0102026)

	START DATE	WEEKS
<input type="radio"/> IELTS Exam Preparation (Evening)	<input type="text" value="DD / MM / YYYY"/>	<input type="text" value=""/>

**Cambridge Exam Preparation**

☐ B1 Preliminary (CRICOS Course Code: 0102021)

Daytime: ☐ 09 Jan ☐ 20 Mar ☐ 11 Sep  
Evening: ☐ 09 Jan ☐ 20 Mar ☐ 12 June ☐ 11 Sep

☐ B2 First (CRICOS Course Code: 0102022)

Daytime: ☐ 09 Jan ☐ 20 Mar ☐ 11 Sep  
Evening: ☐ 09 Jan ☐ 20 Mar ☐ 12 June ☐ 11 Sep

☐ C1 Advanced (CRICOS Course Code: 0102023)

Daytime: ☐ 09 Jan ☐ 20 Mar ☐ 11 Sep  
Evening: ☐ 09 Jan ☐ 20 Mar ☐ 12 June ☐ 11 Sep

☐ C2 Proficiency (CRICOS Course Code: 0102024)

Daytime: ☐ 09 Jan ☐ 11 Sep

**Structured break:** If you enrol for more than 24 weeks, ELC recommends that you include a break in your enrolment:

Break 1: From  for  week(s) Break 2: From  for  week(s) Break 3: From  for  week(s)

**Pre-course test**

Have you taken an ELC pre-course test?

☐ No ☐ Yes → Date

#### 6. Further Studies in Australia

Are you applying for further academic studies in Australia?

☐ No ☐ Yes, vocational course at SELC Career College → Please complete section 8.

☐ Yes, at another college or university → Institution   
Course  IELTS score or EAP level required  Start Date

#### 7. ELC Work Programs

Would you like to book one of our Work programs?

- ☐ No ☐ Yes → ☐ Work and Travel Membership (WH visa only) The membership is valid for 1 year from your arrival date
- ☐ Professional Internship →  weeks from
- ☐ Au pair or demi pair program → Program type: ☐ 1 ☐ 2 ☐ 3 ☐ 4

## 8. Vocational Courses

### COURSE AND TIMETABLE OPTIONS:

Select your course(s):

- |  |                               |                     |
|--|-------------------------------|---------------------|
| <input type="radio"/> BSB30120 Certificate III in Business                   | (CRICOS Course Code: 108567H) | 6 terms (18 months) |
| <input type="radio"/> BSB40120 Certificate IV in Business                    | (CRICOS Course Code: 108568G) | 6 terms (18 months) |
| <input type="radio"/> BSB50120 Diploma of Business                           | (CRICOS Course Code: 108569F) | 6 terms (18 months) |
| <input type="radio"/> BSB40520 Certificate IV in Leadership and Management   | (CRICOS Course Code: 103938D) | 3 terms (9 months)  |
| <input type="radio"/> BSB50420 Diploma of Leadership and Management          | (CRICOS Course Code: 104121D) | 4 terms (12 months) |
| <input type="radio"/> BSB60420 Advanced Diploma of Leadership and Management | (CRICOS Course Code: 105980H) | 4 terms (12 months) |
| <input type="radio"/> BSB40920 Certificate IV in Project Management Practice | (CRICOS Course Code: 103913B) | 3 terms (9 months)  |
| <input type="radio"/> BSB50820 Diploma of Project Management                 | (CRICOS Course Code: 104098J) | 4 terms (12 months) |
| <input type="radio"/> BSB60720 Advanced Diploma of Program Management        | (CRICOS Course Code: 104466A) | 4 terms (12 months) |
| <input type="radio"/> BSB40820 Certificate IV in Marketing and Communication | (CRICOS Course Code: 111885A) | 4 terms (12 months) |
| <input type="radio"/> BSB50620 Diploma of Marketing and Communication        | (CRICOS Course Code: 111886M) | 4 terms (12 months) |

Select your timetable preference(s)\*:

- |                               |                               |
|-------------------------------|-------------------------------|
| <input type="radio"/> Daytime | <input type="radio"/> Evening |
| <input type="radio"/> Daytime | <input type="radio"/> Evening |
| <input type="radio"/> Daytime | <input type="radio"/> Evening |
| <input type="radio"/> Daytime | <input type="radio"/> Evening |
| <input type="radio"/> Daytime | <input type="radio"/> Evening |
| <input type="radio"/> Daytime | <input type="radio"/> Evening |
| <input type="radio"/> Daytime | <input type="radio"/> Evening |
| <input type="radio"/> Daytime | <input type="radio"/> Evening |
| <input type="radio"/> Daytime | <input type="radio"/> Evening |
| <input type="radio"/> Daytime | <input type="radio"/> Evening |

\*subject to availability

Select your intake date:

- |       |                              |                               |                              |                               |                               |                               |                             |                              |
|-------|------------------------------|-------------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------|-----------------------------|------------------------------|
| 2023: | <input type="radio"/> 30 Jan | <input type="radio"/> 27 Feb^ | <input type="radio"/> 24 Apr | <input type="radio"/> 22 May^ | <input type="radio"/> 17 July | <input type="radio"/> 14 Aug^ | <input type="radio"/> 9 Oct | <input type="radio"/> 6 Nov^ |
| 2024: | <input type="radio"/> 29 Jan | <input type="radio"/> 26 Feb^ | <input type="radio"/> 22 Apr | <input type="radio"/> 20 May^ | <input type="radio"/> 15 July | <input type="radio"/> 12 Aug^ | <input type="radio"/> 8 Oct | <input type="radio"/> 4 Nov^ |
| 2025: | <input type="radio"/> 28 Jan | <input type="radio"/> 24 Feb^ | <input type="radio"/> 22 Apr | <input type="radio"/> 19 May^ | <input type="radio"/> 14 July | <input type="radio"/> 11 Aug^ | <input type="radio"/> 7 Oct | <input type="radio"/> 3 Nov^ |
| 2026: | <input type="radio"/> 27 Jan | <input type="radio"/> 23 Feb^ | <input type="radio"/> 20 Apr | <input type="radio"/> 18 May^ | <input type="radio"/> 13 July | <input type="radio"/> 10 Aug^ | <input type="radio"/> 6 Oct | <input type="radio"/> 2 Nov^ |

^: The February, May, August and November intakes are mid-term intakes.

NB: If you are enrolling for more than one course, select only the intake date for the first course.

### ACADEMIC ENTRY REQUIREMENTS:

Have you completed Year 12 or equivalent? ☐ Yes ☐ No

What is the highest level of education you have achieved?

