



General English

CRICOS Course Code: 089469E
 APEX Institute of Education Pty Ltd.
 CRICOS Provider No: 03156M

PRE-ENROLMENT INFORMATION FOR INTERNATIONAL STUDENTS

Course Name	General English
CRICOS Course Code	089469E
Duration	1 - 50 weeks
Location	Sydney Campus (Levels 2&3 22-26 Goulburn Street Sydney NSW 2000 Australia)
Entry Requirement	Students must be at least 18 years old There are no other specific entry requirements
Levels	<ul style="list-style-type: none"> • Elementary • Pre-intermediate • Intermediate • Upper Intermediate • Advanced
Delivery Mode	Students attend 20 hours per week. All classes are face-to-face
Course Introduction	<p>AIE's GE course offers a highly effective, contemporary style of English Language Teaching using research-based teaching methods and an exciting textbook and resources proven in the industry. The curriculum uses the very latest ideas about effective teaching to satisfy clients' expectations of high quality learning and assessment systems.</p> <p>This General English curriculum provides learners with the natural English language skills for starting or further developing a new English-language dimension for their personal, business and cultural purposes. It does this by enabling learners to:</p> <ol style="list-style-type: none"> 1. practice listening, speaking, reading and writing to enjoy opportunities to communicate generally at a stage-appropriate level 2. gain knowledge and skills for successful pronunciation control 3. adopt effective vocabulary learning strategies 4. build interactional skills for real-life conversation 5. build up an individual <i>Learner Portfolio</i> <p>At AIE we believe that learners should enjoy their learning experience so as to encourage them to continue developing themselves further with the access to cultural resources the English language offers.</p> <p>Learners will be tested on arrival so that they can be placed in class suitable for their English proficiency level. During the course a number of assessment methods are used, including:</p> <ul style="list-style-type: none"> • In-class participation • Homework tasks

	<ul style="list-style-type: none"> • Formal and informal class tests • Interview with a staff member • Research assignments • Completion of computer assisted language learning (CALL) and online language tasks • Participation in group activities <p>Students receive continuous feedback from their teachers about the progress and regular written reports.</p>																														
Course Timetable	<p>Availability of classes are subject to sufficient student numbers</p> <p style="text-align: center;">AM Shift</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Time</th> <th style="width: 15%;">Monday</th> <th style="width: 15%;">Tuesday</th> <th style="width: 15%;">Wednesday</th> <th style="width: 15%;">Thursday</th> </tr> </thead> <tbody> <tr> <td>8:45am to 10:45am</td> <td>Session 1</td> <td>Session 1</td> <td>Session 1</td> <td>Session 1</td> </tr> <tr> <td colspan="5" style="text-align: center;">Morning Tea Break 10:45am to 11:00am</td> </tr> <tr> <td>11:00am to 1:00pm</td> <td>Session 2</td> <td>Session 2</td> <td>Session 2</td> <td>Session 2</td> </tr> <tr> <td colspan="5" style="text-align: center;">Lunch Break 1:00pm to 1:30pm</td> </tr> <tr> <td>1:30pm to 2:30pm</td> <td>Session 3</td> <td>Session 3</td> <td>Session 3</td> <td>Session 3</td> </tr> </tbody> </table>	Time	Monday	Tuesday	Wednesday	Thursday	8:45am to 10:45am	Session 1	Session 1	Session 1	Session 1	Morning Tea Break 10:45am to 11:00am					11:00am to 1:00pm	Session 2	Session 2	Session 2	Session 2	Lunch Break 1:00pm to 1:30pm					1:30pm to 2:30pm	Session 3	Session 3	Session 3	Session 3
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Protection of fees paid in advance	Pre-paid tuition fees paid by international students are protected through Tuition Protection Service (TPS) (visit www.tps.gov.au)																														
Tuition Fees	AUD \$290 per week	Compulsory																													
Enrolment fee	AUD \$250 (non-refundable)	Compulsory																													
Text books	Each GE level book costs approximately AUD \$65 Students at Apex must buy a copy of the course book, Cutting Edge, for their level. Apex will tell them which level they need after they have done the Placement Test on their first day. Students can buy the course book from the college.	Compulsory																													
Material fee	\$50 (charged if you enrol for 10 or less weeks)	If applicable																													
Other fees and charges	Airport transfer charge: \$150 (one side only) Tuition fee late payment charges: \$100 per week Student ID card replacement: \$10 Certificate replacement fee: \$200 CoE Administration fee: \$200 (if changes to CoE requested) Letters urgent request: \$30 per letter (issued on the same day)	If applicable																													
Overseas Student Health Cover	As an International Student, it is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the entire duration of your stay in Australia. OSHC gives you access to out of hospital and in hospital medical services to help you maintain your health. For the latest fees and other important information on OSHC please visit www.medibank.com.au or www.bupa.com.au																														
Refunds Policy	<p>Fees</p> <p>All fees must be paid by the due date to avoid penalties and other sanctions such as precluding from attending classes, submitting assessments and receiving documents. Penalties apply for fees received after due dates. All fees must be paid in Australian dollars only. AIE reserves the right to review its fees regularly and may change its fees</p>																														

