



# North Sydney English College

Caprock International Pty Ltd t/a North Sydney English College (Established in 2002 )  
ABN Number: (70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)  
Campus: Level 1 499 Kent Street, Sydney, NSW 2000  
Tel: +61 2 8263 1200  
Web: [www.northsydneycollege.com.au](http://www.northsydneycollege.com.au) Email: [info@northsydneycollege.com.au](mailto:info@northsydneycollege.com.au)

## WHY CHOOSE NORTH SYDNEY ENGLISH COLLEGE

Why study in Australia?

Sydney, Australia is one of the most attractive and beautiful English speaking cities in the world. The Harbour Bridge, Opera House, magnificent golden beaches and fresh, clean air ... While living and studying in Australia; you will understand why Sydney is the ideal place for your career development.

You can:

Learn English from everyday life.  
Enjoy a safe and fascinating environment.

We are located in Sydney Central Business District. There are many shopping malls, cinemas, libraries and excellent access by train or bus.

Why study at North Sydney English College?

NORTH SYDNEY ENGLISH COLLEGE is an excellent choice because we offer:  
High quality of English courses instructed by qualified and experienced teachers.

Facilities:

- Computer Language Centre
- Study Library
- Student common area
- A friendly and effective student support system, starting from your arrival at Sydney International Airport.

Various out-of-school activities: there is the opportunity to take part in a range of social activities planned by North Sydney English College, including weekend excursions, sports, discussion groups and movie watching group activities. This will make your time in Sydney all the more enjoyable and rewarding.

## Come and join us!

For more information please contact administration office:

Level 1, 499 Kent Street, Sydney, NSW 2000 Australia

Tel: +61 2 8263 1200

Email: [info@northsydneycollege.com.au](mailto:info@northsydneycollege.com.au)

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## Location

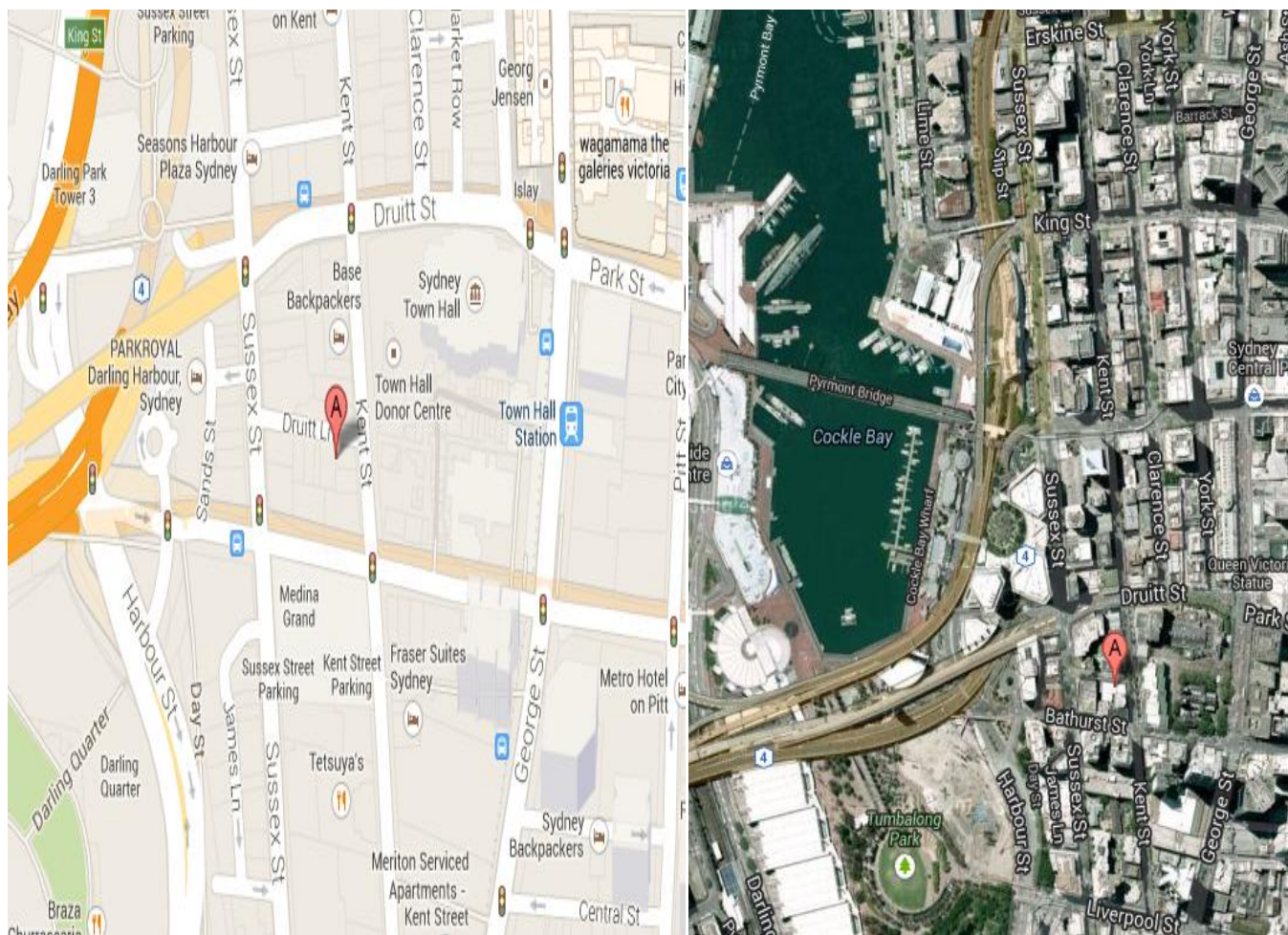
We are located in the Sydney CBD which is a safe and convenient area.

