



Gold Coast Learning Centre
www.goldcoaststudy.com
Levels 1-3, 18-22 Orchid Avenue
Surfers Paradise QLD 4217
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Email: info@goldcoaststudy.com
ABN: 51 448 401 177

Enrolment Form 2011

Please print in English and complete all sections.

CRICOS code pending

Student Details

Given Names: _____ Preferred Name: _____
Family Name: _____ Other Names: _____
Date of Birth: DD / MM / YYYY Age: _____ Sex: Male Female
Nationality: _____ Country of Birth: _____
Language/s Spoken: _____ Passport Number: _____
Visa Type: Student Visitor (Tourist) Working Holiday Other: _____
Address (Home Country): _____

Phone: _____ Mobile: _____ Fax: _____ Email: _____
Address in Australia (if known): _____

Accommodation

Do you require accommodation? Yes No If yes please choose package: 1 2 3 4
Date in: DD / MM / 20YY Date out: DD / MM / 20YY Number of weeks: _____ Days _____
Do you require transport? Yes No
Do you require Internet? Yes No
Do you smoke? Yes No
Do you like pets? Yes No
Do you have any allergies or illnesses? Yes No If yes please give details: _____
Are there any foods you cannot eat? Yes No If yes please give details: _____
Are children under 16 okay? Yes No
Do you have any other requests? _____

Airport Pick-up* (Compulsory if you have booked to be placed in homestay)

Do you wish to be transferred from the airport? Yes No Brisbane Airport Coolangatta Airport (Gold Coast)
Arrival Yes No Arrival Date: DD / MM / 20YY Arrival Time: ____ : ____ AM/PM Flight no. _____
Return Yes No Return Date: DD / MM / 20YY Return Time: ____ : ____ AM/PM Flight no. _____

*Please provide confirmed flight details **2 weeks prior to arrival**.

*If your flight details change, please notify Gold Coast Learning Centre **IMMEDIATELY**.

*If less than 24 hours notice of any flight details is given, your airport pickup or return may be cancelled.

ELICOS Course Details

General English	<p>Students can start on any Monday (excluding public holidays). Recommended starting dates for 2011: 4 January, 14 March, 23 May, 1 August and 10 October (10 week terms). Course fees exclude a compulsory refundable deposit of \$50 for course books.</p>
IELTS Exam Preparation	<p>Students can start on any Monday (excluding public holidays). Recommended starting dates for 2011: 4 January, 14 March, 23 May, 1 August and 10 October (10 week terms). Entry into this course requires satisfactory evidence of upper intermediate or above English proficiency and on the Student passing the Preliminary IELTS Entrance Exam. Course fees exclude the Exam fee (Students to arrange) and a compulsory/ancillary fee of \$100.00 (1 course book and 1 workbook). Students will receive a refund of \$50 on return of their course book.</p>
LEAP Learn English for Academic Purposes (LEAP) Levels 1 & 2	<p>Start dates for 2011: 4 January, 28 March, 20 June and 12 September (12 or 6 weeks) Mid-term entry dates for 2011: 14 February, 9 May, 1 August and 24 October (6 weeks) Entry into this course requires satisfactory evidence of intermediate English proficiency and on the student passing the Preliminary LEAP Entrance Exam. Course fees exclude a compulsory/ancillary fee of \$100.00 (1 course book and 1 workbook). Students will receive a refund of \$50 on return of their course book.</p>
Cambridge Exam Preparation First Certificate in English (FCE) Certificate in Advanced English (CAE)	<p>Start date for 2011: 4 January and 20 June (10 weeks) 21 March and 12 September (12 weeks) Exam dates for 2011: FCE 12 March, 14 June, 25 August and 6 December CAE 11 March, 15 June, 25 August and 7 December Course cost as below includes the Text book fee (1 course book and 1 workbook). Entry into FCE/CAE course requires passing the Preliminary FCE or CAE Entrance Exam.</p>
Young Learners Programme	<p>Start date for 2010: 11 July (8 weeks) Our programmes are available to youngster from 8 to 13 years of age, with entry on any Monday while the programme is running. GCLC offers this programme in July every year.</p>