during student's enrolment. Students can pay full fees if they wish to, but they are not required to pay more than 50 percent upfront if the course duration is more than 25 weeks.

Refunds in case of student default

1. Student default may occur when:
 - a) The student does not start the course on the agreed course start date (and has not previously withdrawn); or
 - b) The student withdraws from the course either before or after the agreed course start date; or
 - c) AIE refuses to provide or continue providing the course due to:
 - i. student's misbehaviour; or
 - ii. failure to pay required fees to undertake the course; or
 - iii. student breaching his/her visa conditions
2. When student withdraws from course prior to 28 days of the course start date, AIE refunds the total amount received prior to the default day less:
 - a) 25% of the tuition fees received
 - b) Enrolment fee
 - c) Accommodation booking fee
 - d) Airport pickup fee
 - e) Any other costs incurred by the AIE on behalf of student
3. No refunds will be provided when:
 - a) student withdraws from the course within 28 days of the course start date
 - b) student defaults or decides to change provider after commencing the course
 - c) Student defers his/her course to a later date
 - d) Student abandons his/her course after starting for whatever reason
4. Refunds (if any) will be provided to the student within 4 weeks after receiving the refund claim with relevant supporting evidence
5. Refunds (if any) will be deposited into the authorised account notified by the student on refund form

Refunds in cases of student visa refusal

1. This applies when the student was refused a student visa and as a consequence fails to start on the agreed starting day or withdraws from the course after student has already commenced the course.
2. Refunds will be calculated as per the Education Services for Overseas Students (Calculation of Refund) Specification 2014 (<https://aei.gov.au>)
3. Refunds (if any) will be provided to the student within 4 weeks after receiving the refund claim with relevant supporting evidence
4. Refunds (if any) will be deposited into the authorised account notified by the student on refund form

Refunds in case of AIE default

1. This applies when AIE fails to start to provide the course to the student on the agreed starting day; or the course ceases to be provided to the student at any time after it starts but before it is completed; and the student has not withdrawn from the course before the AIE's default.
2. AIE may arrange for a suitable alternative placement within 14 days after the default day. If the student accepts this offer of a placement, student needs to sign an acceptance document.
5. Alternatively, if AIE is unable to offer a suitable alternative placement or student does not accept the alternative suitable placement chosen by the AIE, then AIE will pay the refund to the student, as determined by Education Services for Overseas Students (Calculation of Refund) Specification 2014 (<https://aei.gov.au>)
3. The refunds will be paid within 14 days after the default day.
4. In the event, AIE does not satisfy its obligation to an affected student, TPS

	<p>(Tuition Protection Service) Director will facilitate access for the student to course placement or refunds.</p> <p>5. Refunds (if any) will be deposited into the authorised account notified by the student on refund form</p> <p>Refunds for students who enrolled for multiple courses on a packaged offer Refunds will be processed as per the above conditions for all courses on a packaged offer.</p> <p>Process for claiming refunds Students who are requesting a refund must complete the Refund Application Form (available from our Enrolment Officer) and send it along with all supporting documents such as the visa refusal letter to Enrolments Officer, AIE, 2 Sorrell Street, Parramatta NSW 2150. Bank charges will be deducted from the refunded amount. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws.</p>
Student Support Services	AIE has appropriate student support services available to its enrolled students so that they are adjusted to their life and study at AIE and that they are supported throughout their course of study on attendance and course progress matters to enable them to complete their course successfully.
Attendance Academic Performance	Student attendance is monitored as per the AIE Monitoring Attendance Policy Student academic performance will be monitored regularly as per the AIE Course Progress and Intervention policy and procedure. Please refer to Student Handbook for more details on this policy. Student Handbook is available on our website www.apexaustralia.edu.au
Deferrals, suspensions and cancellations	AIE will not allow a student to defer commencement or suspend studies except on the grounds of illness as evidenced by a medical certificate indicating that the student cannot attend studies; or other exceptional compassionate circumstances beyond the students control e.g. bereavement or misbehaviour by the student. AIE may also suspend the student's enrolment due to student's misbehaviour AIE may cancel the student's enrolment due to student's serious misbehaviour or non-payment fees. Please refer to Student Handbook for more details on this policy. Student Handbook is available on our website www.apexaustralia.edu.au
Participant Discipline	AIE follows a participant discipline policy for the protection of the participants, staff and AIE. Actions will be taken against the participant who breaches the requirements of the Student Discipline and Code of Conduct (refer to Student Handbook available on our website www.apexaustralia.edu.au).
ESOS Description	It is recommended that students access additional information about the Education Services for Overseas Students (ESOS) Act at https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx to gain a greater understanding of rights and obligations of international students.
Obligations of bringing school aged dependants	If you are a current or intending international student, please be advised that Australian laws mandates your obligations to ensure that any school-aged dependents (in the state of New South Wales compulsory school age is when the child is of or above six (6) years and below the school leaving age which is seventeen (17) years of age. Ref: <i>NSW EDUCATION ACT 1990 - SECT 21B</i>) accompanying you must be enrolled into a school. Please visit http://www.studyinaustralia.gov.au/global/australian-education/bringing-your-children for more information on bringing children to Australia. Your options for the schooling of your school-aged dependents in the state NSW are: • Government Schools (search for a public school in NSW here https://education.nsw.gov.au/going-to-a-public-school/finding-a-public-school) • Non-Government / Independent Schools (search for an independent school in NSW here http://www.aisnsw.edu.au/Pages/SchoolFinder.aspx) School fees will be payable before your child commences studying. The fee will vary between \$8,500 - \$10,500 per year depending on the school year (or grade) of your child. Please visit http://www.decinternational.nsw.edu.au/study/schools/temporary-residents for more information.

Cost of Living	The cost of living in Sydney really depends on your lifestyle. As a guide, you will need AUD \$20,000 to \$23,000 at a minimum for living expenses for one year (covering accommodation, transport and food but not entertainment or a car). An initial cost of roughly A\$3,000 is needed to cover rental bonds, furniture, electricity and telephone and you only need to pay the rental bond once.
Local Environment and Life in Parramatta and in Sydney	<p>Arriving in Sydney AIE is located in the Sydney's CBD close to Town Hall and Central train stations. The Sydney airport trains run regularly from the airport to both these stations. Taxi services are also available from the airport.</p> <p>Location The college is located in Goulburn Street, Sydney and can be reached in less than 10 min on foot from either Town Hall or Central train stations. There is also a free shuttle bus service (route number 555) that operates along George Street. Buses also run from Town Hall and Central train stations to most suburbs in Sydney.</p> <p>Accommodation Options Sydney boasts a diverse range of accommodation options. Students may choose to live with an Australian family, in student lodging, or take on an independent apartment or rental. Whatever you choose, we suggest arranging your accommodation as early as possible. For students who have not decided where they would like to live, a minimum booking of four weeks at a Homestay will guarantee you somewhere to stay upon arrival and while you make more definite arrangements. Average weekly rent for a one bedroom unit in Sydney area is around \$300 - \$400 per week. You can search for properties by visiting www.domain.com.au or www.realestate.com.au</p> <p>Homestay Homestay, with an Australian family in a private furnished bedroom, is a great opportunity for students to improve their language skills and have an authentic cultural experience. This can be provided by Australian families who are selected by AIE through Homestay Providers List. Further information regarding the services provided by these agencies and the associated costs can be obtained from the AIE Student Support Officer.</p> <p>Entertainment & Culture Sydney has vibrant multicultural community that combines some of the most important heritage sites in Australia. Close to the college are various entertainment venues such as Sydney Entertainment Centre, Event Cinemas – George Street, Capitol Theatre and IMAX Theatre. There are also several cultural events happen in the Darling Harbour area across the year. There will always be events all year long in Sydney such as Vivid Festival, Australia Day celebrations, ANZAC Day parade and Chine New Year Festival parade just to name a few.</p> <p>Employment Students on student visas are allowed to work part-time (40 hours per fortnight) during study period and full-time hours during college breaks. Students are advised that part-time work may distract them from their studies and they should not rely on their earnings to pay tuition fees or other living expenses.</p> <p>Child Care AIE does not offer child care. Students are strongly advised to make arrangements for their children (under the school age) to be looked after while they study at AIE. Closest child care centre is: Active Kids World Square. Parents must meet the cost of child care.</p> <p>Food, Shopping and Night life George Street is home to some of Sydney's best fine dining experience. You will find Modern Australian, Thai, Indian, Vietnamese, Greek, Italian, African, Chinese, Japanese, Seafood, Mediterranean restaurants and everything in between. Westfield Shopping Centre in Pitt Street Mall, World Square Shopping Centre, Queen Victoria Building and Market City Shopping Centres are very popular shopping centres. Sydney also has enviable night life. Please visit www.sydney.com</p> <p>Climate Sydney experiences fair weather all year round with average temperatures ranging from 26°C for the warmer months and 15°C for the cooler months. Rainfall is spread</p>

evenly throughout the year and averages 1200mm with a humidity of 62%.

Summer December to February - Average: min 18°C max 26°C

Autumn March to May - Average: min 15°C max 22°C

Winter June to August - Average: min 9°C max 17°C

Spring September to November - Average: min 14°C max 22°C

Transport

Sydney is well serviced by public transport. Trains, Buses and Ferries service various parts of the Sydney. Town Hall and Central are the closest train stations. There is also a bus interchange at both Town Hall and Central. For more information on Sydney transport please visit <http://www.transportnsw.info/>

Telephone, Internet and Post

You will have free access to email at the college and there are various internet cafes located throughout Sydney CBD. The cheapest way to phone overseas is using a phone card. These are available at newsagents and convenience stores. You will need to compare different cards to see which is the cheapest for your country. If you would like a mobile phone, packages start from around A\$15 a month plus call costs for a two year contract. You can also buy a pre-paid mobile phone for about A\$100. To post a letter overseas the cost is between \$1.10 and \$2.60 through Australia Post. Parcels and freight are a lot more expensive and the cost will depend on how much you are sending and where it is going to.

International calls

0011 + country code + area code + number (country codes may be found in the telephone directory).

0012 + country code + area code + number (to find out the cost of the call immediately afterwards)

Banking

There are several banks located in Sydney CBD. A Savings Account is probably the most suitable account for students. Many shops in Australia will not accept cheques but most will take credit cards. An ATM Card can be used in most supermarkets to pay for groceries and bills.

International Student Guide

Please download the international student guide from the below website.

<http://www.cityofsydney.nsw.gov.au/community/community-support/international-students>