### Kent Street Campus

Level 1, 499 Kent Street,  
Sydney, NSW 2000

Programs delivered: General English, IELTS Preparation, Preparation for The Cambridge First Certificate in English Course (FCE) and English for Academic Purposes (EAP).

Map (from Google Maps):





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## *General English Course (course code 052687M) temporary online delivery*

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The General English Course aims to develop students' social practical communication skills in terms of four English skills: listening, speaking and pronunciation, reading and writing including grammar.

The General English course is a 20 hour/week course designed to give students the opportunity for rapid progress in all facets of the English language. Classes are structured from beginner through advanced.

Morning and evening classes are available. We teach students grammar, writing, pronunciation, and other basic skills. These lessons correspond with conversation class, where students can use the skills they have learned in a more practical, casual setting. Conversation classes will vary in theme, so students can use a broad range of useful vocabulary.

**Duration:** 4-72 weeks, depending on level

**Testing:** Students take a placement test on arrival and are placed in a class based on the test results. They will also receive a student orientation introducing the rules; such as North Sydney English College's strict English only policy. Students will be given progress tests to help them evaluate their performance. Classroom performance is also monitored and further recommendations are made on areas requiring attention and ways further progress could be made. Throughout a month, students are tested on Speaking, Listening, Reading and Writing.

**Levels:**

- Beginner English
- Elementary English
- Pre-Intermediate English
- Intermediate English
- Upper Intermediate English
- Advanced English

**Further study:** Students who complete our general English courses at an intermediate level will be able to undertake educational or vocational courses. Students wishing to take IELTS preparation should have finished an intermediate level course.

Students will be able to receive a College Certificate of proficiency at the completion of their course and a Statement of Attendance.

## *IELTS PREPARATION COURSE (course code 065462K) temporary online delivery*

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IELTS Preparation Program consists of two different modules: General Module and Academic Module. The IELTS Preparation course is a 20 hour/week course designed to prepare students to undertake the IELTS English test. Students who wish to enroll in the program should demonstrate at least an intermediate level of English skills. The IELTS preparation course aims to:

- Familiarise students with all elements of the IELTS test.
- Provide test taking strategies to maximize student band scores.
- Assist students to achieve the band score they need.

**Duration:** 10 weeks, depending on level

**Testing:** On entering the college the student will be given a placement test to determine whether he/she is ready to join an IELTS class and in which areas of the test he/she needs to pay particular attention. Throughout the course students' progress will be monitored with materials similar to those used in the real test.

**Level:** Intermediate level



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## *English for Academic Purposes (COURSE CODE 031671D) temporary online delivery*

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**Course Duration:** The English for Academic Purposes course (EAP) runs in 12-week cycles

**Study Type:** Full time student visa (20 contact hours a week), working holiday visa, tourist & other non-student visa.

**Course Aim:** The program is designed to improve English language skills and academic study techniques of students.

**Duration:** 12 weeks

**Course Outline:** The EAP course is designed to focus on preparing students for study in an English-speaking country, including: listening and note taking; seminar presentation and discussion skills; speed reading; academic writing; library and internet use; university level vocabulary; preparation for English proficiency examination; academic culture of Australian universities; research techniques; critical thinking; essay writing.

**Levels:**

Upper Intermediate English

Advanced English

**Completion:** On completion of their EAP course our students are awarded a certificate, which grades their language level in the four key language skills. The grades relate to detailed descriptors explaining the student's capabilities and learning needs

## *English for Business (COURSE CODE 054489A) temporary online delivery*

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**Course Duration:** The English for Business course runs in 12 week cycles.

**Study Type:** Full time student visa (20 contact hours a week), working holiday visa, tourist & other non-student visa.

**Course Aim:** The program is designed to prepare students who want to study business courses locally and need to improve their English to be able to join and participate successfully in business courses. The course is also designed to prepare students to use English successfully in a business environment.

**Duration:** 12-24 weeks

**Course Outline:** Students will learn key vocabulary for the area of business and be able to understand and write business documents and communicate in business situations.

Skills include face to face communication, telephone and presentation skills, understanding and writing business communication including letters, emails, meeting minutes, reports and graphs.