For Diploma of Marketing and Communication applicants: Have you completed a Certificate IV in Marketing and Communication (or required course units)? ☐ Yes ☐ No

For Advanced Diploma of Program Management applicants: Have you completed a Diploma of Project Management? ☐ Yes ☐ No

For Advanced Diploma of Leadership and Management applicants: Have you completed a Diploma or Advanced Diploma from the BSB Training Package? ☐ Yes ☐ No

### ENGLISH LANGUAGE ENTRY REQUIREMENTS:

Have you taken an ELC/SELCE English placement test?

☐ Yes  Date of test:

☐ No  Have you taken an internationally-recognised English exam?

☐ Yes  Date:  Score:  Name of Exam:

☐ No  Are you currently undertaking an English course at another school in Australia?

☐ Yes  Name of institution:

☐ No Expected completion date:

### UNIQUE STUDENT IDENTIFIER (USI):

All students applying for a vocational course must supply their USI.

Do you have a USI? ☐ Yes: Please enter your USI here:   
☐ No: I will apply for my USI online at <https://usi.gov.au> and send it to SELC.

### EDUCATION AND EXPERIENCE:

Do you intend to claim Recognition of Prior Learning (RPL) or Credit Transfer towards this course?

☐ No  
☐ Yes  Please provide certified copies of transcripts and details of the course/s

### LEARNING SUPPORT:

Do you need any Language, Literacy and Numeracy (LLN) support?

☐ No ☐ Yes

If SELC identifies that you need additional LLN assistance during your course, will you be happy to undertake the recommended additional supporting program?

☐ No ☐ Yes

## 9. Accommodation

Do you want ELC/SELC to arrange accommodation for you? ☐ Yes ☐ No

Have you pre-booked a room or been in contact with anyone at ELC/SELC regarding your accommodation?

☐ No ☒ Yes → Staff name:

Choose your accommodation option:

Please, enter the number **1** for your preferred option.

In the event that your chosen accommodation option is not available, would you like ELC/SELC to:

- ☐ Process your enrolment and automatically arrange an alternative accommodation option for the entire period.  
If so, please indicate your second and third preferred options **2** **3**
- ☐ Contact you with a list of alternative options available for you to consider

Homestay (Please answer the questions to the right) →

☐ Single room ☐ Twinshare  
(only for 2 friends travelling together)

ELC Premium Apartment ☐ Ensuite single room\*

Student Home (formerly Studyhouse 617)

☐ Single room\* ☐ Twin room

Link2

☐ Single room\* ☐ Twin room\*  
☐ Ensuite single room\* ☐ Ensuite twin room\*

CozyStay ☐ Twin room

\*Limited availability. Please indicate your second and third preferences.

Homestay requirements

Do you smoke? ☐ Yes ☐ No

Are you allergic to pets? ☐ Yes ☐ No

Do you have any:

special dietary requirements? ☐ Yes ☐ No

allergies or medical problems? ☐ Yes ☐ No

special requirements? ☐ Yes ☐ No

Homestay preferences

Do you like animals? ☐ Yes ☐ No

Homestay with other international students? ☐ Yes ☐ No

Homestay with children under 10 years old? ☐ Yes ☐ No

Do you have any special requests? ☐ Yes ☐ No

Arrival date to accommodation

Departure date from accommodation

How many weeks of accommodation?  weeks +  extra nights

## 10. Flight Details and Airport Transfer

Flight details: If you are booking an ELC/SELC accommodation option, please provide your flight details.

Flight number

Arrival date

Arrival time

If you do not have your flight details yet, please email them to [enrolments@elc.edu.au](mailto:enrolments@elc.edu.au) as soon as you have them confirmed.

Airport transfer: Would you like us to meet you at the airport and take you to your accommodation? ☐ Yes ☐ No

## 11. Agreement and Permissions

- ☐ I have read, understood and agree to the general conditions of enrolment (applicable to all ELC and SELC bookings) on pages 6 to 10 of this form.
- ☐ I have read, understood and agree to ELC's conditions of enrolment on pages 6 to 10 of this form.
- ☐ I have read, understood and agree to SELC's conditions of enrolment on pages 6 to 10 of this form.
- ☐ I give permission for my personal information to be available to ELC and/or SELC staff in order to conduct the daily operations of the school/s.
- ☐ I agree for my personal information to be sent to ELC and/or SELC partners as necessary for the delivery of the services I have requested.
- ☐ I agree that ELC and/or SELC may share information on my progress and attendance with my nominated agent upon request in order to facilitate further study.
- ☐ I hereby agree to release ELC and/or SELC from any liability in accordance with their indemnity and release policies.

Student Signature

Student Name

Date

# Methods of Payment

## Direct deposit - English course only

If you are enrolling into an English course at ELC only, please forward your payment for your English course and any extra services requested to the following account:

Account name: English Language Company Australia  
Swift Code: NATAAU3303M  
BSB: 082 057  
Account number: 786 911 235  
Bank Name: National Australia Bank  
Bank Address: 333 George Street  
Sydney NSW 2000 Australia

Please forward your proof of payment to [enrolments@elc.edu.au](mailto:enrolments@elc.edu.au).

## Direct deposit - Vocational course only

If you are enrolling into a vocational course at SELC Career College only, please forward your payment for your vocational course and any extra services requested to the following account:

Account name: SELC Australia Pty Ltd  
Swift Code: WPACAU2S  
BSB: 032 051  
Account number: 636 654  
Bank Name: Westpac Banking Corporation  
Bank Address: Westfield Shopping Centre  
Bondi Junction NSW 2022 Australia

Please forward your proof of payment to [enrolments@elc.edu.au](mailto:enrolments@elc.edu.au).

## Direct deposit - English + Vocational package

If you are enrolling into a package of an English course at ELC and a vocational course at SELC Career College, please forward your payment for your courses and any extra services requested to the following account:

Account name: SELC Australia Pty Ltd  
Swift Code: WPACAU2S  
BSB: 032 051  
Account number: 636 654  
Bank Name: Westpac Banking Corporation  
Bank Address: Westfield Shopping Centre  
Bondi Junction NSW 2022 Australia

Please forward your proof of payment to [enrolments@elc.edu.au](mailto:enrolments@elc.edu.au).

## Credit card

Name of student

Name of cardholder

Credit Card type

☐ Visa ☐ Mastercard ☐ American Express

Credit card number

Expiry date

CCV

Amount to be charged

I authorise English Language Company or SELC Australia to debit my credit card with the amount shown above. I certify that I am over 18 years of age.

Please note that a 1% surcharge applies for credit card payments on Visa or Mastercard; 1.5% on AMEX.

