

Griffith English Language Institute (GELI)

2015 Application Form

English Language Courses

Start Dates

General English (GE)
English for Academic Purposes (EAP)
English Test Preparation (ETP)
High School Preparation (HSP)

Location: Brisbane and Gold Coast

Duration: 5-weekly periods

Commencement dates

- Monday 5 January 2015
- Monday 9 February 2015
- Monday 16 March 2015
- Monday 20 April 2015
- Monday 25 May 2015
- Monday 29 June 2015
- Monday 3 August 2015
- Monday 7 September 2015
- Monday 12 October 2015
- Monday 16 November 2015

UniPrep

Location: Brisbane and Gold Coast

Duration: 3 weeks

- Monday 2 February 2015
- Monday 29 June 2015

DEP Preparation (DEP Prep)

Location: Brisbane and Gold Coast

Duration: 5 weeks

- Monday 9 February 2015
- Monday 16 March 2015
- Monday 7 September 2015
- Monday 12 October 2015

All programs 20 hours per week PLUS an additional 5 hours (minimum) of independent learning.

Direct Entry Program (DEP)

Location: Brisbane and Gold Coast

Duration: 10 weeks

- Monday 16 March 2015
- Monday 20 April 2015
- Monday 12 October 2015
- Monday 16 November 2015

GELI also offers

- IELTS Testing
- Group Teaching Programs
- TESOL Teacher Training
- Study Tours

English language support for Griffith University degree program students

- **UniPrep:** An intensive 3-week academic language and learning course for successful transition to university studies in English.
- **English Language Enhancement Course (ELEC):** A 10 credit point course taken as part of an international student's undergraduate degree in their first semester of enrolment.
- **Postgraduate English Language Enhancement (PELE):** Adjunct tutorials embedded in targeted courses for postgraduate coursework students (pilot program).
- **EnglishHELP:** Free English language support for all students with English as an additional language via individual/small group consultations and workshops.
- **Student Linx:** Social activities and community events to build ties across languages and cultures.
- **IELTS4grads:** a 50% reimbursement of the IELTS Academic Test available to students completing a full Griffith degree.

Fees

Enrolment fee AUD\$200

Tuition fees

General English (GE)	AUD\$380/week
English for Academic Purposes (EAP)	AUD\$380/week
English Test Preparation (ETP)	AUD\$380/week
DEP Preparation	AUD\$400/week
Direct Entry Program (DEP)	AUD\$400/week
Griffith UniPrep	AUD\$1,140
High School Preparation	AUD\$450/week

Homestay

Placement \$220 (incl. GST)
Weekly fee From \$180-\$270

Visit griffith.edu.au/homestay/students/fees-and-charges for package details.

Please note: surcharges may apply (e.g. special diet, cancellation fees).

Airport transfers

Visit griffith.edu.au/homestay/apply-for-homestay to arrange airport pickup from Brisbane or Coolangatta airport.

Overseas Student Health Cover

Length of cover required is based on the duration of the visa. Please visit oshcallianzassistance.com.au for a quote.

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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
.....
.....
.....

Australian address
.....
.....
.....

Home telephone no.
.....

Mobile no.
.....

Email
.....

We may use your mobile phone number and personal email to send you information about your program and suggestions on how to improve your English language learning prior to commencing at GELI. If you are applying through an agent, all information relating to your application will be sent to your agent.

3. English language program you wish to study

Name of program
.....

Brisbane Gold Coast

Number of weeks
.....

Start date
.....

4. English language proficiency

Do you hold an IELTS, ISLPR, TOEFL or PTE (Academic) Certificate of English proficiency? (Must not be older than 1 year from program start date)

Yes (Score Report Number):..... No
Please attach certified copy of results. You may be asked to produce the original documents.

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

You are required to have cover for the duration of your visa.

Single Dual Family Multi Family

6. Visa information

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

7. Have you ever had a visa application rejected?

No
 Yes, please provide details below
.....
.....

8. Medical condition or disability

No
 Yes, please provide support requirements and supporting documents
.....
.....

9. Agent information

Agency name
.....

Country
.....

Address
.....
.....
.....

Contact person
.....

Phone
.....

Email
.....

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Refund Policy:

Important: – A Program of Study is considered to be the period of English study (ELICOS) covered by an electronic Confirmation of Enrolment. For non-student visa holders, a Program of Study refers to the dates indicated on the letter of offer. A Program of Study may be for one or more study periods.