**Levels:**

Intermediate

Upper Intermediate

**Completion:** On completion of their English for Business course our students are awarded a certificate, which grades their language level in the four key language skills. The grades relate to detailed descriptors explaining the student's capabilities and learning needs

## *Preparation for the Cambridge First Certificate in English Course (course code: 052688K) temporary online delivery*

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**Preparation for the Cambridge First Certificate in English Course :** runs over a 12-week cycle.

**Study Type:** Full time student visa (20 contact hours a week), working holiday visa, tourist & other non-student visa.



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**Course Aim:** The program is designed to improve English language skills and familiarise students with all elements of the Cambridge First Certificate in English test.

You will learn :

- To converse fluently in English with correct sentence structure.
- Common topics covering a larger vocabulary.
- How to write better essays, reports etc.
- Exam tips to help students with the exam.

**Levels:** Has achieved Intermediate English or above

**Duration:** 12 weeks

**Completion:** On completion of their Cambridge First Certificate in English course our students are awarded a certificate, which grades their language level in the four key language skills. The grades relate to detailed descriptors explaining the student's capabilities and learning needs.

## *Orientation(temporality online due to Covid -19)*

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*\*\*Mondays 10am and 3pm*

### **Orientation**

On the first day at nsec, you will receive by email orientation information. The orientation information contains information covering an online placement test & new student arrival details for you to fill in and return by email. Once received you will receive an online meeting interview is done by the college to officially invite you to our college. Remember that at North Sydney English College, we have a Student Services Officer to help you with any part of your stay to ensure that you are completely satisfied and happy studying with us.

## *Pre-Enrolment Information for Students*

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### **Accommodation and leaving expenses**

An international single student living in Sydney requires approximately AU\$20,292 to AU\$21,041 for living expenses each year (Australian Education International) Note: This figure does not include tuition fees.

Remember that your cost of living in Sydney will vary according to your lifestyle. For example, eating out at restaurants all the time will increase your living costs a lot, as will driving a car (you will have to pay for petrol, registration, maintenance and insurance, as well as the car itself).

### **Suggested weekly budget**

- Accommodation \$150 to \$350 (for a room in a shared house or apartment)
- Food A\$50 to A\$120
- Public transport A\$30 to A\$50

### **Accommodation options for students:**

1. **Homestay** – Homestay services provide an opportunity to stay with an Australian family and experience the Australian culture and lifestyle. If you need a homestay, you need at least 4 weeks before the arrival date to arrange it. Minimum Stay is 4 weeks; for homestay fees please refer to the pricelist, fees includes meals, laundry, your own room and student desk are provided.
2. **Student House** – Student accommodation is located on the outskirts of the Sydney central business district in quiet and leafy suburban streets, only minutes from public transport and local shopping facilities and for about 20-30 minutes average travel time from the heart of the city. All houses are completely furnished with quality inclusions, and equipped with everything that one would need to feel safe and comfortable in a share accommodation, such as:
  - Fully equipped kitchen including fridges, a microwave, a toaster, plates, cups, cutlery and cookware,
  - High speed Internet connection with shared computer for free use and also with wireless option,
  - TV, DVD player and HI-FI system,
  - Washing machine.



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Twin share rooms with free bed linen, clock-radio and bedside lamp in all rooms. To book student house you need at least 2 weeks before arrival date. Minimum Stay is 4 weeks; for fees please refer to the pricelist.

- 3. Hostel accommodation** is a popular option for international students, especially in the first months of their arrival. A small, furnished room is provided with access to a shared bathroom, laundry, lounge and recreational activities. Some hostels also provide computer access. It is recommended that students considering Hostel accommodation options look at two or three properties prior to making a decision. Many hostels are privately run and as such come under the Rooming House Act. Please note, if the student signs a lease, they are covered by the Residential Tenancies Act.
- 4. Apartment/flat rental** varies greatly in cost and conditions. For long term arrangements, it is strongly advised that the student is familiar with the suburb or area. For purposes of bond payment and moving arrangements the student must be available to sign agreements. For this reason international students are advised to secure short term accommodation upon arrival so that flat and apartment hunting may be started after they have settled in and begun to seek out areas they would like to live in.

## Student Visa Requirements

All students should be aware of the following student visa requirements:

- you must be enrolled as a full-time student at all times (for 20 hours per week)
- you must leave Australia when your studies are complete and/or when their visa expires
- you must make satisfactory academic progress and meet attendance requirements (of 80%).
- you must meet the costs of Overseas Student Health Cover for the period of their enrolment. You can arrange this with the College, who can provide you a list of health care providers to choose from.
- you must provide the College with your address in Australia and a local telephone number on which you are able to be contacted.
- you cannot transfer to another institution within the first six (6) months of your arrival in Australia, or if your program is of less than six months duration, you must remain at the College for the duration of their program. The College may approve in exceptional circumstances a transfer which does not meet this rule.
- you must ensure that any school-aged dependants accompanying you to Australia attend school. Students will be required to pay full school fees for dependants enrolled in either a government or non-government school. Visit [www.det.nsw.edu.au](http://www.det.nsw.edu.au) for more information.
- For more information about visa conditions visit [www.immi.gov.au](http://www.immi.gov.au) or [www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)

