



COURSE OUTLINE AND PRICELIST

1. GENERAL ENGLISH (GE)		HOURS	WEEKS	TUITION FEES	START DATES
Full Time Super Intensive (SU) Including Choice of Access Super Sessions <i>Beginner to Advanced (A1 - C1)</i> - 23 hours of classes with a bonus 2-hour excursion every Friday afternoon (Experience Based Learning) - Plus 5 hours of teacher-led after-class clubs		<i>Full Time</i> 23 hours + 2 bonus hours/week + 5 optional after-class clubs Mon – Fri	1-52 weeks	\$390/week	<i>Any Monday</i> Term start dates: 7 Jan, 4 Feb, 4 Mar, 1 Apr, 29 Apr, 27 May, 24 Jun, 22 Jul, 19 Aug, 16 Sep, 14 Oct, 11 Nov, 9 Dec 2019
Full Time Intensive (IN) <i>Beginner to Advanced (A1 - C1)</i> - Plus 4 hours of teacher-led after-class clubs		<i>Full Time</i> 20 hours/week + 4 optional after-class clubs Mon – Thurs	1-52 weeks	\$360/week	- N.B. Course divided into 4-week terms. Not recommended to start 4th week of term due to assessments.
Part Time Mini Intensive (MI) <i>Beginner to Advanced (A1 - C1)</i> (not available to student visa holders)		<i>Part Time</i> 16 hours/week Mon – Thurs	1-52 weeks	\$290/week	
Private Lessons		\$140 per person per hour (minimum 2 hours per session) \$120 per person per hour when a minimum of 10 hours is booked (minimum 2 hours per session)			
2. BUSINESS, WORK & LIFE		HOURS	WEEKS	TUITION FEES	START DATES
Business & Entrepreneurial English - Super Intensive (SU) Including Entrepreneurship Super Session <i>Intermediate, Upper-Intermediate, Advanced (B1 - C1)</i> - 23 hours of classes with a bonus 2-hour excursion every Friday afternoon - Plus 5 hours of teacher-led after-class clubs		<i>Full Time</i> 23 hours + 2 bonus hours/week + 5 optional after-class clubs Mon – Fri	4-12 weeks	\$390/week	<i>1st week of each term</i> Term start dates: 7 Jan, 4 Feb, 4 Mar, 1 Apr, 29 Apr, 27 May, 24 Jun, 22 Jul, 19 Aug, 16 Sep, 14 Oct, 11 Nov, 9 Dec 2019
Business English - Intensive (IN) <i>Intermediate, Upper-Intermediate, Advanced (B1 - C1)</i> - Plus 4 hours of teacher-led after-class clubs		<i>Full Time</i> 20 hours/week + 4 optional after-class clubs Mon – Thurs		\$360/week	
Access to Work – Super Intensive (SU) GE 20 hours + Choice of Business/Work Super Sessions <i>Intermediate, Upper-Intermediate, Advanced (B1 - C1)</i> - 23 hours of classes with a bonus 2-hour excursion every Friday afternoon - Plus 5 hours of teacher-led after-class clubs *The above courses are pre-requisites for our Work Placement and Internship Programs. Contact us or see our website for more information.		<i>Full Time</i> 23 hours + 2 bonus hours/week + 5 optional after-class clubs Mon – Fri		\$390/week	
3. EXAMINATION PREPARATION		HOURS	WEEKS	TUITION FEES	START DATES