Course Name	Start Date	End Date	Course length	CRICOS Code	TICK
General English Full-time (20 hours/week)	DD / MM / 20YY	DD / MM / 20YY			
General English Comprehensive (25 hours /week)	DD / MM / 20YY	DD / MM / 20YY			
IELTS Examination Preparation (25 hours /week)	DD / MM / 20YY	DD / MM / 20YY			
LEAP Level 1 (25 hours /week)	DD / MM / 20YY	DD / MM / 20YY			
LEAP Level 2 (25 hours /week)	DD / MM / 20YY	DD / MM / 20YY			
Cambridge FCE Preparation (25 hours /week)	DD / MM / 20YY	DD / MM / 20YY			
Cambridge CAE Preparation (25 hours /week)	DD / MM / 20YY	DD / MM / 20YY			
General English Part-time (11 hours 40 mins Non-Reg*)	DD / MM / 20YY	DD / MM / 20YY			
General English Part-time (16 hours 40 mins Non-Reg*)	DD / MM / 20YY	DD / MM / 20YY			
Young Learner Programme (20 hours /week Non-Reg*)	DD / MM / 20YY	DD / MM / 20YY			

*Not available for student visa holders

English Language Level

English Level (Self-score): Elementary Pre-Intermediate Intermediate Upper-Intermediate Advanced

Result of previous tests: Name of Test (e.g. TOEIC, IELTS): _____ Score: _____ Date: DD / MM / 20YY

VET Course Details

<p>Certificate II in Business BSB20107</p>	<p>Start dates for 2011: 24 January, 28 February, 4 April, 9 May, 14 June, 18 July, 22 August, 26 September, 31 October and 5 December.</p> <p>This course is designed to provide the student with a broad range of skills required to work in a business administration environment. The student will have an idea of the tasks and behaviour that can be required in the operation of a business or office environment.</p>
<p>Certificate III in Business Administration BSB30407</p>	<p>Start dates for year 2011: 31 January, 21 March, 9 May, 27 June, 15 August, 3 October and 21 November.</p> <p>The Certificate III in Business Administration is an entry level course, which provides students with skills in office administration. This course will benefit individuals who have completed their Certificate II in Business, or individuals with some work experience, who want to pursue a career in administration.</p>
<p>Certificate IV in Business BSB40207</p>	<p>Start dates for year 2011: 31 January, 21 March, 9 May, 27 June, 15 August, 3 October and 21 November.</p> <p>The Certificate IV in Business reflects the role of individuals who use well-developed skills and a broad knowledge base in a wide variety of contexts. They apply solutions to a defined range of unpredictable problems, and analyse and evaluate information from a variety of sources. They may provide leadership and guidance to others with some limited responsibility for the output of others.</p>
<p>Diploma of Business BSB50207</p>	<p>Start dates for year 2011: 31 January, 21 March, 9 May, 27 June, 15 August, 3 October and 21 November.</p> <p>The Diploma of Business reflects the role of individuals with substantial experience in a range of settings who are seeking to further develop their skills across a wide range of business functions.</p> <p>This qualification is also suited to the needs of individuals with little or no vocational experience, but who possess sound theoretical business skills and knowledge that they would like to further develop in order to create further educational and employment opportunities.</p>

Business Courses	Code	Start Date	End Date	Course length	CRICOS Code	TICK
Certificate II in Business	BSB20107	DD / MM / 20YY	DD / MM / 20YY	22 weeks		
Certificate III in Business Administration	BSB30407	DD / MM / 20YY	DD / MM / 20YY	28 weeks		
Certificate IV in Business	BSB40207	DD / MM / 20YY	DD / MM / 20YY	17 weeks		
Diploma of Business	BSB50207	DD / MM / 20YY	DD / MM / 20YY	24 weeks		

Course Fees

Enrolment Fee	Fee
All Courses (pay once only)	\$200

General English/IELTS/AE (Full Time)	25 hours/week	20 hours/week (General English only)
1 - 6 weeks	\$320.00 / week	\$290.00 / week
7 -12 weeks	\$315.00 / week	\$285.00 / week
13 - 23 weeks	\$310.00 / week	\$280.00 / week
24 - 35 weeks	\$305.00 / week	\$275.00 / week
36 + weeks	\$300.00 / week	\$270.00 / week

Part time	Course Coverage	Hours/day	Tuition Fee
11 hours 40 minutes / week	Core Class only	2 hours 20 minutes / day	\$160.00 / week
16 hours 40 minutes / week	Core Class + speaking focus	3 hours 20 minutes / day	\$250.00 / week

Cambridge Preparation - FCE/CAE	Course Length	Hours/day	Tuition Fee
25 hours / week	10 weeks	5 hours / day	\$3,400.00 Textbook fees are included
25 hours / week	12 weeks	5 hours / day	\$4,000.00 Textbook fees are included
Exam Fees for FCE	Price includes Postage Fee		\$375.00
Exam Fees for CAE	Price Includes Postage Fee		\$380.00

Young Learner Programme	Course Coverage	Hours/day	Tuition Fee
20 hours / week	Core Class + activity	4 hours / day	\$330.00 / week

VET Courses	Course Code	Tuition Fee	Material Fee
Certificate II in Business	BSB20107	\$2,800.00	\$200.00
Certificate III in Business Administration	BSB30407	\$4,500.00	\$220.00
Certificate IV in Business	BSB40207	\$4,700.00	\$220.00
Diploma of Business	BSB50207	\$5,500.00	\$220.00

Accommodation fees (over 18 years single)	Fee
Homestay Placement	\$200.00
Homestay Room Only	\$160.00 / week
Homestay 2 meals a day x 7	\$220.00 / week
Homestay 2 meals a day x 5 & 3 meals weekends	\$230.00 / week
Homestay 3 meals a day x 7	\$245.00 / week
Homestay Transport	\$30.00 / week
Homestay Internet	\$10.00 / week
Hotel or Apartment Placement Fee	\$100.00
Hotel or Apartment	Prices vary with length of stay and time of the year

*Difference prices may apply to group or Study Tours and students under 18 years of age.

Airport Pick Up fees	Fee
Gold Coast Airport	\$80.00
Brisbane Airport	\$140.00
Late Night Airport Surcharge (If flight arrives between 10pm – 6 am)	\$20.00

- *Bookings will not be made until payment and confirmed flight details are received
- *Arrival into homestay must be no more than 3 days prior to the start of the course
- *A minimum 2 weeks' notice is required prior to placement and change of homestay requests
- *Accommodation will be charged at a minimum of 1 week (7 days)
- *Initial homestay booking of 4 weeks maximum is highly recommended

Additional Information

Insurance Details

The Australian government requires all **Student Visa Holders** to have Overseas Student Health Cover (OSHC) for the entire length of your visa (study + one month minimum)

1 month*	\$35.00	<input type="checkbox"/>	2 months*	\$70.00	<input type="checkbox"/>	3 months	\$105.00	<input type="checkbox"/>
4 months	\$140.00	<input type="checkbox"/>	5 months	\$175.00	<input type="checkbox"/>	6 months	\$210.00	<input type="checkbox"/>
7 months	\$245.00	<input type="checkbox"/>	8 months	\$280.00	<input type="checkbox"/>	9 months	\$315.00	<input type="checkbox"/>
10 months	\$350.00	<input type="checkbox"/>	11 months	\$385.00	<input type="checkbox"/>	12 months	\$420.00	<input type="checkbox"/>

*Please note that 1 month and 2 month OSHC is available from the provider for extension of visas only. Prices quoted above are for single covers only. We strongly advise all students to take out personal accident and travel insurance prior to their departure.

Public Holidays

January 3	New Years Day Holiday	May 2	Labour Day
January 26	Australia Day	June 13	Queen's Birthday
April 22	Good Friday	September 2	Gold Coast Show Day
April 25	Easter Monday	December 26	Christmas Day Holiday
April 25	ANZAC Day	December 27	Boxing Day Holiday

*A Full weeks tuition is payable in weeks comprising public holidays, no refunds will be offered due to shortened weeks.

How did you find out about Gold Coast Learning Centre?

Internet Friends / Relatives Advertisement

Agent: _____

Other: _____

To be completed by the Agent

Agent's name: _____

Agent' signature: _____

Payment Details

Gold Coast Learning Centre accepts Bank Drafts, Cash, International Money Orders, Bankcard, MasterCard and VISA.

A 1% surcharge applies to all credit card payments.

Please make bank cheques, drafts and money orders payable to:

Gold Coast Learning Centre

P.O. Box 567,
Surfers Paradise, QLD 4217, Australia

Bank Transfer, including relevant bank charges to:

Bank Name: **Suncorp Bank**
Bank Address: Corner of Turbot and Albert St,
Brisbane QLD 4000, Australia

BSB (Branch Number): 484-799

Bank Account Details: **FOR STUDENT VISAS**
Account Name: Student Trust Account
Account Number: 60-252438-4

FOR OTHER VISAS
Account Name: Working Account
Account Number: 05-380439-9

Swift Code: METW4U4B

Please quote the Gold Coast Learning Centre Student Number issued to you inside the reference and fax the remittance advice.

Total Fees - Please complete this section

Enrolment fee (non refundable for all courses)		\$ 200.00
Tuition Fee (1)	(___ weeks x \$ ___ per week)	\$
Tuition Fee (2)	(___ weeks x \$ ___ per week)	\$
OSHC	(___ months)	\$
Airport Transfer		\$
Accommodation Placement Fee		\$
Accommodation	(___ weeks of homestay)	\$
Exam Fee		\$
Textbook Fee		\$
Other		\$
TOTAL		\$

Terms and conditions: Please read carefully

REFUND POLICY –

GCLC has a fair and equitable refund policy and procedure that is compliant with AQTF and ESOS requirements. This policy is provided to students prior to any contract being signed OR prior to any payment of the course (whichever happens first).

GCLC supports *National Standard 3 Formalisation of Enrolment, AQTF requirements and Education (Overseas Student) Regulation 1998*. Students are to be given every opportunity to achieve their educational objectives while in Australia.

GCLC has implemented policies and procedures to ensure students are protected by the provision of the *ESOS Act 2000 and by ESOS Regulations 2001*.

Domestic students are protected by the *Australian Council for Private Education and Training (ACPET)*.

The refund policy and procedure is to be made available to students through our website, Pre-Information booklet and Student booklet.

- Administration fees and Homestay Placement fees are non-refundable.
- A written letter will be required from any student requesting any refunds. The written letter must be submitted to the Manager by email manager@goldcoaststudy.com or posted to GCLC's postal address at P.O Box 567 Surfers Paradise QLD 4217 Australia.
- If the required visa is not granted, a full refund of tuition fees will be made, provided that sufficient evidence of visa refusal is given to the college by the refusing Australian Authority.
- If the college receives written notice of cancellation of enrolment 28 days prior to the course commencement, a full refund of tuition fees will be made.
- If the college receives written notice of cancellation less than 28 days prior to the course commencement, a refund of 50% of tuition fees will be made.
- No refund will be given if you cancel your course on or after the date of commencement.
- Any special discount that applied to the original enrolment will take place at the end of the course. If, due to exceptional circumstances, such as serious illness or bereavement, a monetary credit for study weeks is granted, it will include only paid weeks remaining and will be valid for a period of 12 months from the date of issue.
- There are no refunds given if you withdraw voluntarily, if you are dismissed or if you are in breach of Australian Government regulations or the GCLC Code of Conduct.
- Any refunds will be paid within 4 weeks of receipt of written application. All refunds will be made in Australian Dollars. Gold Coast Learning Centre shall pay any refund granted directly to the person who enters into the contract with Gold Coast Learning Centre, unless the person gives a written direction to the Gold Coast Learning Centre to pay the refund to someone else.
- In the unlikely event that Gold Coast Learning Centre is unable to deliver your course in full, you will be offered a full refund of all the course monies you have paid to date. The full refund will be paid to you within 2 weeks of the day on which the course ceased being provided. Alternatively, you may be offered enrolment in a suitable alternative course by Gold Coast Learning Centre at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If you choose placement in another course, we will ask you to sign a document to indicate that you accept the placement.
- If GCLC is unable to provide a refund or place you in an alternative course our Tuition Assurance Scheme (TAS), the Australian Council for Private Education and Training (ACPET) will place you in a suitable alternative course at no extra cost to you.
- Finally, if The Australian Council for Private Education and Training (ACPET) cannot place you in a suitable alternative course, the ESOS Assurance Fund Manager will attempt to place you in a suitable alternative course or, if this is not possible, you will be eligible for a refund as calculated by the Fund Manager.