## Education of accompanying dependents

If you come to Australia as an overseas student on a student visa, you should be aware that you will be required to pay full fees for any of your school-aged dependants who accompany you and who are enrolled in either a government or non-government school in Australia. Information about the enrolment and fees for temporary visa holders and dependants of overseas students may be obtained from:

NSW Department of Education and Training  
Level 6, 770 George Street, Sydney NSW 2001  
Phone: (61) 1300 300 229 (local call)

Website: [http://www.schools.nsw.edu.au/gotoschool/intnl\\_students/index.php](http://www.schools.nsw.edu.au/gotoschool/intnl_students/index.php)

The following publications are available at the above website:

- Enrolment of Permanent Residents and Temporary Visa Holders in New South Wales Government Schools: Guidelines for Schools (July 2001)
- Enrolment of Temporary Visa Holders in New South Wales Government Schools: Information and Application Package (July 2001)
- Enrolment of Temporary Visa Holders in NSW Government Schools (brochure)  
For lodgement of applications and all correspondence post to:  
Temporary Visa Holders Unit  
NSW Department of Education and Training  
Locked Bag 4, Wollongong NSW 2520  
Phone (61) 1300 300 229 (local call)  
For information on enrolment and fees for full fee paying overseas students contact:  
International Business Unit  
NSW Department of Education and Training  
Level 2, 770 George Street Sydney NSW 2000  
Phone: (612) 9217 4801

## Overseas Student Health Cover



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All international visitors to Australia under a student visa are required by law to have Overseas Student Health Cover (OSHC). Students are required to pay for this cover prior to arriving in Australia. Students are covered by the OSHC from the day they arrive in Australia, until the end date of their visa.

- On enrolment all international students must pay a fee for health insurance in accordance with the length of their course.
- You can arrange the Overseas Student Health Cover yourself, or the college can assist you with various health providers.

## ESOS Framework

The following is from information provided by Australian Education International (AEI) ([www.aei.gov.au](http://www.aei.gov.au))

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code 2007.

Read the ESOS Framework about international students fact sheet or see link;

[https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014\(2\).pdf](https://internationaleducation.gov.au/Regulatory-Information/Documents/ESOSFrameworkfactsheetfinaldraft9May2014(2).pdf)

## Protection for overseas students

As an overseas student on a student visa, you must study with an education provider and in a course that can be found on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) at <http://cricos.deewr.gov.au>. CRICOS registration guarantees that the course and the education provider at which you study meet the high standards necessary for overseas students.

Please check carefully that the details of your course – including its location – match the information on CRICOS.

## Your rights

The ESOS framework protects your rights, including:

- Your right to receive, before enrolling, current and accurate information about the courses, fees, modes of study and other information from your provider and your provider's agent. If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.
- Your right to sign a written agreement with your provider before or as you pay fees, setting out the services to be provided, fees payable and information about refunds of course money. You should keep a copy of your written agreement.
- Your right to get the education you paid for. The ESOS framework includes consumer protection that will allow you to receive a refund or to be placed in another course if your provider is unable to teach your course.

The ESOS framework sets out the standards Australian education providers offering education services to overseas students must obey. These standards cover a range of information you have a right to know and services that must be offered, including:

- orientation and access to support services to help you study and adjust to life in Australia
- who the contact officer or officers is for overseas students
- if you can apply for RPL (Recognition of Prior Learning) and or Course Credit
- when your enrolment can be deferred, suspended or cancelled
- what your provider's requirements are for satisfactory progress in the courses you study and what support is available if you are not progressing well
- if attendance will be monitored for your course, and a complaints and appeals process.
- One of the standards does not allow another education provider to enroll a student who wants to transfer to another course, but has not completed six months of the final course of study you plan to undertake in Australia. If you want to transfer beforehand you need your provider's permission.
- If you are under 18, to ensure your safety, you will be granted a visa only if there are arrangements in place for your accommodation, support and welfare.

## Your responsibilities

As an overseas student on a student visa, you have responsibilities to:

- satisfy your student visa conditions
- maintain your Overseas Student Health Cover (OSHC) for the period of your stay
- meet the terms of the written agreement with your education provider
- inform your provider if you change your address
- maintain satisfactory course progress
- if attendance is recorded for your course, follow your provider's attendance policy, and
- if you are under 18, maintain your approved accommodation, support and general welfare arrangements.