Cambridge Exam Courses – Super Intensive (SU) - NEW! B1 Preliminary (PET) (Pre-Int - Int) (GE + PET) - B2 First (FCE) (Upper Intermediate) - C1 Advanced (CAE) (Upper Intermediate - Advanced) - 23 hours of classes with a bonus 2-hour excursion every Friday afternoon		<i>Full Time</i> 23 hours + 2 bonus hours/week	10 weeks	\$3900	7 Jan - 15 Mar 2019 11 Jun - 17 Aug 2019
			12 weeks	\$4680	18 Mar - 7 Jun 2019 9 Sep - 29 Nov 2019
IELTS Preparation - Super Intensive (SU) Including Exam Skills Super Session <i>Intermediate and above (B1 - C1)</i> - 23 hours of classes with a bonus 2-hour excursion every Friday afternoon		<i>Full Time</i> 23 hours + 2 bonus hours/week + 5 optional after-class clubs Mon – Fri	1-12 weeks	\$390/week	<i>Any Monday</i> Term start dates: 7 Jan, 4 Feb, 4 Mar, 1 Apr, 29 Apr, 27 May, 24 Jun, 22 Jul, 19 Aug, 16 Sep, 14 Oct, 11 Nov, 9 Dec 2019
IELTS Preparation – Intensive (IN) <i>Intermediate and above (B1 - C1)</i> - Plus 4 hours of teacher-led after-class clubs		<i>Full Time</i> 20 hours/week + 4 optional after-class clubs Mon – Thurs		\$360/week	- N.B. Course divided into 4-week terms. Not recommended to start 4th week of term due to assessments.
4. EVENING PROGRAMME		HOURS	WEEKS	TUITION FEES	START DATES
General English (IN) <i>Beginner to Advanced (A1 - C1)</i>		<i>Full Time</i> 20 hours/week Mon – Fri	1-52 weeks	\$320/week	<i>Any Monday</i> Term start dates: 7 Jan, 4 Feb, 4 Mar, 1 Apr, 29 Apr, 27 May, 24 Jun, 22 Jul, 19 Aug, 16 Sep, 14 Oct, 11 Nov, 9 Dec 2019
Cambridge Exam Preparation Intensive (IN) <i>Upper Intermediate to Advanced (B2 - C1)</i>		<i>Full Time</i> 20 hours/week Mon – Fri	4-12 weeks	\$320/week	- N.B. Course divided into 4-week terms. Not recommended to start 4th week of term due to assessments.
5. ENGLISH PLUS PROGRAMS (APPLY 3 MONTHS IN ADVANCE)				WEEKS	FEES
Workplace Experience <i>Intermediate and above</i> Work experience in a customer service or support role after at least 4 weeks of study in one of our Business, Work & Life English Courses				2-4 weeks	Workplace Program Fee: \$450 (includes placement and mentoring)
Internship <i>Upper Intermediate and above</i> Professional work placement in chosen industry after at least 12 weeks of study including a minimum of 4 weeks in a Business English Course (Study period may depend on level and shorter study periods available for non-student visas)				4-24 weeks	Internship Program Fee : 4 - 12 weeks: \$1250 13 - 24 weeks \$1600 (includes professional consultation and placement)
Demi Pair <i>Intermediate and above</i> Combine English classes with helping an Australian family with childcare and housework. Accommodation & meals provided. Pre-enrolment test required and minimum 12 weeks' English Course				12-52 weeks	Demi Pair Booking Fee: \$200, Demi Pair Program Fee: \$250 Demi Pair Bond Deposit: \$300, Homestay Deposit: \$600 (Deposits refunded at completion of program if not required)