Signature of cardholder

## International Student Payment - Online Options

ELC holds an account with two international student payment online platforms: Nexpay and Flywire. These platforms offer excellent terms and might save you currency conversion and transfer fees. You have the option to pay in your local currency using a secure platform. Visit their websites and follow the prompts.

Flywire for ELC payments: [elc-australia.flywire.com](https://elc-australia.flywire.com)

Flywire for SELC payments: [selc.flywire.com](https://selc.flywire.com)

Nexpay (sign-up required): [nexpay.com.au](https://nexpay.com.au)

Please forward your proof of payment to [enrolments@elc.edu.au](mailto:enrolments@elc.edu.au).

## Bank cheque

International bank cheque payable to:

English Language Company Pty Ltd or SELC Australia Pty Ltd

# Public Holidays and Christmas Holidays

## Public holidays

ELC and SELC will be closed on the following public holidays:

2023: Monday 2 January, Thursday 26 January, Friday 7 April, Monday 10 April, Tuesday 25 April, Monday 12 June, Monday 2 October  
2024: Monday 1 January, Friday 26 January, Friday 29 March, Monday 1 April, Thursday 25 April, Monday 10 June, Monday 7 October  
2025: Wednesday 1 January, Monday 27 January, Friday 18 April, Monday 21 April, Friday 25 April, Monday 9 June, Monday 6 October  
2026: Thursday 1 January, Monday 26 January, Friday 3 April, Monday 6 April, Monday 8 June, Monday 5 October

## Christmas holidays

ELC and SELC will be closed from 25/12/2023 until 01/01/2024. The last day of classes and office operations will be Friday 23 December 2023 and the first day back will be Tuesday 2 January 2024.

## 1. General conditions of enrolment applicable to all (ELC and SELC) students

- 1.1 'ELC' refers to 'English Language Company, Australia, Pty Ltd' and 'SELC' refers to 'SELC Australia Pty Ltd, trading as SELC Career College'.
- 1.2 **Compliance:** ELC and SELC are compliant with the Education Services for Overseas Students (ESOS) Legislative Framework. Please refer to <https://bit.ly/ESOSLF> to learn how the Australian Government ensures quality in education providers and protects international students. SELC is compliant with the Standards for Registered Training Organisations (RTOs) 2015 (<https://www.legislation.gov.au/Details/F2019C00503>) set out by the Australian Government to provide quality training and assessment to international students. Students will receive an AQF certification upon successful completion of their vocational course(s) at SELC.
- 1.3 **Payment & confirmed enrolments:** When enrolling to study at ELC and/or SELC, you will receive a Letter of Acceptance listing the fees owed, stating payment due dates and Terms and Conditions. A confirmed place at ELC and/or SELC will be secured after you have signed your Letter of Acceptance and all relevant fees have been received as outlined in it.
- 1.4 **Education agent:** If you have nominated an authorised agent, ELC and SELC will honour the agreement with that agent until the completion of your enrolment unless you request a change of agent for a reason that falls within ELC's change of agent policy.
- 1.5 **Public holidays:** ELC and SELC observe NSW public holidays and compensation will not be offered on these days. Refer to ELC and SELC's enrolment form for details.
- 1.6 **Missed classes:** If you miss classes for personal reasons, including illness, no financial compensation or make up classes will be offered.
- 1.7 **Code of conduct:** You must behave appropriately at all times within ELC/SELC premises, in class, at ELC/SELC-organised events and at ELC/SELC-arranged accommodation. This includes not wilfully damaging ELC/SELC property or that of accommodation providers, showing respect for all students and staff and not using discriminatory behaviour or language in regard to nationality, race, sexual orientation, gender identity or religion. When using social media, you hereby agree not to post inaccurate information, information that infringes on the privacy of ELC/SELC staff or students, or use inappropriate language in relation to ELC/SELC. Failure to do so may lead to expulsion and cancellation of your program without refund.
- 1.8 **Communication:** You agree that ELC and/or SELC communicate with you via phone, e-mail, SMS and social media platforms.
- 1.9 **Use of images and videos:** Photographs, videos and testimonials provided by you and/or taken by ELC or SELC may be used for marketing and promotion purposes.
- 1.10 **Personal information:** Information is collected at the time of application and during your enrolment in order to: meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their 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 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service and the ESOS Assurance Fund Manager. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.
- 1.11 **Copyright and intellectual property:** You agree not to use ELC's and/or SELC's copyrighted material, trademarks, trade names, or other designations in any promotion or publication without ELC's or SELC's prior written consent.
- 1.12 **Possible changes:** ELC and SELC retain the right to alter course timetables, course content, delivery method and class locations or Terms and Conditions at any time without notice. ELC and SELC reserve the right to change their fees and conditions reasonably in accordance with changes in the current economic and/or legal regulatory environment. In the event that a training product (Australian Qualifications Framework (AQF) qualification, skill set, unit of competency, accredited short course or module) on the scope of registration is superseded, SELC reserves the right to amend or remove a training product as required by the National Register on Vocational Education and Training (VET). Where a training product is superseded students will transition to the latest training product within the allowable timeframes. Where a skill set, unit, course or module (not attached to a qualification) is removed or deleted, SELC will ensure that all training, assessment and issuance of certification is completed within one year of the date the skill set, unit or module was removed or deleted.
- 1.13 **Your rights:** This agreement, and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws. Please review our complaints and appeals processes in your student handbook: ELC Student handbooks: [bit.ly/ELCHandbookDay](http://bit.ly/ELCHandbookDay); [bit.ly/ELCHandbookEvening](http://bit.ly/ELCHandbookEvening); SELC Student handbook: [bit.ly/SELC\\_Handbook](http://bit.ly/SELC_Handbook)

## 2. Conditions applicable to students enrolling into an English language program at ELC

### 2.1 Weekly hours delivered face-to-face:

<b>Intensive General English (Day)</b> <div> <div>15hrs GENERAL ENGLISH</div> <div>+</div> <div>5hrs SPECIAL FOCUS MODULE</div> <div>+</div> <div>5hrs ENGLISH EXTRAS</div> </div>
<b>Intensive General English (Evening)</b> <div> <div>18hrs GENERAL ENGLISH</div> <div>+</div> <div>2hrs EVENING FOCUS</div> </div>
<b>Semi-Intensive General English (Day)</b> <div> <div>15hrs GENERAL ENGLISH</div> </div>
<b>Premium English (Day)</b> <div> <div>15hrs GENERAL ENGLISH</div> <div>+</div> <div>5hrs ONE-TO-ONE LESSONS</div> <div>+</div> <div>5hrs ENGLISH EXTRAS</div> </div>
<b>General + Business English (Day)</b> <div> <div>15hrs GENERAL ENGLISH</div> <div>+</div> <div>5hrs SPECIAL FOCUS MODULE</div> <div>+</div> <div>5hrs BUSINESS ENGLISH</div> </div>
<b>Premium English for Business (Day)</b> <div> <div>15hrs GENERAL ENGLISH</div> <div>+</div> <div>5hrs ONE-TO-ONE LESSONS</div> <div>+</div> <div>5hrs BUSINESS ENGLISH</div> </div>