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## Contact details

For information about	Who to contact	How
Policies and procedures that affect you	Student Services Officer	Level 1, 499-501 Kent Street Sydney NSW 2000 Ph: (02) 8263 1255 Email: <a href="mailto:studentservices@northsydneycollege.com.au">studentservices@northsydneycollege.com.au</a> Web: <a href="http://www.northsydneycollege.com.au">www.northsydneycollege.com.au</a>
Your ESOS rights and responsibilities	Department of home affairs	ESOS Helpline: 1300 615 262 Website: <a href="http://www.homeaffairs.gov.au/">www.homeaffairs.gov.au/</a>
Your Visa matters	Department of home affairs	Website: <a href="http://www.homeaffairs.gov.au/">www.homeaffairs.gov.au/</a> Phone 131 881 in Australia
Orientation session on the first day	Student Services Officer (Monday 10am, 3pm)	Level 1, 499-501 Kent Street Sydney NSW 2000 Ph: (02) 8263 1255 Email: <a href="mailto:studentservices@northsydneycollege.com.au">studentservices@northsydneycollege.com.au</a> Web: <a href="http://www.northsydneycollege.com.au">www.northsydneycollege.com.au</a>

Telephone (main): +61 2 8263 1200

Website: [www.northsydneycollege.com.au](http://www.northsydneycollege.com.au)

E-mail: [info@northsydneycollege.com.au](mailto:info@northsydneycollege.com.au)

24 Hour emergency contact: +61 4 38 878 423

## Deferral, Suspension or Cancellation of Enrolment Policy

Under certain limited circumstances, a student's enrolment may be deferred, suspended or cancelled. A student's enrolment can be deferred, suspended or cancelled by NORTH SYDNEY ENGLISH COLLEGE or by the student. Deferral means to delay the commencement of a course. Suspension means the temporary postponement of enrolment during a course. Cancellation means termination of enrolment in a course

### Deferral, suspension or cancellation by a student

Students who wish to defer, suspend or cancel enrolment can apply to do so only if the course in which they were enrolled is unavailable, their visa is delayed or there are compassionate or compelling circumstances. Compassionate or compelling circumstances are usually beyond the control of the student and have an impact on the student's course progress or the student's well-being. Compassionate or compelling circumstances include:

- serious injury or illness, supported by a medical certificate which states that the student was or will be unable to attend classes bereavement of close family members such as parents or grandparents
- major political upheaval or natural disaster in the home country, requiring emergency travel which has had an impact on the student's studies
- traumatic experiences such as the being a victim of, being involved in, or witnessing, a serious crime

### Effect of deferral, suspension or cancellation of enrolment on a student's visa

Deferral, suspension or cancellation of an enrolment is likely to have an effect on a student's visa. Students should contact the nearest DIBP office or refer to [www.immi.gov.au](http://www.immi.gov.au) for further information. All deferrals, suspensions and cancellations of enrolment are notified to DIBP via the PRISMS system and all documentation about the deferral, suspension or cancellation of a student is filed in the student's file.

## Deferrals, suspensions or cancellations by North Sydney English College

### Deferral

North Sydney English College may defer the commencement of a course if the course is not offered.

### Suspension





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North Sydney English College may suspend a student for misconduct, under circumstances where the student

- has been in breach of North Sydney English College's rule
- is in breach of enrolment conditions
- is assessed as providing a threat to the well-being of other students or staff

If the suspension of a student's enrolment will result in the student being unable to complete the course within the course duration as specified on the eCoE, the student must apply for a course extension using the application for course extension. The student will be advised to check with the nearest DIBP office for information about the impact of the extension of the course on the student's visa.

## Cancellation

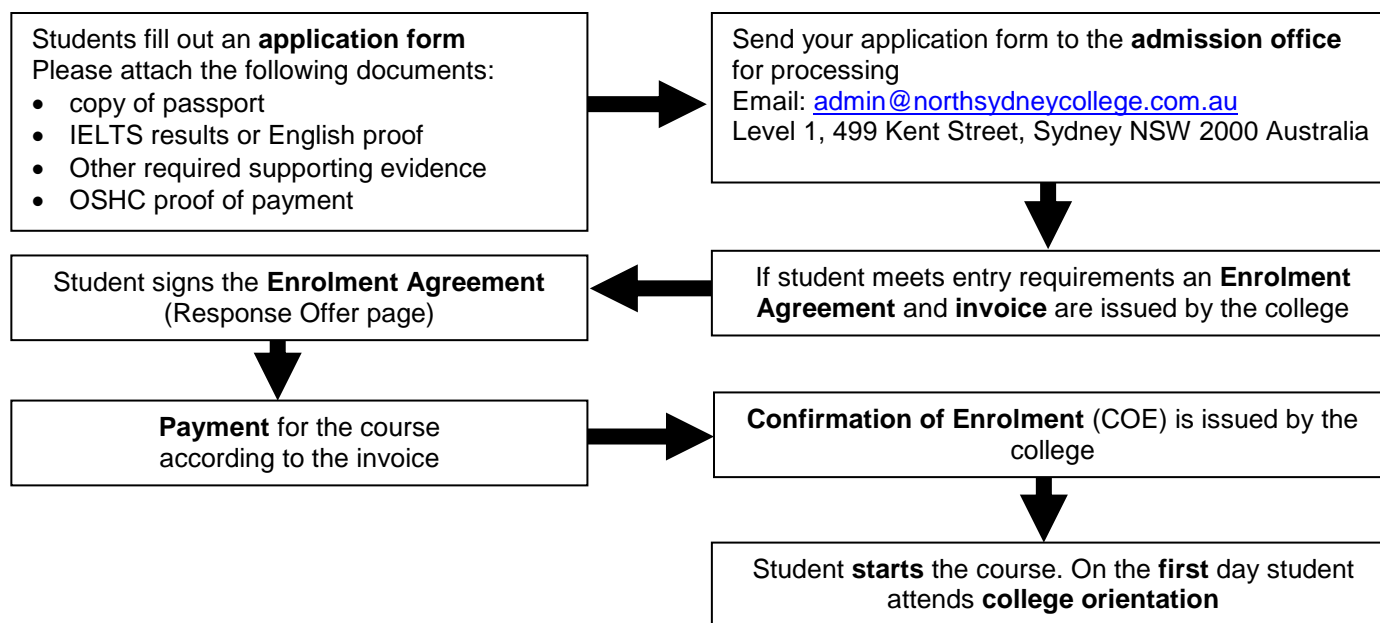
North Sydney English College may cancel the enrolment of a student if the student:

- is in breach of enrolment conditions
- has been in breach of a North Sydney English College rule
- is assessed by the Principal as providing a threat to the well-being of other students or staff
- has being assessed as behaving in a way such as to constitute serious misconduct
- fails to meet the requirements of the course progress policy
- fails to pay tuition fees
- fails to re-enrol

## Notice of intention to defer, suspend or cancel enrolment

Where a suspension is initiated by North Sydney English College, the student will receive a notice of intention to suspend enrolment. In each case, the notice will clearly identify that the student will be given 20 working days to access the North Sydney English College's internal complaints and appeals process. If an appeal is lodged, North Sydney English College will maintain the student's enrolment until the internal appeals process is complete.

## Enrolment Process



Balance of tuition fees must be paid on time as per your invoice. If fees are not received on time, student cannot attend class until fees are paid. (Student will be reported to Australian Immigration Office for non-payment of fees)

Note: Prior to enrolment, student should receive the following information:

- Colour College Brochure
- Pre enrolment information pack
- Student Handbook



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## College Facilities

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Our classrooms are modern, well lit and insulated against outside noise or interference from other classes, air-conditioned and have windows. They are fitted with sufficient power points, teacher and student furniture.

### General facilities for students include:

- Language Assistance
- Computer Labs
- Care and Counseling
- Social Programs
- Accommodation Options
- Free Internet
- Student Lounge and Lunch Area

### Counseling

Counseling provided by our qualified student counselor is available to those studying at the College, on matters ranging from private concerns to living or academic issues.

## Student Services

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### Social Activities

Social activities are an important part of studying at North Sydney English College.

Regular class field trips provide a chance for students to use their English in very real and social situations.

For example:

- A day at the Beach
- Sydney Aquarium and Taronga zoo
- Social tennis

### Student Services

Student Services Department provide following help for students:

- Orientation Sessions (Friday at 10am and 3pm)
- OSHC (Overseas Student Health Cover) information
- Assist students to apply for Tax File Number
- Help with accommodation and general enquiries
- Students event program

### Orientation

On the first day at North Sydney English College, you will attend an orientation session and be issued with a copy of the orientation presentation. This will make your entry to the college comfortable and give you a good understanding of the College policies, as well as your rights and obligations. All English students will do a placement test. The orientation presentation

contains detailed information covering all aspects of your course and living in Sydney.

Remember that at NSEC, we have a Student Services Officer to help you with any part of your stay to ensure that you are completely satisfied and happy studying with us.



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## PROGRAM DETAILS AND SCHEDULE OF FEES (ALL PRICES IN AUSTRALIAN DOLLARS)