OTHER FEES			
Enrolment Fee	\$250 (Paid once only)		
Instalment Plan Fee	Maximum 4 instalments per enrolment	\$150	
OSHC Single (Student Visa Holders Only) (Prices advised by Allianz and subject to change by provider)	3 months: \$128	6 months: \$247	9 months: \$385
	4 months: \$171	7 months: \$300	10 months: \$428
	5 months: \$214	8 months: \$343	11 months: \$471
	12 months: \$514	13 months: \$558	14 months: \$602
*Access advises that students take out insurance on their possessions. **Access strongly recommends that Tourist and Working Holiday Visa holders take out health insurance for the duration of their stay.			

MATERIALS			
All courses	1-8 weeks: \$90	18-30 weeks: \$240	
	9-17 weeks: \$160	31+ weeks: \$320	
	(Maximum 6 books per enrolment)		
CAMBRIDGE EXAM DATES & FEES		DATES	FEES
B2 First – FCE		15 Mar, 8 Jun, 22 Aug, 3 Dec	\$350
C1 Advanced – CAE		16 Mar, 12 Jun, 23 Aug, 4 Dec	\$350

Exams held at Sydney College of English. Speaking tests may be arranged on different dates. Please contact us for more details. \$35 additional cost for certificate postage.

ACCOMMODATION OPTIONS	FEES (18+ years)	DESCRIPTION
Homestay (Single, with meals)	\$300/week	<ul style="list-style-type: none"> - Students live with a family in Sydney – maximum travel time 50 minutes. - Excellent way to improve your English while experiencing a friendly and safe family environment. - Single or twin share rooms available (twin rooms must be booked by two students travelling together). - Options include 'with meals' (breakfast and dinner Mon-Fri and all meals on weekends) or 'room only'. - Many Australian families have pets so students with allergies should consider another option. - Four weeks' notice required to book homestay, minimum one week booking. *Internet charges may apply.
Homestay (Single, without meals)	\$240/week	
Homestay (Twin/Double Share, with meals)	\$270/week	
Homestay (Twin/Double Share, without meals)	\$210/week	
Daily rates	\$45 Single \$42 Twin	
Student Residence/Hostel/Guesthouse	From \$295/week depending on type of accommodation	<ul style="list-style-type: none"> - Wide range of options available, with single, twin/double or shared rooms. Contact us for more details. - Live with other international students and travellers and make new friends. - Convenient Sydney city locations with 24-hour access. - Shared bathroom/kitchen facilities and internet access included. *Bond may be charged on arrival and short stays may incur a surcharge.
Accommodation Placement Fee	\$250	- Applies to all accommodation placements.
Accommodation Change Fee	\$200	- Accommodation is subject to availability. This fee may apply in the event that a student requests a change in accommodation after placement.

AIRPORT MEETING SERVICE	FEES
Arrival – Greeting at Sydney Airport and drop off at your destination	\$160
Return – Includes service back to the airport on departure day	\$280

THE CENTRE IS CLOSED ON THE FOLLOWING HOLIDAYS
 1 January, 28 January, 19 April, 22 April, 25 April, 10 June, 5 August, 7 October, 25 and 26 December 2019
Please note, the Evening Programme is closed from 23/12/19 – 3/01/20

*All prices are in Australian dollars and are subject to change. Courses are subject to change and availability. Neither Accommodation or Airport Meeting service will be provided without full payment and arrival details. Please note that homestay fees are charged according to the calendar year of the actual stay.

INTENSIVE TIMETABLE - MONDAY TO THURSDAY	
8:30 - 9:30	Focus Class
9:30 - 9:45	15 mins break
9:45 - 11:45	Core Class
11:45 - 12:15	Lunch
12:15 - 1:15	Core Class
1:15 - 1:20	5 mins break
1:20 - 2:20	Core Class
2:20 - 3:30	Optional Free Clubs

SUPER INTENSIVE TIMETABLE - FRIDAY	
8:30 - 9:30	Super Session 1
9:30 - 9:45	15 mins break
9:45 - 11:45	Super Session 2
11:45 - 12:15	30 mins lunch
12:15 - 2:15	Experience Based Learning (EBL) or Free Clubs*
(Demi Pair only) 11:50 - 12:50**	Additional class for Demi Pairs Workplace/Childcare English

*Optional classes

**9:45 start option Mon - Thurs for Demi Pairs - must study 4 hours on Fri

Access Super Sessions: Combine one of our Super Sessions with a General English, Exam Preparation or Business English Course to create a Super Intensive Program which is tailored to your needs and will give you the advantage to achieve your goals. Our Super Sessions target specific skills and are offered at different levels. Class availability is subject to student numbers.

The maximum length of each Super Session class is 12 weeks and students can change options every 4 weeks.

- | | | |
|---|--|---|
| 1) Power Speaking (Beginner/Elementary) | 4) Speak Easy (Pre-Intermediate & Intermediate) | 7) Global Citizen (Upper Intermediate & Advanced) |
| 2) Pronunciation and Fluency (Pre-Intermediate & above) | 5) English for Hospitality (Strong Pre-Intermediate & Intermediate) - link with pathway institutions | 8) Super Entrepreneur (Upper Intermediate & Advanced) |
| 3) Language Skills (Pre-Intermediate & Intermediate) | 6) Business Made Easy (Intermediate & Upper Intermediate) | 9) Academic Skills (Upper Intermediate & Advanced) |

Please see our brochure and website for more information.



1. PERSONAL INFORMATION

Family Name: []

First Name: []

Postal Address in home country: []

Telephone: []

Emergency contact number: []

Address in Sydney (if known): []

Phone number in Sydney if known: []

Email: []

Nationality: [] Country of Birth: []

Passport Number: [] Date of Birth: []

Occupation: []

Gender (tick ✓): [] Male [] Female

Visa (tick ✓): [] Visitor [] Student [] Working holiday [] Other

Have you taken an English language test? (e.g. IELTS, TOEFL, Cambridge) [] Yes or [] No

Name of test: [] Score: [] Date: []

2. ACCOMMODATION

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

How many weeks? []

Which type of accommodation? (Tick below ✓):

HOMESTAY FAMILY ACCOMMODATION

[] Single Room with Meals [] Twinshare Room with Meals
[] Single Room Only [] Shared Room Only

Do you have additional needs? Please specify (includes dietary, medical, religious, etc.) []

Do you smoke? [] Yes [] No

Do you have any allergies? [] Yes [] No (includes food, pets etc.)

If yes, please specify []

HOSTEL/GUESTHOUSE/RESIDENCE

[] Single Room [] Double/Twin

Do you need the airport meeting service? [] Arrival [] Departure [] No

If known, list your airport arrival flight details: []

3. YOUR COURSE

Preferred Start Date: [] / [] / [] Day / Month / Year

How many weeks? []

Do you want to request any study breaks? (Study periods longer than 12 weeks only)

[] Yes [] No 1 from [] to [] 2 from [] to []

Which course(s) are you interested in? (tick ✓):

1 General English (GE) [] Full Time Super Intensive (SU) [] Part Time - Mini Intensive (MI)
[] Full Time Intensive (IN) [] Private Lessons

2 Business English [] Full Time Super Intensive (SU) [] Full Time Intensive (IN)

3 Examination Preparation 3.1 Cambridge Preparation [] Full time Super Intensive (SU) [] Full Time Super Intensive SU
3.2 IELTS Preparation [] Full time Super Intensive (SU) [] Full time Intensive (IN)

4 English for Academic Purposes (EAP) [] Full time Super Intensive (SU)

5 Evening Program [] Full time General English Intensive (IN) [] Full time Cambridge Intensive (IN)

6 English Plus Programs [] Demi Pair [] Internship [] Work Placement Experience

7 Super Sessions (Additional Classes - for Super Intensive Students Only) [] Beginner/Elementary [] Pre-Int & Above [] Pre-Int & Int
[] Strong Pre-Int/Int [] Strong Pre-Int/Int [] Int/Upper Int
[] Upper/Advanced [] Upper/Advanced [] Upper/Advanced

Do you plan to attend a particular tertiary Institution? If so, which one? When? []

4. INSURANCE (STUDENT VISA ONLY)

Would you like Access to arrange Overseas Student Health Cover (OSHC)? [] Yes, please arrange OSHC [] No, I will make my own OSHC arrangement



**ACCESS
LANGUAGE
CENTRE**

ENROLMENT FORM



5. FEES (AU\$)

(Office and Agent use only)

Enrolment Fee:

Tuition Fee (____ weeks):

Material Fee:

Accommodation/Demi Pair Placement:

Internship Placement Fee:

Homestay/Hostel (____ weeks):

Demi Pair Bond:

Airport Meeting Service:

OSHC (Medical Health Cover):

Other:

AU\$ TOTAL

6. WHERE DID YOU HEAR ABOUT ACCESS?

Where did you hear about us?

Did you use an agent? Yes No

If yes, please fill out the details below:

Agent:

Agent's email:

7. ENROLMENT DECLARATION & SIGNATURE

I understand and accept Access Language Centre's enrolment, cancellation and refund policies stated below:

Signed by student

Date / /

ENROLMENT PROCEDURES, TERMS & CONDITIONS

HOW TO ENROL

- Fill in this enrolment form and send it by e-mail to Access Language Centre (hereinafter referred to as ALC).
 - ALC will send you a letter of acceptance, enrolment agreement (student visa) and invoice upon acceptance of your enrolment by ALC.
 - When ALC receives back the signed enrolment agreement (student visa), fees can be paid either via credit card, (Mastercard or Visa only and surcharge fee may apply and ALC will send you the credit card payment authority), or via electronic transfer to the bank listed below. It is also possible to send an International Bank Cheque in Australian Dollars made payable to Access Language Centre.
- Account name:** Access Language Centre
BSB (Branch Number): 082-356 **Account Number:** 686834690
Swift code: NATAAU 3302S
Bank Name: National Australia Bank **Branch Name:** Marrickville
Bank Address: 85-95 Marrickville Rd, Marrickville NSW 2204 Australia
Please make sure that the student name and ID No. are included as the reference on the transfer, so ALC can trace the money received.
- When your payment is confirmed and if you are applying for a student visa, ALC will then issue an Electronic Confirmation of Enrolment Letter (eCoE) for the purpose of applying for the student visa.
 - Contact the nearest Australian Embassy or Consulate to find out the correct procedure for applying for your type of visa.
 - Send your full flight details or travel arrangements to ALC. Homestay or Hostel details will be forwarded to you once payment and bookings have been confirmed within 4 weeks of the commencement date. Airport meeting service details will be confirmed on receipt of flight details. **Neither service (Accommodation or Airport Meeting) will be provided without full payment and arrival details.**
 - If your first choice of accommodation is not available, ALC will arrange alternative accommodation until the first choice is available.

COMMUNICATION

- Students are required to provide ALC with current contact details, including email address, phone number, home address in Sydney and who to contact in an emergency. Students must immediately notify ALC of any changes to their contact details. ALC will primarily use the email address you provided to communicate important information regarding courses and visa compliance, including breaches of visa conditions relating to attendance and satisfactory performance. It is your responsibility to check emails regularly.

CANCELLATION AND REFUND POLICY

- Notices of cancellation are not effective until written notification is received by ALC. All refunds are in Australian dollars.
- If you must withdraw from a course because the Australian Government will not issue you with a visa, tuition fees will be refunded in full on presentation of the letter from the relevant Australian authority stating that the visa application has not been successful.
- If you withdraw from the course for any other reason and notify ALC in writing 28 days or more before the course begins, 90% of tuition fees will be refunded.
- If you withdraw from the course less than 28 days before the course begins, an amount no greater than 8 weeks of tuition fees will be retained by ALC.
- If you withdraw after you have started your course, no tuition fees will be refunded.

- A cancellation fee equivalent to two weeks' homestay fee will apply if less than 2 weeks' notice is given for cancelling homestay either before the course starts or after the course has started.
- In all cases above, the enrolment fee, the accommodation placement fee and other service fees are not refundable.
- In such cases above, the refund will be made within 4 weeks of ALC's receipt of written notification as per the ESOS Act 2000. Bank charges are deducted from the refund.
- ALC adheres to the policy of refunding fees to the person who originally paid the fees. If you appoint your agent for this enrolment process and your agent pays the fees to ALC on your behalf, the refund will be made to your agent. However, ALC will consider onshore refund payments to the student if your agent agrees. In either case, this is determined at the discretion of the Principal Executive Officer of ALC.
- Under the ESOS Act 2000 Amendment, from 1st July 2012, if the course is more than 24 weeks of study 50% of the course tuition fees will be payable before the course start date and the remaining 50% will be payable before the start of the second study period. If the student wishes to pay the total full course tuition fees in order to save international bank fees, ALC can receive the payment before the course start date.
- If ALC cancels any course before its commencement, tuition fees will be refunded in full within 2 weeks of notification of cancellation as per the ESOS Act 2000.
- If ALC terminates any course after the course commencement date, ALC will arrange for the transfer of the student to another institution offering a similar course at no extra expense to the student or refund the student the unused portion of the tuition fees if ALC can not arrange the transfer within 2 weeks of the course termination. The refund will be made within 2 weeks of notification of termination as per the ESOS Act 2000.
- If ALC cancels a student's course enrolment and eCoE due to the student's default, such as failure to start the course on the agreed course start date, failure to pay the tuition fee on the due date, failure to maintain 80% attendance, failure to make academic progress, failure to comply with visa conditions, or misbehaviour as determined by ALC's Code of Conduct, no tuition fees will be refunded.

GRIEVANCE STATEMENT

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

ALC PRIVACY STATEMENT

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

THE SAFETY OF UNDER 18 YEAR OLD STUDENTS

- ALC meets all requirements required by the Australian government to ensure the safety of under 18 year old students in terms of screening staff, teachers and guardians for working with children. In addition, the complaints and appeals process includes procedures to deal with alleged abuse and/or bullying and these procedures are communicated to staff, students under 18 years old, parent(s), suitable nominated relative(s) and/or homestay parent(s).