<b>Cambridge Exam Preparation (Day)</b> <div> <div>15hrs CAMBRIDGE EXAM PREP.</div> <div>+</div> <div>5hrs SPECIAL FOCUS MODULE</div> <div>+</div> <div>5hrs ENGLISH EXTRAS</div> </div>
<b>Cambridge Exam Preparation (Evening)</b> <div> <div>18hrs CAMBRIDGE EXAM PREP.</div> <div>+</div> <div>2hrs EVENING FOCUS</div> </div>
<b>IELTS Exam Preparation (Evening)</b> <div> <div>18hrs IELTS EXAM PREP.</div> <div>+</div> <div>2hrs EVENING FOCUS</div> </div>
<b>Intensive English for Academic Purposes (Day)</b> <div> <div>15hrs ACADEMIC ENGLISH</div> <div>+</div> <div>5hrs SPECIAL FOCUS MODULE</div> <div>+</div> <div>5hrs ENGLISH EXTRAS</div> </div>
<b>Intensive English for Academic Purposes (Evening)</b> <div> <div>18hrs ACADEMIC ENGLISH</div> <div>+</div> <div>2hrs EVENING FOCUS</div> </div>
<b>Premium English for Academic Purposes (Day)</b> <div> <div>15hrs ACADEMIC ENGLISH</div> <div>+</div> <div>5hrs SPECIAL FOCUS MODULE</div> <div>+</div> <div>5hrs ONE-TO-ONE LESSONS</div> </div>



# Conditions of enrolment (continued)

- 2.2 **Minimum level:** Our General English program can cater to all levels, from beginner to proficient, but it cannot cater to zero beginners. For more information on identifying zero beginners who cannot enrol at ELC, please refer to: [bit.ly/ELCBeginnerStudent](https://bit.ly/ELCBeginnerStudent). All other courses, including General + Business English, English for Academic Purposes, Cambridge Exam Preparation and IELTS Exam Preparation courses require a higher minimum level of English. You should show evidence of your level upon enrolment or complete the ELC pre-course test. ELC retains the right to transfer your enrolment to a different course if your level of English is unsuitable for the course in which you have enrolled.
- 2.3 **Premium courses:** A minimum of 4 weeks' notice is required for ELC to organise a Premium course.
- 2.4 **Private lessons:** Stand-alone private lessons are not part of ELC's regular offer. Where ELC is able to accommodate a particular student's request for private lessons, these will be offered at the rate of \$150 per hour. Note that fees paid towards an enrolment into any of our programs cannot be transferred onto stand-alone private lessons.
- 2.5 **Course transfers:** After the start of your program at ELC, you may choose to transfer onto a different course. You may do so provided that you meet the minimum level required and as soon as there is availability in that course at your level. No transfer fees apply but you will need to pay an upgrade fee if you choose to transfer onto a more expensive course. This upgrade fee cannot be paid by shortening your enrolment. If you choose to transfer onto a cheaper course, there will be no refund or course extension to make up for the weekly price difference.
- 2.6 **IELTS Exam:** The IELTS Exam fee is not included in any program fees. It is payable directly to your chosen test centre after your arrival in Sydney. The IELTS exam fee in Sydney is \$395 as at January 2023. Please refer to [www.ielts.org](https://www.ielts.org) for more details or to book your test.
- 2.7 **Materials Fees:** The materials fee is \$15 per week (with a minimum of \$90 and a maximum of \$360). In case of re-enrolment, additional materials fees will apply, regardless of the initial enrolment length. Refer to ELC's Materials Policy: [bit.ly/ELCMaterialsPolicy](https://bit.ly/ELCMaterialsPolicy).
- 2.8 **Christmas holidays:** ELC will be closed for one week during the Christmas/New Year period and classes will not be offered during this time. Note that for enrolments going over the Christmas period, no fees will be due for that week. Refer to ELC's enrolment form or dates & fees document for details.
- 2.9 **Instalments:** Payment by instalments is subject to approval by ELC. Contact ELC to enquire about an instalment plan. If an instalment plan is agreed upon, you must complete payments on the due dates stated on your invoice. Students who fail to pay by their due dates will have their CoE and course cancelled due to non-payment.
- 2.10 **Student Handbook:** You may access our student handbook from the following links for more information on ELC's procedures and policies. [bit.ly/ELCHandbookDay](https://bit.ly/ELCHandbookDay); [bit.ly/ELCHandbookEvening](https://bit.ly/ELCHandbookEvening)

## ELC cancellation, transfer and refund policy

The following terms only apply to ELC's English language course fees, i.e. ELC's enrolment fee, Tuition fee, Materials fee and Exam fee. Additional cancellation policies apply for cancellation of a vocational program at SELC or services such as accommodation. Refer to sections 3 and 5 for details.

The term "program" used in this document refers to a student's entire enrolment at ELC and can encompass a combination of several English language courses. However this does not include a student's enrolment into vocational courses at SELC or services (including but not limited to airport transfer, accommodation and work programs). Please refer to the relevant sections of our Terms and Conditions.

For cancellation of your English language program, the following terms and conditions apply to your English language course fees:

- 2.11 For program cancellations more than 28 days prior to the start of your program, ELC will retain \$250. The remainder of the pre-paid course fees will be refunded.
- 2.12 For program cancellations less than 28 days prior to the start of your program, ELC will retain \$250 in addition to 25% of the tuition fee. The remainder of the pre-paid course fees will be refunded.
- 2.13 For program cancellations due to a visa refusal, ELC will retain \$250 only. If the visa is refused due to fraudulent documents being provided to support the application, ELC will retain \$500. The remainder of the pre-paid course fees will be refunded.
- 2.14 For program cancellations on or after the date of commencement, there will be no refund.
- 2.15 For requests to shorten a course, the above cancellation policy will apply to the portion of the course cancelled.
- 2.16 You may transfer to another provider within the first six months of your principal course only if ELC is unable to deliver the course in which you enrolled (and a suitable alternative course cannot be offered); ELC is unable to deliver a course at a suitable level; a Government sponsor considers that the transfer is in your best interests; or, you have been granted a release letter from ELC.
- 2.17 A release may be granted by ELC only in limited specific circumstances, such as failure to meet academic progress requirements for a pathway program (conditions apply), or under compelling or compassionate circumstances (for which evidence can be provided). Refer to ELC's policy on transferring between education providers: [bit.ly/Transfer-Policy](https://bit.ly/Transfer-Policy)
- 2.18 Where a student is granted approval for release to study at another provider prior to completing six months' study of the principal course, no refund will be given.
- Please, note that:**
- 2.19 If you defer your program and later cancel it prior to your new start date, the cancellation policy will apply from your original course start date, not your deferred start date. This is relevant as it determines whether points 2.11, 2.12 or 2.14 applies to your potential refund.
- 2.20 Refunds will be processed within four weeks of receipt of completed refund request form. If you enrolled through an education agent, the fees will be refunded to that agent. If you paid with credit card, refunds will be made to the same account.
- 2.21 Program fees are not transferable to another person or institution.
- 2.22 In the unlikely event that ELC cancels a course before its commencement and is unable to offer you a suitable alternative course, you will receive a full refund within 2 weeks of the agreed course start date.

## 3. Conditions applicable to students enrolling into a vocational program at SELC

- 3.1 **Weekly hours:** All SELC vocational courses are scheduled 20 hours per week and comply with the requirements for student visa applicants.
- 3.2 **Minimum age:** You must be 18 years of age or older at the start of your vocational course. (NB: for package enrolments, students may start their English course before the age of 18).
- 3.3 **Academic entry requirements:** You must have completed Year 12 or equivalent and provide evidence of this (translated to English) with your application.
- 3.4 **English language entry requirements:** You must provide evidence that you meet SELC's English language entry requirements prior to course commencement. English level evidence may take the form of an IELTS test result at 5.5 or above, an English course completion certificate at upper intermediate level or above (from an approved SELC direct entry partner school) or completion of the ELC/SELC English test with a test result at upper intermediate level or above. If you cannot demonstrate the required English level, SELC reserves the right to defer your start date until the next available course intake. You may enrol into one of English Language Company's English programs (at additional cost) or enrol with another ELICOS provider. It is your responsibility to check with the Department of Home Affairs (DHA) for possible implications to your visa.
- 3.5 **Additional entry requirements for Diploma of Marketing and Communication:** To be eligible for this course you must either have completed the Certificate IV in Marketing and Communication; or have

completed the following units (or equivalent competencies): BSBCMM411 Make presentations; BSBCRT412 Articulate, present and debate ideas; BSBMKG433 Undertake marketing activities; BSBMKG435 Analyse consumer behaviour; BSBMKG439 Develop and apply knowledge of communications industry; and BSBWRT411 Write complex documents. Equivalent competencies are predecessors to these units, which have been mapped as equivalent; or provide evidence of 2 years' work experience in the field of marketing and communication.

- 3.6 **Additional entry requirements for Advanced Diploma of Program Management applicants:** To be eligible for this course you must either have completed the Diploma of Project Management or provide evidence of 2 years' work experience in the field of project/program management to be eligible for the course.
- 3.7 **Additional entry requirements for Advanced Diploma of Leadership and Management applicants:** To be eligible for this course you must either have completed a Diploma or Advanced Diploma from the BSB training package or provide evidence of 2 years' full-time work experience in an operational or leadership role in an enterprise.
- 3.8 **Student Handbook:** You are expected to read the latest version of the student handbook and comply with the most up to date procedures and policies: [bit.ly/SELC\\_Handbook](https://bit.ly/SELC_Handbook) If you have any questions, please contact SELC for further information, before proceeding with your enrolment.

# Conditions of enrolment (continued)

- 3.9 **Personal information:** Under the Data Provision Requirements 2012, SELC is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). For more information about NCVER's Privacy Policy please refer to <https://www.ncver.edu.au/privacy>
- 3.10 **Unique Student Identifier:** Students are required to apply for a Unique Student Identifier (USI) and share this number with the SELC administration team. Students without a verified USI are not permitted to receive a certificate or statement of attainment for their qualification.
- 3.11 **Orientation:** Orientation is mandatory and the date is normally one week prior to course commencement.

## SELC Payment Conditions

- 3.12 **Initial payment:** The enrolment fee, materials fee and first tuition instalment are payable in full a minimum of 2 weeks prior to course commencement in order to obtain a CoE. Students with outstanding tuition fees will not be permitted to attend class, unless a payment plan has been arranged with SELC.
- 3.13 **Term fees:** The tuition fee for each subsequent term is payable 2 weeks prior to term commencement. Students with outstanding tuition fees will not be permitted to attend class, unless a payment plan has been arranged with SELC.
- 3.14 **Instalments:** Payment by instalments is subject to approval by SELC. If an instalment plan is agreed upon, you must complete payments on the due dates stated in your plan. Failure to pay on the agreed due date may incur a late fee. Non-payment will result in course cancellation and SELC will report you to DHA for non-payment of fees.

## SELC Cancellation, transfer, deferral and refund policy

The following terms only apply to SELC's vocational courses' fees, i.e. SELC's Enrolment fee, Tuition fee and Materials fee. Additional cancellation policies apply for cancellation of an English language program at ELC or services such as accommodation. Refer to sections 2 and 5 for details.

### For cancellation of your vocational program before course commencement, the following terms and conditions apply:

- 3.15 For program cancellations more than 28 days prior to your start date, SELC will retain \$250. The remainder of your pre-paid course fees will be refunded.
- 3.16 For program cancellations less than 28 days prior to your start date, SELC will retain \$500. The remainder of your pre-paid course fees will be refunded.
- 3.17 For program cancellations due to visa rejection prior to course commencement, SELC will retain \$250. The remainder of your pre-paid course fees will be refunded. SELC requires a copy of your visa refusal letter issued by DHA. In case of visa refusal due to fraudulent documents being provided to support the application, SELC will retain \$500.
- 3.18 For program cancellations on or after your start date, pre-paid course fees are not refundable.
- 3.19 If you change the start date of your enrolment, the cancellation policy will apply from your original start date, not the new start date.
- 3.20 For cancellation of a packaged enrolment between ELC and SELC, the applicable ELC (English language course) cancellation fee will apply. All pre-paid course fees for SELC (vocational course) will be refunded.

### For cancellation of your vocational program after course commencement, the following terms and conditions apply:

- 3.21 For program cancellations after the term has started there will be no refund of pre-paid fees and you will remain liable for any outstanding tuition fees for the term.
- 3.22 If your visa application is refused after commencement of your course, any remaining unspent tuition fees are refundable from the official visa rejection date minus \$250. SELC requires a copy of your visa refusal letter issued by DHA. In case of visa refusal due to fraudulent

documents being provided to support the application, SELC will retain \$500.

### For deferral/suspension of your vocational program, the following terms and conditions apply:

- 3.23 SELC will only allow students to defer (delay the commencement of their studies) or suspend (take a break during the course), if there are compassionate or compelling circumstances. If your deferral or suspension of studies request is granted you will need to check with DHA the implications that deferring, suspending or cancelling your studies may have on your visa. Refer to SELC's fees list for details of our course amendment fee. Deferral/suspension requests must be submitted at least 2 weeks prior to the term start date.
- 3.24 If you request to defer your course less than 2 weeks prior to your course start date or after the term has started you will remain liable for the full term's tuition fees.

### For transfer between SELC courses and/or timetables, the following terms and conditions apply:

- 3.25 After the start of your program at SELC, you may choose to transfer onto a different course and/or timetable. Transfer requests will not be considered mid-term but may be considered between terms provided that you meet the entry requirements and that there is availability in the requested course and/or timetable. A course amendment fee may apply. If the course and/or timetable you are transferring to is more expensive, you will need to pay the difference in tuition rate. If the course and/or timetable you are transferring to is cheaper, there will be no refund of pre-paid fees. For remaining instalments, your payment plans will be adjusted accordingly.

### For transfer between education providers, the following terms and conditions apply:

- 3.26 Students must complete a minimum of 6 months of their principal course (highest level qualification in enrolment) as stated in their Letter of Acceptance before they can apply to transfer to another provider.
- 3.27 Students may transfer to another provider earlier (i.e. before completing 6 months of their principal course) only if: SELC is unable to deliver the course in which they enrolled; SELC has had a sanction placed on it; a Government sponsor believes the transfer is in the student's best interests or the student has been granted a release letter from SELC.
- 3.28 A release letter will be granted by SELC only in limited specific situations with compelling and compassionate circumstances. Refer to SELC's policy on transferring between education providers for details: [bit.ly/SELC-Student-Release-Transfer-Policy](https://bit.ly/SELC-Student-Release-Transfer-Policy)
- 3.29 No transfer request will be considered if you have outstanding tuition fees.
- 3.30 If you have been granted approval for release to study at another provider prior to completing 6 months' study of your principal course, there will be no refund.

### Please, note that:

- 3.31 Refunds will be processed within four weeks of receipt of the completed refund request form. If you enrolled through an education agent, the fees will be refunded to that agent. If you paid with credit card, refunds will be made to the same account.
- 3.32 Program fees are not transferable to another person or institution.
- 3.33 No refunds will be made for classes missed due to exams, excursions, internships or other obligations, that fall outside the normal schedule of classes.
- 3.34 In the unlikely event that SELC is unable to offer the course you enrolled in, and is unable to offer you a suitable alternative course, you will receive a full refund within 2 weeks of the agreed course start date.
- 3.35 In the unlikely event that SELC fails to enter into a written agreement with a student, or the agreement is not compliant with the requirements of the ESOS Act and the ESOS National Code, the same refund policy will be applied as provider default. Refer to term 3.32.

## 4. Conditions applicable to student visa applicants

- 4.1 **Contact details & residential address:** You must notify ELC/SELC of your contact details and residential address on arrival and throughout your time at the college. You must notify ELC/SELC of any changes to contact details or residential address within 7 days.
- 4.2 **Dependents:** If you are bringing school-aged children to Australia with you as dependents, you should know that your children will be obliged to attend school whilst in Australia and that school fees may be incurred for this.
- 4.3 **Tuition Protection Service:** Provision has been made to protect payments received in advance by student visa applicants as stated under

the conditions of the Tuition Protection Service (TPS). All course fees will be deposited into the ELC or SELC Student Fees Account. When the student commences their course, ELC/SELC will withdraw these funds from the Student Fees Account. In the unlikely event that ELC/SELC is unable to deliver a course that you have paid for and is unable to offer you an alternative suitable course or to pay you a refund on the unspent portion of your pre-paid tuition fees, the Australia Tuition Protection Service (TPS) will assist you in finding an alternative course or receiving a refund if an alternative is not found. For details, please refer to <https://education.gov.au/tps>.



# Conditions of enrolment (continued)

- 4.4 **Attendance & course progress:** You are required to maintain satisfactory attendance and academic progress. ELC students must attend at least 80% of their course and maintain satisfactory academic progress. SELC students must meet the requirements of the Course Progress Policy for each term. ELC/SELC are obliged to notify DHA if you do not meet the requirements for the course you are enrolled in. Students will be provided with intervention and the opportunity to appeal. Refer to ELC/SELC policies on attendance and course progress for details from your student handbook: ELC Student handbooks: [bit.ly/ELCHandbookDay](http://bit.ly/ELCHandbookDay); [bit.ly/ELCHandbookEvening](http://bit.ly/ELCHandbookEvening); SELC Student handbook: [bit.ly/SELC\\_Handbook](http://bit.ly/SELC_Handbook)
- 4.5 **Overseas Student Health Cover (OSHC):** You must have OSHC for the whole duration of your student visa. ELC/SELC can organise your OSHC.

ELC/SELC will automatically arrange for your OSHC cover to start one week prior to your course commencement. If you require your cover to start earlier than this, please advise ELC/SELC. It is your responsibility to read and check conditions of this health cover. It is strongly advised that all students arrange travel insurance against loss, damage, theft, etc., prior to travelling to Australia since this is not included in your OSHC.

- 4.6 **Privacy Information for OSHC members:** You consent to any information gathered by ELC/SELC about you, being made available to Allianz, your health insurer, for the purposes of Allianz communicating with you, managing Overseas Students Health Cover membership and for related purposes outlined in your insurer's Privacy Policy. Allianz will collect, use and disclose your personal information in line with Allianz's Privacy Policy which is available online at <https://www.allianzcare.com.au>.

## 5. Conditions applicable to applicants requesting additional services

### Social Activities

- 5.1 Many of ELC's social activities take place outside of ELC/SELC premises. In choosing to join, students take responsibility for their own actions and possible loss, accident, delay or expense, bodily injury or death which they may cause or suffer in connection with or resulting from attendance or participation in any of ELC's or SELC's sporting, recreational and cultural activities.

### Work programs

- 5.2 **Minimum level:** Each of ELC's work programs requires a minimum level of English. You should show evidence of your level upon enrolment or complete the ELC pre-course test. ELC retains the right to cancel or postpone your work program if your level of English is unsuitable for the program you have booked (refer to ELC's Work Program manual for details).
- 5.3 **Work and Travel Program:** Membership cancellations must be received 28 days prior to your start date. For cancellations received with less than 28 days notice, there will be no refund.
- 5.4 **Professional Internship:** You must meet all requirements of this program - please refer to Australian Internship's application form for details. The \$500 application fee (deposit) is non-refundable. For cancellations prior to commencement of the placement process (i.e. confirmed interview with a Host Company), 100% of the internship program fee will be refunded. For cancellations after commencement of the placement process (i.e. confirmed interview with a Host Company) but before signing the Training Agreement, 75% of the internship program fee will be refunded. For cancellations after signing the Training Agreement or after the internship start date, there will be no refund.
- 5.5 **Au pair program:** You must meet all requirements of this program - please refer to ELC's au pair handbook and application form for details. For cancellations received with less than 28 days notice from the program start date, there will be no refund.

### Airport pick up

- 5.6 **Cancellations:** In case of no-show or cancellation less than 48hrs before your scheduled flight arrival time, there will be no refund.
- 5.7 **Arrival on public holidays:** On the following public holidays the airport transfer service will incur a 50% surcharge: Christmas Day, Boxing Day, New Year's Day, Easter Sunday and Easter Monday.
- 5.8 **Airport pick-up for 2:** In case of 2 students (friends or couple) who arrive via the same flight and who have booked to stay together at the same accommodation option, 2 full airport pick up fees apply.

### Accommodation policies (all accommodation options)

- 5.9 **Accommodation placement fee:** An accommodation placement fee applies to all accommodation bookings and is non-refundable. Please refer to ELC's current dates and fees document for exact amounts.
- 5.10 **Last-minute bookings:** Where providers can accept placement requests made with less than 1 week notice (or a change request made with less than 1 week notice), a \$100 accommodation administration fee applies.
- 5.11 **Payment:** Payment for accommodation bookings must be received minimum 8 weeks prior to your arrival, or as per your invoice due date.
- 5.12 **Accommodation changes or cancellations:** All ELC/SELC accommodation options are organised through distinct accommodation providers. Set cancellation policies apply for each. If you decide to cancel one accommodation option to book an alternative one prior to your arrival or after your arrival, the respective cancellation policies will apply.
- 5.13 **Placement fee for multiple accommodation bookings:** If you book 2 accommodation options, the 2 respective accommodation placement fees will apply.

- 5.14 **Flight details:** Flight arrival details are required for bookings into all ELC/SELC accommodation options.

- 5.15 **Arrival and departure dates:** A weekend arrival and a weekend departure are essential for Homestay bookings and preferable for all other accommodation bookings.

- 5.16 **Extra nights:** All prices are weekly prices (for 7 nights). Extra nights can be arranged at all ELC/SELC accommodation options. An extra night in Homestay is \$55. For all other accommodation options, the extra nights are invoiced at a pro rata of the weekly price.

- 5.17 **Twin rooms:** With the exception of Homestay, twin rooms can be booked by two friends or individually. Please specify at the time of booking. Individual bookings will be allocated together with another client of the same gender.

- 5.18 **Breaks in accommodation booking:** No accommodation provider can accommodate breaks in their accommodation booking (or "split bookings"). If a student is planning to travel and return to the same accommodation, the rent for the period is owed.

- 5.19 **Smoking:** Smoking is not permitted in any of the ELC/SELC accommodation options.

- 5.20 **Under 18s:** Students have to be over 18 years of age to stay at the ELC Premium Apartment, Student Home, Link2 or CozzyStay. Students under 18 years may stay on their own with a Homestay family. Special arrangements apply.

- 5.21 **Validity dates:** Unless specified otherwise, the 2023 rates are only guaranteed for nights until 31/12/2023 inclusive for all accommodation options.

- 5.22 **Damage:** In case you cause damage to your accommodation, you will be liable for the cost of repair or replacement. Note that the amount owed could exceed the amount of your bond/security deposit.

- 5.23 **Unforeseeable circumstances:** In the event of unforeseeable circumstances leading to an accommodation option becoming unavailable, ELC/SELC will arrange an equivalent alternative.

- 5.24 **Arrivals on public holidays:** Most accommodation options do not accept arrivals on a public holiday, in particular on the 25th December and 31st December. Please contact ELC/SELC.

### Additional accommodation policies for Homestay

- 5.25 **Minimum stay:** There is a minimum stay of 1 week.
- 5.26 **Cancellation or early departure:** 2 weeks' notice is required for any changes to your booking both before or after your arrival. If you give less notice than required, the equivalent amount will be deducted from any refund owing.
- 5.27 **Homestay requirements:** Answers to the Homestay requirements questions are essential before we can arrange your homestay placement. ELC/SELC will fulfill the homestay requirements.
- 5.28 **Homestay preferences:** Answers to the homestay preferences questions will be taken into account as much as possible when finalising your Homestay placement. ELC/SELC do not commit to fulfilling all requests.
- 5.29 **Homestay arrangements:** The homestay profile will only be sent to you 2-4 weeks prior to your arrival and only after receipt of your flight details. Minimum 2 weeks' notice is required to arrange Homestay accommodation.
- 5.30 **Twinshare:** Twinshare at homestay may only be booked by a couple or two friends travelling together.
- 5.31 **Internet:** Internet can be requested. It is \$10 per week payable directly to the family.
- 5.32 **Special requests:** For special requests such as homestay with private bathroom, VIP Homestay, or special dietary requirements, please contact ELC/SELC for availability and applicable rates.

# Conditions of enrolment (continued)

- 5.33 **Public Holiday and Christmas surcharge:** A surcharge of \$110 applies for arrivals on Easter Friday, Easter Monday, Christmas day and New Year's day (7/04/2023, 10/04/2023, 25/12/2023 and 01/01/2024).
- 5.34 **Check-in & check-out:** Your homestay family will have your flight details and you should move in with them within 3hrs of your flight arrival time, including if in the early morning or late evening. Please, leave your Homestay by 11am on your departure day. Check-outs later than 11am will incur an extra homestay daily fee of \$55.

## Additional accommodation policies for ELC Premium Apartment

- 5.35 **Minimum stay:** There is a minimum stay of 10 weeks. Contact us with exact dates to enquire about the possibility of a shorter stay.
- 5.36 **Cancellation or changes before arrival:** The following policy applies for cancellation or changes before arrival:
- In case of cancellation advised earlier than 8 weeks (56 nights) prior to arrival, you will receive a full refund of the weekly fee as well as \$200 off the placement fee.
  - In case of cancellation advised 4 to 8 weeks (28 to 55 nights) prior to arrival, the first 4 weeks are non refundable. The rest of the weekly fee as well as \$200 off the placement fee will be refunded.
  - In case of cancellation advised less than 4 weeks (27 nights) prior to arrival, the first 8 weeks are non refundable. The rest of the weekly fee as well as \$200 off the placement fee will be refunded.
- 5.37 **Early departure:** In case of early departure, 8 weeks' notice (56 nights) applies. If you give less notice than required, the equivalent amount will be deducted from any refund owing.
- 5.38 **Security deposit or bond:** For stays of 1 to 22 weeks, a \$500 security deposit applies. For stays of 23 weeks and over, a bond of approximately \$2,000 applies. In either case, the amount owed is payable by credit card upon arrival directly to the accommodation provider. A refund will be processed after check out minus any fees for damages to the property by the accommodation provider. You should expect bank charges to apply for both transactions.
- 5.39 **Resident's agreement:** Upon arrival, you will be expected to sign an agreement that states the residence rules. Non-compliance with the rules may result in eviction. In cases of eviction, there is no refund.
- 5.40 **Check-in & check-out:** You can move into your room from 4pm onwards on your arrival day. Please vacate your room by 8am on your departure day.

## Additional accommodation policies for Student Home

- 5.41 **Minimum stay:** There is a minimum stay of 2 weeks. However, an additional \$50 administration fee (short booking fee) applies for bookings of 14-26 nights (under 4 weeks).
- 5.42 **Validity dates:** The 2023 rates advertised only apply to bookings made by 30/06/2023. New higher rates will apply for bookings made from 01/07/2023.
- 5.43 **Cancellation or early departure:** 4 weeks' notice is required for any changes to your booking both before or after your arrival. If you give less notice than required, the equivalent amount will be deducted from any refund owing.
- 5.44 **Security deposit:** A \$300 security deposit will be required when you move in as security. A refund will be processed after check out minus any fees for damages to the property by the accommodation provider. You should expect bank charges to apply for both transactions.
- 5.45 **Resident's agreement:** Upon arrival, you will need to sign the Student Home resident's agreement (contact ELC/SELC to view a copy). Non-compliance with the rules may result in eviction. In case of eviction, no refund is given.
- 5.46 **Triple room:** Student Home features 1 triple room. The weekly fee per person is the same as for twin rooms. ELC/SELC will advise you at the time of enrolment if only a bed in a triple room is available for your

requested dates of stay. Note that Student Home reserves the right to change a booking for a bed in a twin room into a bed in a triple room in case of unexpected changes.

- 5.47 **Check-in & check-out:** You can move into your room from 2pm onwards on your arrival day. Please vacate your room by 9am on your departure day.

## Additional accommodation policies for Link2

- 5.48 **Minimum stay:** There is a minimum stay of 2 weeks. However, an additional \$50 administration fee (short booking fee) applies for bookings of 14-27 nights (under 4 weeks).
- 5.49 **Cancellation before arrival:** Cancellations advised between 28-21 days of the planned arrival date will incur a 2-week cancellation fee. Cancellations advised between 20-14 days of planned arrival date will incur a 3-week cancellation fee. Cancellations advised less than 14 days prior to planned arrival date will incur a 4-week cancellation fee.
- 5.50 **Early departure:** 4 weeks' notice applies for early departure. If you give less notice than required, the equivalent amount will be deducted from any refund owing. In addition to the 4 weeks' notice, a break of contract fee will be charged for early departure. This fee is equivalent to 1 week rent between 15th January and 15th November and equivalent to 2 weeks rent between 16th November and 14th January.
- 5.51 **Bond:** A credit card imprint will be required when you move in as security for a value of 4 weeks' rent (i.e. the exact amount depends on the room type). A charge will only be made in cases of damage to the property.
- 5.52 **Resident's agreement:** Upon arrival, you will need to sign the Link2 Resident Agreement (contact ELC/SELC to view a copy). Non-compliance with the rules may result in eviction. In case of eviction, no refund is given.
- 5.53 **Check-in & check-out:** You can move into your room from 12pm midday onwards on your arrival day. Please vacate your room by 9am on your departure day.

## Additional accommodation policies for CozyStay

- 5.54 **Minimum and maximum stay:** There is a minimum stay of 4 weeks and maximum of 12 weeks.
- 5.55 **Offshore application only:** CozyStay can only be booked by students who are overseas and as a first accommodation option upon landing in Sydney.
- 5.56 **CozyStay arrangements:** The house profile will only be sent to you 1-2 weeks prior to your arrival and only after receipt of your flight details.
- 5.57 **Cancellation before arrival:** Minimum 4 weeks' notice is required for any changes to your booking before arrival.
- 5.58 **Early departure:** The first 4 weeks are non-refundable. After this period, 2 weeks' notice applies for early departure. If you give less notice than required, the equivalent amount will be deducted from any refund owing.
- 5.59 **Bond:** Students are not required to pay any bond or security deposit.
- 5.60 **House rules:** Students are expected to comply with the house rules at all times. Non-compliance with the rules may result in eviction. In case of eviction, no refund is given.
- 5.61 **Linen and blanket:** Bed sheets and a pillow are provided as part of your weekly accommodation fee, but note that this does not include any doona, blanket or towel.
- 5.62 **Cleaning duties:** You will be required to share the cleaning duties according to a set roster. Non-compliance may lead to eviction.
- 5.63 **Check-in & check-out:** You can move into your room from 3pm onwards on your arrival day. Please vacate your room by 10am on your departure day.

## 6. Other

**Indemnity and release:** I agree to release, indemnify and keep indemnified, English Language Company Pty Ltd (ELC), SELC Australia Pty Ltd (SELC) and their officers, employees, agents, contractors or subcontractors in respect of any and all liabilities, actions, suits, demands, claims, costs, damages, expenses and/or losses arising out of, or in connection with:

- (a) any accident, delay, damage to any property, illness, injury or death caused, contributed, or suffered, by me in connection with or resulting from my enrolment, attendance or participation in any of ELC or SELC's programs, activities, and accommodation or transportation arrangements; and
- (b) any breach by me of these Terms and Conditions.

**Force majeure:** ELC and SELC do not accept responsibility or liability for changes to or cancellations of your enrolment in the event or threat of war, terrorism or threat of terrorism, fire, sickness, extreme weather, acts of government or local authority, acts of nature, or other events or circumstances which amount to a "force majeure" and which are beyond the control of ELC and/or SELC.

I agree that the law of the State of New South Wales in the Commonwealth of Australia shall apply to this agreement.