CRICOS CODE	Course Details	Duration	Enrolment Fee	Tuition Fee**
<b>English Programs</b>				
052687M	General English	4-72 weeks	\$200	\$320/week
065462K	IELTS Preparation	10 weeks	\$200	\$384/week
031671D	English for Academic Purposes (EAP)	12 weeks	\$200	\$320/week
054489A	English for Business	12-24weeks	\$200	\$250/week
052688K	Preparation for the Cambridge First Certificate in English Course (FCE )	12 weeks	\$200	\$320/week
<b>Other Services &amp; Fees (arranged on request only)</b>				
<b>Service Provided</b>		<b>Price</b>		
Airport pickup fee		\$160-\$180		
Accommodation placement fee		\$220-\$240		
Reinstatement of enrolment after cancellation		\$200		
Copy/Printing		\$0.20/page		
Replacement ID card		\$10		
Printing of ELICOS course certificate or academic transcript (Older than 6 months from completion)		\$50		
Change of Course		\$100		
Change of Class Shift		\$100 Admin fee + Any difference in shift price		
Cancellation fee charged if after commencement		\$500		
If fees are overdue, students may be reported to Immigration (Department of Home Affairs) for non-payment of fees		\$100 Late payment fee + \$50/week there after		
Text book/Material fee (General English course)		\$10/week (max. \$400)		
Material/Resource fee (IELTS/FCE/EAP course)		\$100 flat fee/course		
Administration fee for additional CoE per course (more than 3) i.e. 4 <sup>th</sup> 5 <sup>th</sup> etc.		\$100		
<b>ENROLMENT FEE</b>		<b>\$200</b>		
<b>INTAKE DATES – English Programs</b>				
English Programs (General English, IELTS Preparation, EAP)		Every Monday, except Public Holidays		
Preparation for the Cambridge First Certificate in English Course (FCE )		2020: <b>06/01*</b> , 03/02, 02/03, <b>30/03*</b> , 04/05, 01/06, <b>29/06*</b> , 27/07, 24/08, <b>21/09*</b> , 19/10, 16/11 *Recommended Intake Dates		
<b>Timetable (temporary online delivery )</b>				
<i>Morning timetable</i>		<i>Afternoon timetable</i>		<i>Evening timetable</i>
8:15am – 12:30pm Mon-Fri		12:45pm – 5:00pm Mon-Fri		5:15pm – 9:30pm Mon-Fri

**Note:** The prices are subject to change without prior notice. To obtain the most up to date information on the courses available and associated costs please call the college or your marketing representative. On your first day at the college (ELICOS students only) you need to buy your text books from the school or at Abbeys Bookstore (10% discount rate for our students).

Caprock International Pty Ltd t/a North Sydney English College (ABN Number: 70 060 771 566)



# North Sydney English College

Caprock International Pty Ltd t/a North Sydney English College (Established in 2002 )  
ABN Number: (70 060 771 566) (CRICOS Provider Number: 01942A) (RTO Number: 7017)  
Campus: Level 1 499 Kent Street, Sydney, NSW 2000  
Tel: +61 2 8263 1200  
Web: [www.northsydneycollege.com.au](http://www.northsydneycollege.com.au) Email: [info@northsydneycollege.com.au](mailto:info@northsydneycollege.com.au)

## APPLICATION FORM PERSONAL DETAILS

\*mandatory

Family name\*: \_\_\_\_\_ Given name\*: \_\_\_\_\_

Date of birth\*: \_\_\_\_/\_\_\_\_/\_\_\_\_ Country of birth\*: \_\_\_\_\_ Gender\* :  Male  Female

Country of citizenship\*: \_\_\_\_\_ Passport number\*: \_\_\_\_\_

Australian Visa Number: \_\_\_\_\_ Where will you apply for the visa?\*:  Australia  Overseas

Type of visa\*:  Student  Tourist  Student with dependant  Other: \_\_\_\_\_

Email\*: \_\_\_\_\_ Mobile\*: \_\_\_\_\_

Unit Number\* : \_\_\_\_\_ Street Number & Name\*: \_\_\_\_\_

Suburb\*: \_\_\_\_\_ State\*: \_\_\_\_\_ Postcode\* : \_\_\_\_\_

Address Overseas\* : \_\_\_\_\_ Country\* : \_\_\_\_\_

Do you have any disability, special needs or current health problem?  Yes  No

Do you want NSEC to arrange your OSHC?  Yes  No

## EDUCATIONAL DETAILS

Current English Level?  Beginner  Elementary  Pre-Intermediate  Intermediate  Upper-Intermediate  Advanced

Have you taken TOEFL / IELTS / other English Test? Yes  No  Score: \_\_\_\_\_ Date test taken: \_\_\_\_\_

Please provide certified copy of any English proficiency examinations undertaken. IELTS 5.0 or above, is an entry requirement for all Vocational courses.

What is the highest level of education that you have completed?  Bachelor  Advanced Diploma  Diploma  Certificate IV  Certificate III  Other Education <sup>(circle 1)</sup>

Proposed future studies:  Vocational College  TAFE  University Undergraduate  University Postgraduate

Name of the Institution \_\_\_\_\_ Course commencement date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ELICOS COURSES ( temporary online delivery)

### Timetable for General English, IELTS, EAP and FCE

Morning classes  
Monday - Friday  
08:15am - 12.30 pm

Afternoon classes  
Monday - Friday  
12:45am - 5.00 pm

Evening classes  
Monday - Friday  
05:15pm - 9.30 pm

### GENERAL ENGLISH

(Teaching hours: 20hrs/week)

(course duration 4 - 72 weeks )

Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ weeks morning (M)  afternoon (A)  evening (E)

### IELTS PREPARATION COURSE

(course duration 10 weeks )

Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ weeks morning (M)  evening (E)

### ENGLISH FOR ACADEMIC PUROPSES

(course duration 12 weeks )

Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ weeks evening (E)

### PREPARATION FOR THE CAMBRIDGE FIRST CERTIFICATE IN ENGLISH COURSE ( FCE )

(course duration 12 weeks )

Start date: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_\_ weeks morning (M)

## BANK DETAILS

ANZ Bank Australia Branch:  
410 Oxford Street,  
Bondi Junction  
NSW 2022,  
Australia

CAPROCK INTERNATIONAL PTY LTD  
NORTH SYDNEY ENGLISH COLLEGE  
BSB: 012-241  
Account Number: 438637583  
SWIFT Code: ANZBAU3M

## REFERRAL

How did you hear about us?

