

Griffith English Language Institute (GELI) 2009 ELICOS Application Form

Program Dates

General English (Gold Coast)

Intakes every 2 weeks (See page 4)

General English (Brisbane) and English for Academic Purposes (Brisbane and Gold Coast)

Start	End
12 Jan 09	13 Feb 09
23 Feb 09	27 Mar 09
30 Mar 09	1 May 09
11 May 09	12 Jun 09
15 Jun 09	17 Jul 09
27 Jul 09	28 Aug 09
31 Aug 09	2 Oct 09
12 Oct 09	13 Nov 09
16 Nov 09	18 Dec 09

Direct Entry Program (Brisbane and Gold Coast)

Start	End
30 Mar 09	12 Jun 09
11 May 09	17 Jul 09
12 Oct 09	18 Dec 09
16 Nov 09	12 Feb 10

English Test Preparation (Brisbane and Gold Coast)

Start	End
11 May 09	17 Jul 09
16 Nov 09	12 Feb 10

Mixed English and Academic Program (Brisbane)

To apply visit www.griffith.edu.au/geli

Start	End
23 Feb 09	13 Jun 09 <small>Saturday</small>
22 Jun 09	10 Oct 09 <small>Saturday</small>
19 Oct 09	11 Feb 10

Cambridge BEC Vantage (Brisbane)

Start	End
30 Mar 09	5 Jun 09
28 Sep 09	4 Dec 09

Fees

Tuition

Enrolment	AUD\$150
Tuition	AUD\$310/week
Direct Entry Program	AUD\$335/week

Homestay Brisbane

Placement	AUD\$235
Weekly fee	AUD\$225/week
Surcharges may apply (e.g. special diet, cancellation fees)	

Homestay Gold Coast

Placement	AUD\$220
Weekly fee	AUD\$225/week
Surcharges may apply (e.g. special diet, cancellation fees)	

Airport transfer to Brisbane

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

Airport transfer to Gold Coast

AUD\$150

Overseas Student Health Cover

3 months	AUD\$95
6 months	AUD\$190
9 months	AUD\$285
12 months	AUD\$380

For more information visit www.griffith.edu.au/geli

Important Information

Orientation

Compulsory orientation and placement tests are on Thursdays and Fridays prior to start dates for all programs except General English Gold Coast.

General English Gold Coast orientation and placement tests are on Fridays prior to start dates.

General English (Brisbane) and English for Academic Purposes (Brisbane and Gold Coast) course break weeks

Start	End
16 Feb 09	20 Feb 09
4 May 09	8 May 09
20 Jul 09	24 Jul 09
5 Oct 09	9 Oct 09

GELI closed - Public holidays

26 Jan 09	Australia Day
10 Apr 09	Good Friday
13 Apr 09	Easter Monday
4 May 09	Labour Day
8 June 09	Queen's Birthday
12 Aug 09	Brisbane Show
28 Aug 09	Gold Coast Show
25 Dec 09 - 3 Jan 10	Christmas/ New Year

Other GELI programs

- IELTS preparation and testing
- Academic and Professional Programs (short courses)
- TESOL In-country Workshops
- International University Studies with Professional Internship (English immersion semester)
- Aviation English



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
.....
.....

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Australian address
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.....

.....

.....

Mobile no.
.....

Facsimile no.
.....

Telephone no.
.....

Email
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.....

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

Institut Ranke-Heinemann Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Universitätsstrasse 11 1010 Wien Österreich Tel.: 0043-1-4060224 wien@ranke-heinemann.at www.ranke-heinemann.at
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berlin@ranke-heinemann.de
www.ranke-heinemann.de



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 the centre'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. 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

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

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. 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

Request for disability support

If you have any disability which may affect your learning (e.g. vision, health, mobility) you should provide early advice so the university may assist you. Please attach additional information on a separate sheet. For further information about disability services at Griffith University please visit www.griffith.edu.au/ins/disability.

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 Schnutenhausstrasse 44 45136 Essen Deutschland Tel.: 0049-201-252552 info@ranke-heinemann.de www.ranke-heinemann.de	Institut Ranke-Heinemann Universitätsstrasse 11 1010 Wien Österreich Tel.: 0043-1-4060224 wien@ranke-heinemann.at www.ranke-heinemann.at
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More Information

Entry Requirements

Direct Entry Program (DEP) (Brisbane and Gold Coast)

Students must qualify to enrol in DEP. Entry is based on the following IELTS/TOEFL iBT scores:

Degree entry	DEP Entry IELTS Score	DEP Entry TOEFL iBT Score
6	5.5 No sub-score below 5.0 (only one sub-score at 5.0 - not writing)	69 (no sub-score less than 17)
6.5	6.0 No sub-score below 5.5 (only one sub-score at 5.5 - not writing)	79 (no sub-score less than 19)
7	6.5 No sub-score below 6.0 (only one sub-score at 6.0 - not writing)	88 (no sub-score less than 21)

- Students without the required IELTS/TOEFL iBT scores will have to pass a GELI entry test to enrol in DEP.
- Students must successfully complete the entire DEP program to enter directly into their degree.
- IELTS/ISLPR/TOEFL iBT scores must have been achieved within one year prior to the DEP start date requested.
- One IELTS or one TOEFL iBT test score may be combined with one ISLPR test score provided the overall score has been achieved in ONE of the test results submitted.
- Combinations of two IELTS or two TOEFL iBT test scores are not accepted.
- Students must complete orientation or they will not be allowed to start DEP.

Program Dates

General English (Gold Coast)

Start
19 Jan 09
2 Feb 09
16 Feb 09
2 Mar 09
16 Mar 09
30 Mar 09
14 Apr 09 (Tuesday)
27 Apr 09
11 May 09
25 May 09
9 Jun 09 (Tuesday)
22 Jun 09
6 Jul 09
27 Jul 09
10 Aug 09
24 Aug 09
7 Sep 09
21 Sep 09
5 Oct 09
19 Oct 09
2 Nov 09
16 Nov 09
30 Nov 09

Checklist

1. Complete and sign application form
2. Email, fax or post application form 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

Contact Details

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Why study at GELI?

- High-quality English language instruction
- Supportive teachers and staff
- Excellent facilities
- Weekly social and cultural activities
- Free English language support for students throughout their degree program with Griffith University