



Kaplan Aspect Sydney Manly Course Descriptions and Dates 2009

Intensive English

CRICOS Course Code: 042711K

Full time English

6 levels from Elementary to Advanced. Focus on the four skills - speaking, listening, reading and writing.

Each week you receive:

- 20 lessons of General English
- 8 elective lessons
- ▲ 7 sessions of Structured Study

Vacation English

Part time English

The perfect way to combine English classes with a holiday. Practise your new language skills whilst out sightseeing during your free time!

Each week you receive:

- 20 lessons of General English

English for High School

CRICOS Course Code: 042715F

4 levels from Elementary to Upper-Intermediate. Focus on the four skills - speaking, listening, reading and writing - to prepare you for placement at a local Australian high school.

Each week you receive:

- 28 dedicated lessons of English for High School
- ▲ 7 sessions of Structured Study

Private Tuition

Private Tuition is a package of 10 one-to-one lessons (50 minutes each) focusing on specific language needs as requested by the student.

Cambridge Exam Preparation

CRICOS Course Code: 042713G

We offer a 12 week Intensive Cambridge Exam Preparation course for the Preliminary English Test (PET), First Certificate (FCE), Cambridge Advanced Exam (CAE) and Cambridge Proficiency Exam (CPE)*. Starting March 23 and September 14.

Each week you receive:

- 28 lessons of dedicated Cambridge Exam Preparation
- ▲ 7 sessions of Structured Study

* September start only

English for Academic Purposes

CRICOS Course Code: 042714G

EAP provides a solid foundation in the English language for success in the university classroom and preparation for the IELTS exam.

The course is offered at 2 levels: Upper-Intermediate (EAP 1) or at Pre-Advanced (EAP 2). Placement conditions apply.

Each week you receive:

- 28 lessons of dedicated EAP
- ▲ 7 sessions of Structured Study

Intensive English Plus

CRICOS Course Code: 042711K

For students seeking to maximise their language learning.

Each week you receive:

- 20 lessons of General English
- 8 elective lessons
- ▲ 7 sessions of Structured Study
- ◆ 4 one-to-one lessons

Each lesson is 45 minutes in length

Important Dates and Fees 2009

Every Monday:

Intensive English, Vacation English, Intensive English Plus and English for High School

Start dates for Cambridge

Finish dates for Cambridge

Start dates for English for Academic Purposes

Public Holidays and School Holidays

January							February							March							April							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
			1	2	3	4							1	30	31						1			1	2	3	4	5
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
12	13	14	15	16	17	18	19	10	11	12	13	14	15	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	27	28	29	30				

May							June							July							August						
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5	31					1	2
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30

September							October							November							December							
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
		1	2	3	4	5	6				1	2	3	4	30						1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31	1			

Course Prices and Start Dates

School provider code: 02362B

Course	Weeks	Price (AUD per wk)	Start dates
Intensive English	1-12 13-24 25-36 37+	360 350 340 320	Every Monday (or Tuesday if Monday is a public holiday)
Vacation English (Tourist/visitor/business/permanent resident/dependant visas only)	per week	310	
English for High School	per week	375	
Cambridge Exam Preparation (PET, FCE, CAE and CPE*) * September start only	12	360	Mar 23; Sep 14
English for Academic Purposes EAP 1 and EAP 2	per week	360	Mar 30; Apr 28; May 25; Jun 22; Jul 20; Aug 17; Sep 14; Oct 12; Nov 9; Dec 7
Intensive English Plus + 3 one-to-one lessons per week	per week	600	
Private Tuition (10 one-to-one lessons)		950	

Enrolment Procedures:

- Complete the Enrolment Form and send it to the College or your local representative. We will send you an Enrolment Agreement (Tax Invoice).
- Full payment of fees must be received at least 2 weeks before course commencement.
- Once payment is made, Student Visa applicants receive an electronic Confirmation of Enrolment (eCOE) to obtain a student visa.
- Make sure you allow enough time for your visa application to be processed.
- If you need Homestay or Airport Transfer, send us your flight details at least 2 weeks in advance. We will then send you your homestay details and arrange your transfer.

Administration and Accommodation

Item	Price (AUD per week)
Enrolment Fee	200
English for High School Materials Fee	1-4 wks 70 5-12 wks 120 13-24 wks 160 25-36 wks 180 37+ wks 195
Cambridge Exam Preparation Materials Fee	120
Book Deposit for all courses EXCEPT Cambridge and English for High School students	70 (fully refundable upon completion of course when book is returned to Kaplan Aspect)
Cambridge Examination Fees	PET 280 FCE 395 CAE 395 CPE 395
Accommodation Booking Fee	200
Homestay Fee (16 meals/week) Min. age 18	210 (share room) 235 (single room)
Homestay Fee (16 meals/week) For all students under 18	250 (single room)
Student Supervisor (for all students under 18)	30 (per week)
Airport Transfer (one way)	120
Overseas Student Health Cover (OSHC) (Mandatory for student visa holders)	88.50 (3 months) 177 (6 months) 265.50 (9 months) 354 (12 months)
Travel and Medical Insurance (non student visa holders) (Optional)	20 (per week)
Excursions/Activities	Pay as you go

Kaplan Aspect enrolment form



Kaplan Aspect representative information

Partner name/Contact person _____ Country _____
E-mail _____ Telephone _____ Fax _____

Student information

Family name _____ First name(s) _____ Male Female
Date of birth (d/m/y) _____ Country of birth _____
Nationality _____ Mother tongue _____
Full address _____ City _____
Postal code _____ Country _____
Telephone (home/mobile) _____ E-mail _____
Language level _____ Type of visa (if applicable) _____

School and Course information

Day course Evening course
1) School name _____ Course name _____
Start date (d/m/y) _____ Finish date (d/m/y) _____ Weeks _____

Further Studies

Will you enrol in further courses in Australia? Yes No
Course name _____ Institution _____
Do you need help arranging a place? Yes No

Accommodation

Check-in date (d/m/y) _____ Check-out date (d/m/y) _____
Do you have any special requests (eg. medical requirements, allergies, special diet, no cats/dogs)? Yes No
If yes, please specify: _____ Do you smoke? Yes No
Accommodation type Single Room Shared Homestay (for 2 students booking homestay together)

Additional services

Would you like Kaplan Aspect to arrange Travel and Medical Insurance? Yes (OSHC/student visa holders) Yes (visitor/working holiday visa holders)
 No (If not, you will need to organise your own medical insurance)
Would you like an airport transfer on arrival? Yes No On departure Yes No (Please send flight details to your Kaplan Aspect representative)

Payment

Total Amount Payable _____
Total Amount Enclosed _____
 I would like to arrange a bank transfer. Commonwealth Bank Australia, Manly 2095 NSW, BSB: 062-197, Bank Account No.: 10291013, Swift Code: CTBAAU2S
 I would like to arrange a bank draft. Please make payable to WELS (Australia) Pty Ltd
 I would like to arrange an International Telegraphic Transfer. Please make payable to WELS (Australia) Pty Ltd
 I wish to pay by credit card. Card Number (Visa/Mastercard) _____
Expiry Date (d/m/y) _____ CCV number (last 3 digits of security code on back of card) _____
Name and address of Cardholder _____
Signature of cardholder _____

Declaration

I confirm that I have read and accepted Kaplan Aspect's General Terms and Conditions detailed on page 4.
I authorise any licensed hospital or physician to initiate medical treatment for myself in case of medical emergency or for my child if he/she is under 18 years of age.
Signature _____ Date _____
Signature of parent/guardian (required if student is under 18 years old) _____ Date _____

Please return the completed form to the Kaplan Aspect booking office or to your local representative.

Terms and Conditions Australia

APPLICATION PROCESS

1. Application: Please send the signed enrolment form on page 35 to your Kaplan Aspect representative with the enrolment fee and, if applicable, the courier fee. The enrolment fees are: AUD200. Students over 18 must sign to say that they have read and agree with these terms and conditions. The parents of students under 18 must read and sign on their behalf. Your privacy is important to us. Please note that by submitting your personal data to us, you are accepting the terms described in our privacy policy, which can be found at: www.kaplanaspect.com/privacy

2. Payment deadline: All course costs must be paid in full no later than 30 days before the course starts. If a booking is made fewer than 30 days before the course starts, the fees are immediately payable. If payment in full has not been received, you will not be allowed to start your course.

3. Visa information: It is the responsibility of the student to arrange all applicable travel permits or visas and to have a valid passport.

Australia: Visa application forms (Confirmation of Enrolment) may not be issued by the school until full payment has been received and the enrolment agreement has been signed and returned.

4. Courier fees: A courier service is available at AUD75 for the purpose of sending you documentation.

5. Travel and Medical Insurance: Travel and medical insurance is compulsory at all Kaplan Aspect schools for the duration of your stay regardless of your course length. Kaplan Aspect offers a Travel and Medical Insurance plan that we advise you to take. Details of what this covers are available from your Kaplan Aspect representative. If you are not taking the Kaplan Aspect Insurance, you are required to show proof of alternative medical insurance at the school when you arrive. Kaplan Aspect insurance is compulsory for students on Internships.