Internet  NSEC Website  Friend  Other

Education Agency\*: \_\_\_\_\_

Consellor Name \*: \_\_\_\_\_

## PAYMENT DETAILS

## METHOD OF PAYMENT

Do you wish pay 100% of tuition up front?  Yes  No

CASH  CREDIT CARD  BANK DEPOSIT

CHEQUE  INTERNATIONAL MONEY ORDER

Note: Please make sure you refer the specific entry requirements that apply to the course you are enrolling in.  
For courses that are more than 25 weeks you are not required to pay more than 50% of tuition fees up front,  
but you may volunteer to do so.

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## REFUND POLICY

1. Enrolment Fee, Administration Fee, credit card transaction fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not.
2. A \$500 fee is payable for administering course cancellation after course commencement.
3. Where a student has cancelled prior to commencement a fee of \$150 is charged for processing the refund (except in visa rejection cases).
4. An administrative charge of \$100 is made to vary an application e.g. Change of Start Date, Change of Course, Additional CoEs/instalments (4th, 5th etc.)
5. If your application for a visa to study in Australia is rejected before the commencement date of the course and the College receives notification in writing and a copy of the Australian Embassy rejection letter, a full refund of all pre-paid Tuition fees minus the lesser of \$500 or 5% of all pre-paid Tuition fees will be paid. This excludes all non-refundable fees listed under item 1. If you commence a course at the College and subsequently your visa application is rejected, a refund of the portion of the Tuition fees which you have paid but for which tuition has not yet been received will be refunded. Proof of refusal letter must be provided no later than 4 weeks after refusal date, otherwise normal cancellation fees may be charged.
6. Student Default: No refund will be made if a student:
  - has given false or misleading information
  - fails to comply with the conditions of enrolment at the College
  - is in breach of their visa requirements as imposed by the Australian Government
  - withdraws after the commencement date of the course
7. Student Withdrawal: If you give written notice of your intention to withdraw from a course, all pre-paid Tuition fees will be refunded, minus an administration charge of \$150 and a cancellation fee, calculated as a percentage of the total pre-paid Tuition fees as follows:
  - 40 days or more before the commencement date, tuition fees will be refunded less a cancellation fee of 15%.
  - more than 5 days before the commencement date, tuition fees will be refunded less a cancellation fee of 30%.
  - less than 5 days before course commencement date, tuition fees will be refunded less a cancellation fee of 45%.Refund procedures:
  - You must complete the Refund Application Form.
  - Your refund will be processed within 4 weeks of receipt of your completed refund application if it includes all the required documents.Note:
  - Fees for additional services not covered in this Enrolment Agreement with North Sydney English College and directly paid to Education Agents by students are not covered by this refund policy.
  - Refunds will be paid directly to the student who entered into the Enrolment Agreement with North Sydney English College.
  - Bank charges are deducted for overseas refunds made by electronic transfer.
  - A written statement will be provided to the student to explain how the refund is calculated.
8. Where 2 or more courses are packaged, the conditions apply to all elements. Note that for packaged courses the course start date is taken to be the start date of the first course.
9. Commencement of the course is defined as the course start date in the first Application form submitted by the student or agent and not subsequent changes to the starting date.
10. Course and other Fees are not transferable to another student or institution but may be transferred to another course within North Sydney English College at the discretion of the College.
11. Any approved refunds are made payable to and sent to the student, in the country of origin as applicable in Australian dollars.
12. Provider Default: In the unlikely event that North Sydney English College is unable to deliver your course in full, starting from the agreed date, you will be offered a full refund within 2 weeks after the default date. This would include course cancellation due to low enrolments. If North Sydney English College is unable to provide a refund or place a student in a suitable alternate course the Tuition Protection Service (TPS) will offer students a suitable alternate place with another provider or refund the student the unused portion of the prepaid tuition fees. For more information, visit <https://tps.gov.au/StaticContent/Get/Faqs>
13. This refund policy applies to all tuition fees paid to the college and includes any tuition fees paid to an education agent to be remitted to the College.
14. All refund considerations will be strictly limited to the monies paid, which North Sydney English College has received from the student as tuition fees only i.e. exclusive of all non-refundable fees listed under item 1.
15. This agreement, and right to make complaints and seek appeals of decisions and action under various processes, does not affect the right of the student to take action under Australian Consumer Law if the Australian Consumer Law applies. <http://www.australia.gov.au/information-and-services/public-safety-and-law/consumer-protection>

### STUDENT DECLARATION

I have fully read and understood the College's terms and conditions including the refund and cancellation policy and I agree to abide by them.

Student's signature

Date: