

## 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.
- **Postgraduate English Language Enhancement (PELE):** Adjunct tutorials embedded in targeted courses for postgraduate coursework students.
- **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-\$260

Visit [griffith.edu.au/homestay/students/fees-and-charges](http://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](http://griffith.edu.au/homestay) to arrange airport pickup from Brisbane or Coolangatta airport.

#### Overseas Student Health Cover

Length of cover required is based on the duration of visa length. Please visit [oshcallianzassistance.com.au](http://oshcallianzassistance.com.au) for a quote.

# Griffith English Language Institute (GELI) 2015 Application Form

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  
.....

## 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 or TOEFL or PTE (Academic) Certificate of English proficiency?

Yes (Score Report Number):.....  No  
Please attach certified copy of results. You may be asked to produce the original documents. (Cannot be older than 1 year from program start date).

## 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. Medical condition or disability

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

## 8. Agent information

Agency name  
.....

Country  
.....

Address  
.....  
.....

Contact person  
.....

Phone  
.....

Email  
.....

We will use your mobile phone number and personal email to send you information about your program and suggestions on how to start or 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.

### 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](http://www.griffith.edu.au/studentappeals). This agreement does not remove the right to take further action under Australia's consumer protection laws. If students need assistance from someone outside Griffith University, they may contact:  
**Queensland Ombudsman** Telephone 3005 7000, toll free (outside Brisbane): 1800 068 908 or email: [ombudsman@ombudsman.qld.gov.au](mailto:ombudsman@ombudsman.qld.gov.au)  
**Department of Justice and Attorney-General:** Dispute Resolution Branch – Department of Justice and Attorney-General: Telephone 3239 6269, toll free (outside Brisbane) 1800 017 288 or email: [SEQ.DRC@justice.qld.gov.au](mailto:SEQ.DRC@justice.qld.gov.au)

### 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 GELI's Refund Policy, Transfer Policy and Leave of Absence 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.
- 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 Citizenship (DIAC).
- 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.

### 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 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.

## Please sign on the following page

### 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.

### 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 have read and understood the Refund Policy.
- I have read and understood the Risk, Notice and Indemnity Policy.
- I have read and understood the Photo Release Policy.
- 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. <http://www.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 and Acceptance Letter confirming your course place together with a Confirmation of Enrolment (eCOE) to use if you are applying for a student visa.

## Entry Requirements for Degrees

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

## GELI closed - Public holidays

24 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	Queens's Birthday
12 August 2015	Brisbane Show (Brisbane only)
28 August 2015	Gold Coast Show (Gold Coast only)
5 October 2015	Labour Day
24 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**