

## Griffith English Language Institute (GELI)

# 2010 ELICOS Application Form

### Start dates

Month	Day	GE* Brisbane EAP* ETP*	GE* Gold Coast	DEP* Preparation	DEP*	Cambridge BEC* Vantage	Mixed English and Academic Program	Griffith University semesters	Griffith Aviation English Training Program
January	4-8								
	11-15	Start	Start						
	18-22	2							
	25-29	3	Start						Start
February	1-5	4							2
	8-12	5	Start						3
	15-19								4
	22-26	Start	Start	Start			Start		5
March	01-05	2		2			2	Start	6
	08-12	3	Start	3			3	2	7
	15-19	4		4			4	3	8
	22-26	5	Start	5			5	4	9
April	29-02	Start	Start	Start	Start		6	5	10
	05-09	2	Start	2	2	Start			
	12-16	3		3	3	2	7	6	
	19-23	4	Start	4	4	3	8	7	
	26-30	5		5	5	4	9	8	
May	03-07	Start	Start		6	Start	5	10	9
	10-14	2	2		7	2	6	11	10
	17-21	3	3		8	3	7	12	11
	24-28	4	4		9	4	8	13	12
June	31-04	5	5		10	5	9	14	13
	07-11	Start	Start			6	10	15	14
	14-18	2	2			7			Exams
	21-25	3	3			8	Start		Exams
July	28-02	4	4			9		2	
	05-09	5	5			10		3	
	12-16	Start	Start					4	
	19-23	2	2					5	
	26-30	3	3					6	Start
August	02-06	Start	Start					7	2
	09-13	2	2						3
	16-20	3	3					8	4
	23-27	4	4					9	5
September	30-03	5	5					10	6
	06-10	Start	Start	Start				11	7
	13-17	2	2	2				12	8
	20-24	3	3	3				13	9
	27-01	4	4	4			Start	14	
October	04-08	5	5	5			2	15	10
	11-15	Start	Start	Start	Start		3		11
	18-22	2	2	2	2		4	Start	12
	25-29	3	3	3	3		5	2	13
November	01-05	4	4	4	4		6	3	14
	08-12	5	5	5	5		7	4	Exams
	15-19	Start	Start		6	Start	8	5	Exams
	22-26	2	2		7	2	9	6	
	29-03	3	3		8	3	10	7	
December	06-10	4	4		9	4		8	
	13-17	5	5		10	5		9	

\* GE - General English  
EAP - English for Academic Purposes  
DEP - Direct Entry Program  
ETP - English Test Preparation  
BEC - Business English Certificate

### Orientation

Compulsory orientation and placement tests are on Thursdays and Fridays prior to start dates of all programs.

### Fees

#### Tuition

Enrolment AUD\$150  
Tuition AUD\$325/week  
Direct Entry Program  
AUD\$360/week  
Griffith Aviation English  
AUD\$375/week

#### Homestay

Placement AUD\$235  
Weekly fee AUD\$235/week  
Surcharges may apply  
(e.g. special diet, cancellation fees)

#### Brisbane Airport transfers

6am - 9pm AUD\$130  
9pm - 6am AUD\$160

#### Gold Coast Airport transfers

6am - 9pm AUD\$150

#### Overseas Student Health Cover

3 months AUD\$98  
6 months AUD\$195  
9 months AUD\$293  
12 months AUD\$390

### Public Holiday

Please note:  
Monday 3 May 2010 is a public holiday. Classes will commence on Tuesday 4 May 2010.

For current fees visit  
[www.griffith.edu.au/geli](http://www.griffith.edu.au/geli)

Please print in **BLOCK LETTERS**  
If you apply through an agent, all  
correspondence relating to your  
application will be sent to that agent.

**1. Have you applied to Griffith before?**

Yes  No  
If yes, your Griffith ID no. ....

Are you going to enrol in a Griffith University  
degree program/pathway program?  
 Yes  No

If yes, name of program  
.....

Are you currently studying at another  
institution?  Yes  No  
If yes, name of institution  
.....

**2. Personal details**

Mr  Mrs  Miss  Ms  Other

Family name  
.....

First name  
.....

Date of birth  
.....

Country of birth  
.....

Nationality  
.....

Passport number  
.....

Home country address  
.....  
.....  
.....

Mobile no.  
.....

Facsimile no.  
.....

Telephone no.  
.....

Email  
.....

**3. English language program details**

Name of program  
.....

Brisbane  Gold Coast

Number of weeks  
.....

Start date  
.....

**4. English language proficiency**

Do you hold an IELTS, ISLPR or TOEFL  
Certificate of English proficiency?

Yes  No  
Please attach certified copy of results. You may  
be asked to produce the original results.

**5. Overseas Student Health Cover  
(Student visa holders only)**

Single  Family

**6. Visa information**

New student visa  
 Working holiday visa  
 Extension of student visa  
 Tourist visa  
 Other .....

**7. Services**

Homestay  
 Airport pickup  
Date of arrival .....

**8. Agent information**

Agency name  
Institut Ranke-Heinemann  
Schnutenhausstrasse 44  
45136 Essen  
Deutschland  
Tel.: 0049-201-252552  
info@ranke-heinemann.de  
www.ranke-heinemann.de  
Institut Ranke-Heinemann  
Theresiengasse 32  
1180 Wien  
Österreich  
Tel.: 0043-1-4060224  
wien@ranke-heinemann.at  
www.ranke-heinemann.at



**Enrolment Policy and Written  
Agreement**

**Declaration**

I declare that the information I have supplied  
on this form is correct and complete.

I agree:

- To abide by the regulations, conditions  
of enrolment and admission at Griffith  
University and Griffith English Language  
Institute (GELI).
- That I have read and understood the  
published program information in the  
relevant brochure and/or website  
applicable to the program, and that I have  
sufficient information to enrol.
- If sponsored, to permit Griffith University  
to release details of my progress to my  
sponsoring body on request.
- To permit Griffith University to release  
my details to, or obtain details from third  
parties as necessary in the usual course  
of university business, e.g. Government  
departments, Department of Immigration  
and Citizenship (DIAC), and OSHC  
provider.
- That I am responsible for payment of all  
fees applicable to the program, and I will  
abide by GELI's enrolment and refund  
policy.
- To notify GELI if there is any change  
to the information I have given in this  
application.

I understand that:

- Griffith University may vary or cancel any  
decision it makes (including cancelling my  
enrolment) if the information I have given  
is incorrect or incomplete.
- It is my responsibility to provide all  
necessary documentary evidence of my  
qualifications and studies.
- I am fully responsible for my educational  
and living expenses while studying at  
Griffith University. I understand that  
fees may rise, and that living expenses in  
Australia may be higher than in my own  
country. I confirm that I am liable to meet  
these costs, and I understand that neither  
Griffith University nor the Australian  
Government is obliged or required to help  
me if I need financial assistance.  
If I have school-aged children who  
accompany me to Australia, I will be  
required to pay their compulsory school  
fees.  
The information provided by me may be  
available to Commonwealth and State  
agencies and the ESOS Assurance Fund  
Manager, pursuant to obligations under  
the ESOS Act 2000 and the National  
Code.
- Some programs require a prerequisite  
level of English for entry.

- I will be tested on commencement of my program and placed in a class at the appropriate English language level if available.
- I must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.
- I must attend at least 80% of my program, and that if I fail to do so I will be reported to DIAC.
- If I change my address I must notify GELI immediately.
- Enrolment can be suspended or cancelled on the grounds of unsatisfactory academic performance or attendance, non-payment of fees and misconduct.
- If my enrolment is deferred, suspended or cancelled this may result in the eCOE being cancelled and my student visa being cancelled.
- This agreement, and the availability of complaints and appeals procedures, does not remove my right to take action under Australia's consumer protection laws.
- If I am under the age of 18 years, the University may contact my parents/guardians if they are concerned for my welfare.

#### Refund Policy

1. All requests for refunds must be made in writing to the Director, GELI.
2. A refund (if approved) will be paid within four weeks after receiving a written request by the student. The refund will be paid to the student who entered into the contract unless the student gives written direction to pay someone else.
3. The enrolment fee is non-refundable.
4. Tuition fees will be refunded in full if a visa application is rejected. The student must provide evidence in writing to GELI within 28 days of the visa being rejected. If approved, the refund will be made within four weeks of approval.
5. If a student cancels their application for a program more than 28 days before the commencement date of the program, GELI will refund 75% of the tuition fee paid less any other outstanding fees and charges incurred.
6. If a student cancels their application for a program less than 28 days from the commencement date of the program, GELI will refund 50% of the tuition fee paid less any other outstanding fees and charges incurred. The maximum amount retained by GELI will not exceed 12 weeks of the published tuition fee.
7. If GELI is unable to deliver a program all fees will be refunded in full within two weeks from the date of the default notice.
8. Refunds will not be granted after a program has commenced.

9. Students have the right to appeal decisions made under the refund policy and to access Griffith University's internal grievance process at [www.griffith.edu.au/studentappeals](http://www.griffith.edu.au/studentappeals). This agreement does not remove the right to take further action under Australia's consumer protection laws. If students need assistance from someone outside Griffith University, they may contact:

Queensland Ombudsman  
Phone: (07) 3005 700  
Toll Free: 1800 068 908  
Email: [ombudsman@ombudsman.qld.gov.au](mailto:ombudsman@ombudsman.qld.gov.au)

Department of Justice and Attorney-General  
Dispute Resolution Branch  
Phone: (07) 3239 6269  
Toll Free: 1800 017 288  
Email: [seq.drc@justice.qld.gov.au](mailto:seq.drc@justice.qld.gov.au)

#### Transferring of fees

- Tuition fees will not be transferred to another English language teaching (ELICOS) centre.
- Students may transfer tuition fees to a formal award program at Griffith University if the student produces evidence of having met the English language requirements for their program.
- Transfer conditions are in accordance with government requirements.
- 14 days' written notice must be given prior to the commencement date of an English program.
- Direct Entry Program tuition fees are not transferable.

#### Leave of absence

##### Student visa holders

Leave will not normally be permitted once a student has commenced their program.

##### Student visa holders

##### General English Gold Coast

Students are entitled to one week of leave every 10 weeks of study. Students must have studied at least 10 weeks before they can apply for one week of leave. Students may apply for a maximum of two weeks' leave at a time. Students must give a minimum of five working days' notice prior to the commencement date of their leave.

##### Non-student visa holders

Students studying General English at the Gold Coast who apply for leave during their program must give a minimum of five working days' notice prior to the commencement date of their leave. Where leave of absence is approved for a non-student visa holder, tuition fees will be transferred to a future GELI English program.

#### Grievance procedures

GELI staff can be approached if students have a problem or complaint. Students may

nominate a support person to accompany them to the dispute resolution process. Students may also access the university's internal grievance process at [www.griffith.edu.au/studentappeals](http://www.griffith.edu.au/studentappeals). The dispute resolution process does not take away the student's right to pursue other legal remedies. If students need help from someone outside of GELI please refer to point 9 of the Refund Policy.

#### Information sharing

GELI collects, stores and uses personal information for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent except to meet government, legal or other regulatory authority requirements. For further information consult the university's privacy plan at [www.griffith.edu.au/ua/aa/vc/pp](http://www.griffith.edu.au/ua/aa/vc/pp)

#### Request for disability support

If you have a disability which may affect your learning (e.g. vision, hearing impairment, health, mobility) please provide official supporting documentation (in English) about the nature of your disability. It is important that this information is provided as early as possible, especially if you have a disability which requires complex support, to enable us to assess the University's ability to assist you. For more information on documentation required and services see [www.griffith.edu.au/ua/aa/ss/equity/](http://www.griffith.edu.au/ua/aa/ss/equity/)

#### Students arriving late

Students must arrive no later than the commencing Monday of their program. Students who arrive after this day will not be accepted.

I wish to apply for enrolment at Griffith English Language Institute, I have read and understood and agree to the Enrolment Policy and Written Agreement.

.....  
**Signature** (to be signed by parent/guardian if student is under 18 years of age)

.....  
**Name** (please print in English)

.....  
**Date**

#### Send application form to:

Institut Ranke-Heinemann  
Theresiengasse 32  
1180 Wien  
Österreich  
Tel.: 0043-1-4060224  
[wien@ranke-heinemann.at](mailto:wien@ranke-heinemann.at)  
[www.ranke-heinemann.at](http://www.ranke-heinemann.at)

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[www.ranke-heinemann.de](http://www.ranke-heinemann.de)

### Entry Requirements

Some programs have entry requirements. Please visit [www.griffith.edu.au/geli](http://www.griffith.edu.au/geli) for more information.

### GELI closed - Public holidays

25 Dec 2009 - 3 Jan 2010	Christmas/New Year
26 Jan 2010	Australia Day
2 Apr 2010	Good Friday
3 Apr 2010	Easter Saturday
5 Apr 2010	Easter Monday
26 Apr 2010	Anzac Day
3 May 2010	Labour Day
14 June 2010	Queen's Birthday
11 Aug 2010	Brisbane Show
27 Aug 2010	Gold Coast Show
25 Dec 2010 - 3 Jan 2011	Christmas/New Year

### GELI also offers

- IELTS Testing
- IELTS Preparation Workshops
- Academic and Professional Programs - customised programs for groups
- Study Tours - customised programs for groups
- TESOL In-Country Workshops - a professional development program delivered to qualified teachers in their home country
- Teacher Training - professional development for qualified English language teachers including Course in TESOL for International Test Preparation, Cambridge Delta Module Three and IELTS examiner training
- Certificate IV in TESOL (Teaching English to Speakers of Other Languages) - for those interested in becoming qualified English language teachers
- Griffith UniPrep - a three-week preparation program for students starting at Griffith University
- EnglishHELP - free English language support for all Griffith University degree program students
- Student Linx - promotes social and cultural interaction between all Griffith University degree program students

### Contact details

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### Checklist

1. Complete and sign application form
2. Email, fax or post application form and English test results (if applicable) to Institut Ranke-Heinemann
3. Receive your letter of offer
4. Accept offer by paying fees or providing evidence of sponsorship
5. GELI will send you a Confirmation of Enrolment (eCOE)
6. Apply for visa