- All requests for refund must be made on the Change to Enrolment form.
- **Refunds will not be granted after a Program of Study has commenced.**
- A refund (if approved) will be paid within four weeks of receiving the written request from the student. The refund will be paid to the student unless the student gives written approval to pay another person. If the payment was made with a credit card, any refund due will be credited to the original credit card where possible. Any exchange rate differences, if the original credit card is issued overseas, will be borne by the credit card cardholder.
- A full refund of tuition fees within 14 days of original commencement date of program will be made if a program is fully booked or cancelled.
- A full refund will be provided within 28 days after written notification that the student is unable to obtain a student visa. Evidence in writing is required.
- If a student cancels their enrolment in a Program of Study more than 28 days before the program commencement date, GELI will refund 75% of the tuition fee paid less any fees and charges incurred.
- If a student cancels their enrolment in a Program of Study less than 28 days before the program commencement date, GELI will refund 50% of the tuition fee paid less any fees and charges incurred.
- The Enrolment Fee is non-refundable.
- Students have the right to appeal decisions made under the refund policy and to access the 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 Telephone 07 3005 7000, toll free (outside Brisbane): 1800 068 908 or email: ombudsman@ombudsman.qld.gov.au
Department of Justice and Attorney-General: Dispute Resolution Branch – Department of Justice and Attorney-General: Telephone 07 3239 6269, toll free (outside Brisbane) 1800 017 288 or email: SEQ.DRC@justice.qld.gov.au
- Students are not eligible for a refund on tuition fees for the period of approved leave or tuition fees paid for future enrolment. Paid tuition fees will be transferred to a future GELI ELICOS or English language program.

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.
- if I change my address/contact details I must notify GELI immediately.
- by providing my personal email address on the application form I am giving permission to GELI to use this to communicate with me on any matters relating to my application and enrolment at GELI.
- some programs require written proof of a pre-requisite level of English for entry.
- it is my responsibility to provide original documentary evidence of my current English language level (if required) or qualifications.
- if I have a current English Language Proficiency Test result (acceptable to GELI) I will be offered a place in a program based on this result.
- if I do not have a current English Language Proficiency Test result (acceptable to GELI) I will be tested on commencement of my program and placed in a class at the appropriate English language level.
- I must successfully complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.
- my enrolment may be suspended or cancelled on the grounds of unsatisfactory academic performance, misconduct, or unsatisfactory attendance as well as non-payment of tuition fees.
- I must attend at least 80% of my Program of Study and that if I fail to do so I will be reported to the Australian Department of Immigration and Border Protection (DIBP).
- if my enrolment is deferred, suspended or cancelled this may result in my Confirmation of Enrolment being cancelled and my student visa cancelled.
- I am fully responsible for my education and living expenses while studying at Griffith University.
- fees may increase and living expenses in Australia may be higher than in my home country. I confirm that I am liable to meet these costs and 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 made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager, pursuant to obligations under the ESOS Act 2000 and the National Code.
- if sponsored, Griffith University is required to produce details of my progress to my sponsoring body on request.
- this agreement and my right to access Griffith's internal appeal processes does not remove my right to take further action under Australia's consumer protection laws.
- if I am under the age of 18 years, GELI may contact my parents/guardians if they are concerned for my welfare.

Transfer Policy:

- 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. Refer to conditions in point 3.
- If student tuition fees are approved for transfer to another Australian institution, GELI will transfer the program fees directly to the institution, less a charge of 20% of the cancelled portion of fees paid to GELI, less any other outstanding fees and charges.
- Transfer conditions are in accordance with government requirements.
- Fourteen days written notice is given prior to the commencement date of an ELICOS program.

Leave of Absence Policy:

Student visa holder: Applies for all Griffith English Language Institute (GELI) programs with the exception of the Direct Entry Program Preparation and Direct Entry Program. Leave will not be approved once a student has commenced the Direct Entry Program Preparation or the Direct Entry Program.

Students may apply for a period of 5 weeks leave after 20 weeks of continuous study. The start and end date of approved leave must correspond with the start and end date of a GELI 5-week English language program.

Students must apply in writing a minimum of 10 working days prior to the commencement of the requested leave period. The request must be submitted on the GELI Application for Leave of Absence form, giving full reasons for the request. The request will be assessed and the outcome advised in writing. Students must continue to attend class until notified of the outcome of the application.

Leave may also be approved under compassionate or compelling circumstances as defined by the ESOS Act and National Code & National Code Explanatory Guide, ELICOS Sector Compliance Guide, 2007. If leave is approved under these conditions the student's eCoE will be noted on PRISMS as "Leave of Absence".

If a student takes leave without approval or does not return on the approved re-commencement date, GELI's Attendance Policy will apply and the student will be marked absent from class until the student re-commences study. This may impact on the student's visa.

Sponsored students are required to provide written permission from the Sponsor before a leave application can be considered. Students are expected to return home during an approved leave of absence.

Under 18 Students: Leave will not be approved for students less than 18 years of age except in exceptional circumstances.

Tourist visa and working holiday visa holders: Non-student visa holders may apply for a period of 5 weeks leave. The start and end date of approved leave must correspond with the start and end date of a GELI 5-week English language program

Students must apply in writing a minimum of 10 working days prior to the commencement of the requested leave period. The request must be submitted on the GELI Application for Leave of Absence form.

Risk, Notice and Indemnity Policy:

- I understand by the nature of the activities* there is a risk that I could suffer injury or death and/or loss of or damage to my property when participating in an activity. I understand some of the activities are dangerous activities and that by participating in such activities I will be exposed to risks which include over exertion, dehydration, accidents with other participants and spectators, and accidents caused by my own actions. I acknowledge in some circumstances there may be no or inadequate facilities or equipment to provide assistance if I am injured.
- I acknowledge some activities will be conducted by Griffith and some activities will be conducted by organisations independent of Griffith.
- I acknowledge and agree that if I participate in an activity I do so voluntarily and at my own risk and I release and indemnify Griffith and its staff from any claims, causes of action of any nature whatsoever which may be made by me or on my behalf or made by other persons which are connected to or arise out of any injury, loss, damage or death caused to me or my property as a result of my participation in an activity whether due to negligence or breach of agreement or any other cause whatsoever.
- If I become aware at any time of any health condition or impairment or other reason which may cause me to suffer injury or death while participating in the activity I agree to withdraw from participating in the activity.
- I give permission for Griffith to obtain medical assistance when considered necessary.
- I agree to give Griffith prior notice (if possible by the Thursday before the activity is due to commence), of any health or other reasons which may require Griffith to provide to me specific assistance or to meet special requirements (including special dietary requirements) with my participation in the activity.
- If I withdraw from an activity, I acknowledge a full refund will be given only if I notify Griffith in writing before 4.30pm on the Thursday before the activity is due to commence. An activity may be postponed by Griffith without a refund. However, if the activity is cancelled by Griffith a full refund will be given.

*All Cultural, Social, Sporting and other activities offered by Griffith which includes activities conducted by Griffith and external organisations whether conducted outdoors or indoors such as public festivals; private gatherings; physical contact and/or endurance sports such as soccer, surfing and ice skating; excursions such as overnight treks or whale watching; workshops; fundraisers and/or volunteering opportunities. A more detailed list of the type of activities which may be offered by Griffith is contained in the Orientation Pack which will be made available during Orientation.

Photo Release Policy:

- I give permission to Griffith employees or Tour Operators working with Griffith to photograph me and use any image of me to promote Griffith and Griffith activities.
- I acknowledge that all right, title and interest in or relating to any image of me taken by or on behalf of Griffith, belongs to Griffith absolutely for its own use.
- I release Griffith from any claim by me, or on my behalf, arising out of Griffith use of any photograph of me.

I agree:

- to abide by the regulations, conditions of admission and enrolment at Griffith University and Griffith English Language Institute (GELI).
- that I have read and understood the published program information applicable to the program/s and that I have sufficient information to accept my offer.
- 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. Australian government departments and OSHC provider.
- to permit Griffith University to release my final academic results to Queensland Institute of Business Technology (QIBT) if I am on a pathway to a QIBT program.
- that I am responsible for payment of all fees applicable to the program, including fee changes as I progress to other GELI programs that attract a different fee.
- that I am responsible for payment of all fees applicable to the replacement of my textbook if I lose or damage the textbook.
- that I have read and understood the Refund Policy, Transfer Policy, Leave of Absence Policy, the Risk, Notice and Indemnity Policy, and the Photo Release Policy.
- to notify GELI if there is any change to the information I have given in this application.

Declaration

- I have read and understood the information on this application form.
- I declare that the information I have supplied on this form is correct and complete.
- I wish to apply for enrolment at Griffith English Language Institute.

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

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

.....
Date

Privacy Policy: - Griffith English Language Institute collects, stores and uses personal information only 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: griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan

Send application form to:

Brisbane

griffith-english@griffith.edu.au
Fax: +61 7 3735 7090

Gold Coast

griffith-english@griffith.edu.au
Fax: +61 7 5552 7500

Orientation

Compulsory orientation and placement test details will be on your Letter of Offer.

Application and Enrolment Process

1. Complete and sign this application form (or apply online at griffith.edu.au/geli)
2. Email, fax or post application form and English test results (if applicable) to GELI
3. Receive your Letter of Offer AND an Enrolment Agreement for you to sign and return
4. Accept your offer by paying fees or providing evidence of sponsorship
5. GELI will send you an Acceptance Letter confirming your course place together with a Confirmation of Enrolment (eCOE) if you are applying for a student visa.

Entry Requirements

Some programs have entry requirements. Please refer to the English Language entry requirements at griffith.edu.au/degree-career-finder for the program in which you are interested.

GELI closed - Public holidays

25 Dec 2014 - 2 Jan 2015	Christmas/New Year
26 January 2015	Australia Day
3 April 2015	Good Friday
6 April 2015	Easter Monday
8 June 2015	Queen's Birthday
12 August 2015	Brisbane Show (Brisbane only)
28 August 2015	Gold Coast Show (Gold Coast only)
5 October 2015	Labour Day
25 Dec 2015 - 1 Jan 2016	Christmas/New Year

Contact details

Brisbane

International Building (M14)
176 Messines Ridge Road,
Mt Gravatt, Queensland 4122
AUSTRALIA
Telephone: +61 7 3735 7089
Facsimile: +61 7 3735 7090
griffith-english@griffith.edu.au

Gold Coast

International Building (G52)
Parklands Drive,
Southport, Queensland 4222
AUSTRALIA
Telephone: +61 7 5552 7555
Facsimile: +61 7 5552 7500
griffith-english@griffith.edu.au

We look forward to welcoming you at GELI
griffith.edu.au/geli