# ACCESS LANGUAGE CENTRE, SYDNEY

**Access to Success**

## 2015 COURSE SUMMARY

### COURSE DESCRIPTION

#### GENERAL ENGLISH (GE)

**BEST FOR EVERYDAY COMMUNICATION**
- Focus on everyday conversation and survival English
- Intensive Module Course for all English levels
- Six levels from Beginner to Advanced
- CEFR A0 to C2

#### ACADEMIC ENGLISH (AE)

**BEST FOR FURTHER STUDY**
- Focus on Academic use of English
- Four levels from Pre-Intermediate to Advanced
- Ideal preparation for progression to vocational courses, diploma and degree programs, some with direct entry from your ALC course
- Pre-enrolment test available
- CEFR B1 to C2

#### IELTS PREPARATION (IELTS)

**BEST FOR IELTS EXAMINATION CANDIDATES**
- Focus on English learning modes required for successful completion of the IELTS examination
- Reading, Writing, Speaking and Listening
- Lots of opportunities for practice tests
- Three levels from Intermediate to Advanced
- Pre-enrolment test available
- CEFR B1 to C2

#### BUSINESS ENGLISH (BE)

**BEST FOR BUSINESS PROFESSIONALS**
- Focus on use of English in a business context
- Three levels from Intermediate to Advanced
- Pre-enrolment test available
- CEFR B1 to C2

#### CAMBRIDGE PREPARATION (FCE) (CAE)

**GLOBALLY RECOGNISED ENGLISH COURSE**
- English language certificate course developed by Cambridge University-recognised worldwide
- Lots of opportunities for practice tests
- Entry levels: Upper-Intermediate for FCE, Advanced for CAE
- Pre-enrolment test available
- Timetable suitable for Work & Study
- CEFR B2 to C2

#### EVENING CLASSES

- General English
- IELTS Preparation
- Suitable for Student Visa Holders
- CEFR A0 to C2

## LENGTH & DATES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DESCRIPTION</th>
<th>LENGTH &amp; DATES</th>
<th>FEES</th>
<th>TIMETABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE</td>
<td>BEST FOR EVERYDAY COMMUNICATION</td>
<td>2-52 weeks</td>
<td>Students may start on any Monday</td>
<td>Super Intensive (25 hrs/wk) $350/wk</td>
</tr>
</tbody>
</table>
|        |             |                |      | Enrolment $220 | 8:30am-9:30am
|        |             |                |      |               | 9:40am-11:10am
|        |             |                |      |               | 11:20am-12:50pm
|        |             |                |      |               | * 1:30pm-2:30pm |
| AE     | BEST FOR FURTHER STUDY | 4-12 weeks | Term start:** 2014-29-Dec 27-Jan 23-Feb 23-Mar 20-Apr 18-May 15-Jun 13-Jul 10-Aug 07-Sep 06-Oct 02-Nov 30-Nov 29-Dec | Intensive (20 hrs/wk) $310/wk | **SUPER INTENSIVE 25 HOURS FACE TO FACE MONDAY TO FRIDAY** |
|        |             |                |      | Materials 2-8 wks: $70 | 8:30am-9:30am
|        |             |                |      | 9-17 wks: $140 | 9:40am-11:10am
|        |             |                |      | 18-30 wks: $210 | 11:20am-12:50pm
|        |             |                |      | 31+ wks: $280 | **MINI INTENSIVE 15 HOURS FACE TO FACE MONDAY TO FRIDAY** |
|        |             |                |      |                   | 9:40am-11:10am
|        |             |                |      |                   | 11:20am-12:50pm
|        |             |                |      |                   | Student Visa holders are not eligible for Mini Intensive |
| IELTS  | BEST FOR IELTS EXAMINATION CANDIDATES | 4-15 weeks | FCE & CAE 5 Jan to 13 Mar (10 weeks) FCE final Exam 13 Mar, CAE final Exam 14 Mar 16 Mar - 5 Jun (12 weeks) FCE final Exam 6 Jun, CAE final Exam 6 Jun 8 Jun - 14 Aug (10 weeks) FCE final Exam 20 Aug, CAE final Exam 21 Aug 7 Sep - 27 Nov (12 weeks) FCE final Exam 1 Dec, CAE final exam 2 Dec | Mini Intensive (15 hrs/wk) $270/wk | **MINI INTENSIVE 15 HOURS FACE TO FACE MONDAY TO FRIDAY** |
|        |             |                |      |                   | 8:30am-9:30am
|        |             |                |      |                   | 9:40am-11:10am
|        |             |                |      |                   | 11:20am-12:50pm
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| BE     | BEST FOR BUSINESS PROFESSIONALS | 4-15 weeks | FCE & CAE 5 Jan to 13 Mar (10 weeks) FCE final Exam 13 Mar, CAE final Exam 14 Mar 16 Mar - 5 Jun (12 weeks) FCE final Exam 6 Jun, CAE final Exam 6 Jun 8 Jun - 14 Aug (10 weeks) FCE final Exam 20 Aug, CAE final Exam 21 Aug 7 Sep - 27 Nov (12 weeks) FCE final Exam 1 Dec, CAE final exam 2 Dec | FCE & CAE 5 Jan to 13 Mar (10 weeks) FCE final Exam 13 Mar, CAE final Exam 14 Mar 16 Mar - 5 Jun (12 weeks) FCE final Exam 6 Jun, CAE final Exam 6 Jun 8 Jun - 14 Aug (10 weeks) FCE final Exam 20 Aug, CAE final Exam 21 Aug 7 Sep - 27 Nov (12 weeks) FCE final Exam 1 Dec, CAE final exam 2 Dec | **MINI INTENSIVE 15 HOURS FACE TO FACE MONDAY TO FRIDAY** |
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| CAMBRIDGE PREPARATION (FCE) (CAE) | GLOBALLY RECOGNISED ENGLISH COURSE | 2-52 weeks | FCE & CAE 5 Jan to 13 Mar (10 weeks) FCE final Exam 13 Mar, CAE final Exam 14 Mar 16 Mar - 5 Jun (12 weeks) FCE final Exam 6 Jun, CAE final Exam 6 Jun 8 Jun - 14 Aug (10 weeks) FCE final Exam 20 Aug, CAE final Exam 21 Aug 7 Sep - 27 Nov (12 weeks) FCE final Exam 1 Dec, CAE final exam 2 Dec | FCE & CAE 5 Jan to 13 Mar (10 weeks) FCE final Exam 13 Mar, CAE final Exam 14 Mar 16 Mar - 5 Jun (12 weeks) FCE final Exam 6 Jun, CAE final Exam 6 Jun 8 Jun - 14 Aug (10 weeks) FCE final Exam 20 Aug, CAE final Exam 21 Aug 7 Sep - 27 Nov (12 weeks) FCE final Exam 1 Dec, CAE final exam 2 Dec | **MINI INTENSIVE 15 HOURS FACE TO FACE MONDAY TO FRIDAY** |
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**MORNING CLASSES TOO EARLY? WORKING DURING THE DAY? ENJOY 20 HOURS FACE TO FACE TEACHING IN THE EVENING!**

**ENGLISH AUSTRALIA**

**Future Unlimited**

*Students may choose from electives including Conversation, Pronunciation, Grammar in Context, Writing Skills, Current Affairs, TOEIC preparation, English For Work etc.

**ALC courses run on 4-week terms with assessment every Week 4. Please note that the course content is varied in Week 4 and will include testing, feedback and possible extra-curricular activities.

Access Language Centre, Sydney is closed on Public Holidays 1/1, 26/1, 3/4, 6/4, 8/6, 3/8, 5/10, 25/12, 28/12. The Evening Program will be closed from 21/12-25/12. Substitute holiday to be considered by the Australian Government. All courses are offered subject to student numbers.*
## ENGLISH PLUS PROGRAMS

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>Program Description</th>
<th>Length</th>
<th>Program Fees</th>
</tr>
</thead>
</table>
| INTERNSHIP| - Participate in unpaid professional work experience placement in your chosen industry  
- Entry level is Upper-Intermediate/Advanced - Pre-enrolment test available  
- Full applications must be received 3 months in advance | 4-24 weeks | Internship Placement Fee:  
4-6 weeks: $952, 7-12 weeks: $1248  
13-24 weeks: $1536 |
| WORK & STUDY| - This program provides a range of services to assist you in searching for paid work in Sydney  
- Job Placement includes up to three interviews  
- Entry level is Intermediate - Pre-enrolment test available  
- Full applications must be received 3 months in advance, 8 wks min English course | 8-52 weeks | Work and Study Placement Service: $400 |
| DEMI PAIR| - This program combines English classes with helping out an Australian family with childcare and light housework assistance  
- Receive accommodation, meals and a weekly pocket allowance in exchange for approximately 20 hours childcare and light housekeeping duties per week  
- Entry level is Intermediate/Upper-Intermediate - Pre-enrolment test available  
- Full applications must be received 3 months in advance, 12 wks min English course | 12-52 weeks | Demi Pair Placement Fee: $300  
Demi Pair Bond Deposit: $300  
Homestay Deposit: $520 |
| OCEANIA LINK| - Divide an English course between ACCESS in Sydney and Dominion in New Zealand  
- Pay only one Enrolment fee and receive a free one-way airfare to or from New Zealand | 12-52 weeks | Contact us for further information on available program packages |
| STUDY TOURS| - Available on request  
- Please contact us | From 1 week | |

## ACCOMMODATION OPTIONS

<table>
<thead>
<tr>
<th>Option</th>
<th>Accommodation Description</th>
<th>Fees</th>
</tr>
</thead>
</table>
| HOME STAY FAMILY       | - Students are billeted with a family in Sydney (approximately 30-50 minutes away from the school)  
- An excellent way to improve your English and learn about Australian lifestyle and culture  
- Friendly and safe family environment - ideal for students with limited travelling experience  
- Available as Single Room or Twin Share (must be booked by two students travelling together)  
- With meals (breakfast and dinner Mon-Fri and all meals on weekends) or room only (Single only)  
- Many Australian families keep pets so this may not be the best option for students with allergies  
- Families are not obliged to provide Internet access  
- 2 weeks minimum stay  
- Guardianship fee for underage students: $45/week | Placement Fee: $200  
Single Room:  
With meals: $260/week  
Room only: $200/week  
Twin Share:  
With meals: $230/week  
Room only: $170/week  
Daily Rates: $42/night, $33/night, $38/night, $40/night |
| STUDENT HOSTEL         | - Live with other international students and travellers in a vibrant communal environment  
- Suitable for more independent students or those with more travel experience  
- Convenient Sydney City locations allows students to save on travelling expenses to and from Access  
- 24 hours access - suitable for students with part-time after hours jobs with late finishing times  
- Single or shared rooms available  
- Shared bathroom and kitchen facilities | Placement Fee: $200  
Single Room:  
From $320/week  
Twin Share:  
From $220/week  
Bond: $150 (on arrival)  
(Price per person) |
| STUDENT GUESTHOUSE/ RESIDENCE | - Suitable for students seeking more luxury/comfort than hostels offer  
- Convenient Sydney City locations allows students to save on travelling expenses to and from Access  
- Wonderful way to meet new friends  
- Wide range of guesthouse options, each with their own charming characteristics  
- Available as Single, Twin/Double, Share Room  
- All types of rooms have Internet access and TV  
- 24 hours access to a live-in Manager  
- 4 weeks minimum stay | Placement Fee: $200  
Single Room:  
From $345/week  
Twin/Double Room:  
From $240/week  
(Price per person) |

Accommodation is subject to availability - in the event that students request a change in accommodation after placement, an Accommodation Change Fee of $100 may apply.

## OTHER FEES & CHARGES

| AIRPORT MEETING SERVICE | - Greeting at Sydney airport and delivery to your accommodation  
- All inclusive price - no additional fees | Arrival: $110  
Departure: $70 |
|-------------------------|-------------------------------------------------------------------------------------------|---------------------------|
| OVERSEAS STUDENT HEALTH COVER | - Student Visa Holders must have Overseas Student Health Cover (OSHCH)  
- Access Language Centre, Sydney can arrange this for you or you can organize your own  
- Only applies to Student Visa holders | Single: From $49/month  
Couple: From $183/month  
Family: From $375/month |

## LIVING IN SYDNEY

| TRANSPORT | - Students in Homestay Accommodation should allow around $45 per week for transport to and from Access Monday to Friday |
| MEALS     | - Students should allow around $8 - $12 per day for lunch  
- Students cooking their own meals should allow around $120 per week for food |
| RECREATION| - Students should allow around $100 per week for recreation and entertainment such as trips to the movies etc  
- Access organises up to three extra curricular excursions each week to popular tourist attractions in Sydney |
| INSURANCE | - ACCESS strongly recommends that students take out insurance on their possessions  
- We strongly recommend that Tourist and Working Holiday Visa holders take out health insurance for the duration on their stay |
| SCHOOL AGE DEPENDENTS | - It is Australian law that students travelling with school age dependents must pay full fees for their primary and secondary education if these dependents attend Australian schools |
| CLIMATE | Summer (December to February): 27°C - 30°C  
Winter (June to August): 9°C - 17°C  
Autumn (March to May): 11°C - 24°C  
Spring (September to November): 11°C - 24°C |

Access Language Centre, Sydney reserves the right to change any of the information contained in this form at any time. All prices are in Australian Dollars and are subject to change.
**Access Language Centre, Sydney**

**Enrolment Form**

### THE STUDENT

| **Family Name** |  |
| **Given Names** |  |
| **Postal Address in home country** |  |
| **Telephone** | IDD | Area Code | Tel |
| **E-mail** |  |
| **Nationality** |  |
| **Country of Birth** |  |
| **Emergency Contact Number/s** | IDD | Area Code | Tel |

**Name of Emergency Contact Person**

**Visa Type**

**Visa Apply Location**

**Date of Birth**

**Sex** (tick ✓)

[ ] Male

[ ] Female

**Occupation**

**Passport Number**

*(Please provide / attach copy)*

**Phone number in Sydney (if known)**

**Address in Sydney (if known)**

**Describe your level of English** (tick ✓)

[ ] Beginner

[ ] Pre-Intermediate

[ ] Advanced

### THE COURSE

**Starting Date**

**Number of Weeks**

|  |
| **Super Intensive English (25hrs/wk)** |
| **Intensive English (20hrs/wk)** |
| **Mini Intensive (15hrs/wk)** |
| **Evening Intensive English (20hrs/wk)** |

**Which course are you interested in?** (tick ✓)

[ ] General English

[ ] Academic English

[ ] IELTS Preparation (Cambridge FCE Preparation)

[ ] Cambridge CAE Preparation

**English Plus Programs:**

[ ] Internship

[ ] Work & Study

[ ] Demi-Pair

[ ] Other

**Do you plan to study in Australia after you finish your English Course?** (tick ✓)

[ ] Yes

[ ] No

**Institution**

**Where did you hear about ACCESS? Which agent did you use?**

**ACCcommodation**

**Do you need us to find accommodation for you?**

[ ] Yes

[ ] No

**If yes, how many weeks?**

**If yes, which type of accommodation?**

**HOMESTAY FAMILY ACCOMMODATION**

[ ] Single Room with Meals

[ ] Shared Room* with Meals

* (Only available for students travelling together)

[ ] Single Room Only

[ ] Shared Room Only

**Do you have any special needs? Please specify**

(Includes dietary, medical, religious, etc.)

**Do you smoke?**

[ ] Yes

[ ] No

**Do you have any allergies?**

[ ] Yes

[ ] No

**Are you allergic to pets?**

[ ] Yes

[ ] No

**List your interests and hobbies**

**HOSTEL / LODGE ACCOMMODATION**

|  |
| Single Room |
| Twin Share |

**STUDENT GUESTHOUSE / RESIDENCE**

|  |
| Single Room |
| Double/Twin |
| Share Room |

**Do you need the airport meeting service?**

| Arrival | Departure | No |

**If known, list your airport arrival flight details**

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**Please provide / attach copy**

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1. Fill in this enrolment form and send it by fax or e-mail to Access Language Centre (hereinafter referred to as ALC).
2. ALC will send you a letter of acceptance, enrolment agreement (student visa) and invoice upon acceptance of your enrollment by ALC.
3. When ALC receives back the signed enrollment agreement (student visa), fees can be paid either via credit card, Mastercard or Visa only (ALC will send you the credit card payment authority), or via electronic transfer to the bank listed below. (Surcharge fee may apply)
4. 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.
5. Contact the nearest Australian Embassy or Consulate to find out the correct procedure for applying for your type of visa.
6. 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.
7. 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.
8. ALC offers one study period for course enrolments up to 24 weeks. However, if the course enrolment is more than 24 weeks, the first study period will be of 12 weeks of course and the first study period, the student may enrol in multiple study periods. Those study periods may include study breaks (if eligible - see below) and must be minimum of 12 weeks and maximum of 30 weeks. Thus, students with a course longer than 12 weeks may be eligible for a study break. A ratio of one week of study break is permitted for every 4 weeks of study, based on the total number of weeks enrolled for. No study breaks are permitted during the first 12 weeks and are subject to the student's study plan, visa and government regulations.

### HOW TO ENROL

<table>
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<tr>
<th>FEES</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Fee</td>
<td></td>
</tr>
<tr>
<td>Tuition Fee</td>
<td></td>
</tr>
<tr>
<td>Materials Fee</td>
<td></td>
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<tr>
<td>Exam Fee</td>
<td></td>
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<tr>
<td>Accommodation Placement Fee</td>
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<tr>
<td>Accommodation Fee</td>
<td></td>
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<tr>
<td>Guardianship Fee</td>
<td></td>
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<tr>
<td>Airport Meeting Service Fee</td>
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<tr>
<td>OSHC Medical Insurance Fee</td>
<td></td>
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<tr>
<td>Do you need OSHC?</td>
<td>Yes</td>
</tr>
<tr>
<td>( ..........months)</td>
<td>Single Cover</td>
</tr>
<tr>
<td>Work &amp; Study Program Fee</td>
<td></td>
</tr>
<tr>
<td>Internship Placement Fee</td>
<td></td>
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<tr>
<td>Demi-Pair Placement Fee</td>
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<tr>
<td>Demi-Pair Bond</td>
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</tbody>
</table>

### TOTAL

**I enclose payment for**

AUS$ ____________________________

**HOW TO ENROL**

1. Fill in this enrolment form and send it by fax or e-mail to Access Language Centre (hereinafter referred to as ALC).
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3. When ALC receives back the signed enrollment agreement (student visa), fees can be paid either via credit card, Mastercard or Visa only (ALC will send you the credit card payment authority), or via electronic transfer to the bank listed below. (Surcharge fee may apply)
4. 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.
5. Contact the nearest Australian Embassy or Consulate to find out the correct procedure for applying for your type of visa.
6. 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.

### CANCELLATION AND REFUND POLICY

- Notices of cancellation are not effective until written notification is received by Access Language Centre (hereinafter referred to as 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 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 4 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.
- 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 cannot 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 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, 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 amended 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.