Homestay fees

if written cancellation is received 14 days prior to your arrival at the Homestay a full refund of unused fees is available. If your visa application is rejected your Homestay payment will be refunded in full. If you cancel your accommodation request once you are in your homestay, a minimum of two weeks' rent is to be paid. You must give at least two weeks' notice if you wish to change your accommodation.

Airport Pick Up fees

if written cancellation is received 7 days prior to airport pickup a full refund of unused fees is available. If your visa application is rejected, your Airport Transfer payment will be refunded in full. If your airline flight details change, please give us notice as soon as possible by contacting our Emergency number on 0438372881. If you give us less than 24 hours notice, you will incur another airport transfer fee.

- Please refer to GCLC's dispute resolution processes, if you are not happy with any of the above mentioned processes.

This agreement does not remove the right to take further action under Australia's consumer protection laws. If Gold Coast Learning Centre defaults, refunds cannot be covered by the written agreement. For international students such situations are covered by the provision of the ESOS Act 2000 and by ESOS Regulations 2001.

Dispute Resolution and Grievance Procedure

- Gold Coast Learning Centre will meet the needs of all students and will actively seek feedback on the range of services provided via a range of methods. However, if we fail to satisfy a student in any area of service, then we are happy to discuss their issue and concerns and take appropriate steps to rectify the area of concern to a level mutually agreed by the student and the management of GCLC.
- If a student is dissatisfied with a decision made by a GCLC staff member or teachers, then we are happy to consider their issues, offer feedback, seek additional information, and if appropriate amend the original decision based on the new information. Students need to appeal decisions within 14 days.
- If you are concerned about conduct of the college, please write to the representative of Education Queensland (Director General of Education Queensland, Floor 18, Education House, 30 Mary Street, Brisbane QLD Australia) who has power under the Act to suspend or cancel the registration of a provider or a course.
- This agreement, and the availability of a complaints and appeals process, does not remove the right to take action under Australia's consumer protection laws.
- If GCLC defaults, refunds cannot be covered by this written agreement. For international students, such situations are covered by the provision of the ESOS Act 2000 and by ESOS Regulations 2001.

Activities Indemnity

GCLC and its Representative and Staff will not be held liable for any loss, damage, death, illness or injuries to people and property which occurs whilst the student is on any activities or excursions organised by GCLC. It is the student's sole responsibility to take out insurance against all such risks.

We recommend overseas students take out comprehensive travel, accident and medical insurance in their own country.

Conditions

- Students' personal information may be shared with the Australian Government, designated authorities, the Tuition Assurance Scheme, and the ESOS Assurance Fund Manager. This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach of the student's visa condition.
- Students are required to have a prerequisite level of English language proficiency for entry.
- Students must complete all class work, assignment, activities and assessments in order to maintain satisfactory progress.
- We do not accept students under the age of 18 in RTO accredited courses.
- Students in VET courses are required to maintain a minimum of 80% attendance. Failure to do so may result in students studying on a student visa being reported to the Department of Immigration and Citizenship (DIAC).
- Students in ELICOS courses must be deemed Competent in at least 50% of the total number of units assessed each term. Failure to do so may result in students studying on a student visas being reported to the Department of Immigration and Citizenship (DIAC).
- Students are required to abide by the GCLC Code of Conduct, available in the Student Information booklet and on the GCLC's website.
- GCLC has an internal complaints and appeals process and students can access this through the Student Services Department.
- Additional information about students' rights and responsibilities under the Australian Government ESOS Act 2000 and National Code 2007 is available at: http://aei.dest.gov.au/AEI/ESOS/Quickinfo/ESOS_Framework_pdf.pdf.
- Current students must notify GCLC of any change of address within 7 days.
- The Student understands they cannot change their college during the course without a written letter of release from GCLC.
- The Student understands that GCLC has the right to change its fees and conditions, cancel or defer courses, and to alter course timetables and class locations at any time without notice.

Student Declaration

I have read and accept the terms and conditions and hereby apply to enrol in Gold Coast Learning Centre

Signature

Date: DD / MM / 20YY