Australia: The Australian government requires all students on Student Visas to join the Overseas Student Health Cover (OSHC) scheme, a health insurance plan for overseas students in Australia. Payment of AUD32/month for compulsory OSHC for the duration of the student's stay must be made before a visa can be issued.

6. Health declaration: Students must report on their application any mental or physical illness, allergy, disability or condition that may interfere with their ability to successfully complete their programme, that may impact the health and well-being of any other student or staff member, that may require monitoring, treatment or emergency intervention of any kind during the student's anticipated period of enrolment, or that may require special accommodations. Kaplan Aspect reserves the right to reject an applicant or terminate a student's enrolment in the programme if the student's continued participation represents a risk to their health and safety or to the health and safety of other students or staff, or if, notwithstanding reasonable accommodations, in the opinion of Kaplan Aspect, the student's physical or mental condition makes the student unable or unlikely to successfully complete their programme.

7. Tuition fees: Tuition fees include lessons, orientation meeting, use of computer room and internet, placement and progress testing and a Kaplan Aspect certificate on completion of the course. Kaplan Aspect reserves the right to withhold the granting of a certificate attained by a student if student fees remain outstanding.

8. Additional services: Any additional services (transfers, travel, laundry, telephone costs, excursions, medical costs, special diet, exam fees, change of accommodation and enrolment amendments) are not included in any fees unless specifically stated on a valid invoice.

9. Twin accommodation: At Kaplan Aspect's discretion, students may be required to book single room accommodation instead of twin room. Students booking share accommodation in Manly are required to book two students at a time.

10. Under 18 year olds: Kaplan Aspect delivers adult courses (except for programmes advertised as being for juniors or young learners). Therefore, students aged 16 and 17 are advised that they will be attending classes with students aged 18 and over. Under 18 year olds may be required to pay a guardian fee, live in Kaplan Aspect-approved accommodation and to book Kaplan Aspect's airport transfer service.

TERMS AND CONDITIONS

1. Rules and regulations: Kaplan Aspect students are subject to the rules and regulations governing the particular school location attended.

2. Arrivals and departures: All accommodation is booked from the Saturday or Sunday before the course start date until the Saturday morning after the course end date, unless otherwise advised. A partial week may be counted as 1 week's accommodation.

3. Late arrivals, vacations and absences: If you begin your enrolment late or are absent during your course, no refund will be made for the time missed. Periods of absence cannot be made up with a free extension of the course.

4. Meals and classes missed: No refunds or substitutions will be made for meals or classes missed due to exams, excursions,

internships, first day orientation or other obligations that fall outside the normal schedule.

5. Public holidays: Classes are normally not held and most school facilities are closed on public holidays. All published course start dates fall on a Monday. If the Monday is a public holiday, the start date will fall on a Tuesday. Compensation will not be made for classes not offered on public holidays.

6. Change fees: A minimum of 4 weeks' notice is required for any change. If you request a change of school location, course dates or accommodation type after your course has started, you will be charged a change fee of AUD75 which is payable at the time the request is made. Academic Year or Semester students cannot transfer to a different Kaplan Aspect school during term time and may only transfer once during their programme. If changing to a location where fees are lower, the difference in fees will not be refunded. If changing to a more expensive location, the difference in fees will be charged. All changes require approval of the Programme Director. You will not be charged a change fee if you extend your course. Any change of tuition resulting in a reduction in lessons will be treated as a termination and rebooking, and will thus be subject to the standard terms & conditions governing terminations (see 'Termination Policy').

8. Duration of lessons: All English lessons are 45 minutes in duration unless otherwise stated. Courses run from Monday to Friday and lessons are scheduled both in the morning and the afternoon with different shifts at various times of year.

9. Substitution policy: If, after the placement test taken on arrival at the school, a student is found to be at a level which is not appropriate for their booked course, the school reserves the right to place the student in an appropriate level class, which may have fewer lessons and a different curriculum. Students who do not have the ability to follow any course on offer may be required to terminate their studies with Kaplan Aspect. We also reserve the right to cancel courses at short notice due to insufficient demand.

10. Programme changes: Kaplan Aspect has the right to change course start dates, course curriculum and programmes at any time due to errors, omissions and circumstances beyond our control. However, in cases where the course is rescheduled prior to the start of the first course and the new date is unacceptable to the student, all fees will be refunded.

11. Prices: Kaplan Aspect has the right to change prices due to tax increases, governmental actions or other events beyond Kaplan Aspect's control. Prices are valid for courses starting in 2009.

12. Books and learning materials: All books and learning materials will be made available to students during their course. A book deposit (AUD70) may be charged at the beginning of the course. This will be refunded at the end of the course, if the books are returned in good condition. Some specialised courses may require the purchase of books.

13. Expulsion/Suspension: Any student who commits a criminal offence, violates the student conduct code or school policy, has a very poor attendance record or fails to pay an amount he or she is directly or indirectly liable to pay Kaplan Aspect in order to undertake the course, may be expelled or suspended. No refund will be given and the immigration authorities will be informed. (Western Australia: no refund for first 20 weeks of course, refund of 40% for subsequent 20 weeks and full refund thereafter.

14. Liability: Kaplan Aspect, its directors, officers, employees, affiliates and agents are not liable for damages, injuries, illnesses and violations to people or goods, unless such liability is legally imposed.

15. Force majeure: It is a basic stipulation of the agreement/contract between students and Kaplan Aspect, its affiliates or its representatives (collectively referred to as 'Kaplan Aspect'), that Kaplan Aspect is not liable in cases where Kaplan Aspect is unable to fulfil any services to which they are contractually bound because of fire, natural disaster, act of government, failure of suppliers or subcontractors, labour disputes or other reasons which are beyond their control.

16. Codes of practice: Kaplan Aspect has agreed to observe and be bound by the Australian National Code of Practice and the Educational Services for Overseas Students Act 2000 (ESOS Act 2000). Information on these Codes is available on request from Kaplan Aspect or from: www.dest.gov.au/esos

17. Australia: Aspect Education Sydney Pty Ltd, Aspect ILA Perth Pty Ltd, Access Learning Institutes Pty Ltd, International House Queensland English Language College Pty Ltd and WELS Australia Pty Ltd are trading as and referred to as Kaplan Aspect Sydney, Kaplan Aspect Perth, Kaplan Aspect Brisbane, Kaplan Aspect Cairns and Kaplan Aspect Sydney Manly. Agreement to the Kaplan Aspect Terms and Conditions does not remove the student's right to take further action under Australia's consumer protection laws, or their right to pursue other legal remedies under Australian law.

18. Student Visa Australia: Student visa holders are required to provide Kaplan Aspect with a current residential address and telephone number at all times, maintain satisfactory academic progress and attend a minimum of 80% of their course. Students who fail to show up for their enrolment or with less than 80% attendance will be reported to the Department of Immigration and Citizenship in Australia. Information collected by Kaplan Aspect which personally identifies a student and information

regarding a student's course progress may be shared with the Australian government, designated authorities, the Tuition Assurance Scheme, students' parents, Kaplan Aspect staff and representatives and the ESOS Assurance Fund Manager. This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach by the student of any visa condition. Any school-aged dependents accompanying overseas students to Australia will be required to pay full fees if they are enrolled in either a government or non-government school.

REFUND POLICY

Australia: Refunds will be paid within 14 working days. Tuition fees are covered by the ACPET OSTAS and EA TAS fund in the event that Kaplan Aspect Sydney, Perth, Brisbane, Cairns or Sydney Manly defaults.

CANCELLATION/POSTPONEMENT POLICY

'Cancellation' refers to the period up to the start date of the first course you are attending. In cases where cancellations are made in writing more than 7 days before the first course start date, or on written notification of a visa rejection and receipt of relevant supporting documentation, 100% of the tuition and accommodation fees will be refunded, but in all cases, the courier fee, accommodation placement fee (if utilised), enrolment fee and any other service charges are non-refundable. For cancellations and postponements made fewer than 7 days before the first course start date including 'no shows', tuition and accommodation fees will be refunded less one week's accommodation fee and a tuition fee of AUD240. In all cases, the courier fee, enrolment fee, accommodation placement fee and any other service charges are non-refundable.

TERMINATION POLICY

'Termination' means stopping or leaving all or part of the course or courses booked, including extensions, once the first course has started. When determining the number of weeks completed, a partial week will be counted as a whole week, provided the student was present at least one day during the scheduled week. Used weeks of discounted tuition and accommodation packages will be charged at the full brochure weekly rate when any refund is calculated. In all cases additional service charges (eg. airport transfers, courier fees, enrolment fees, medical insurance, accommodation placement fee, administrative fee etc.) are non-refundable and written notification of termination must be given to the school Principal or Director. Students who terminate their programme may not be eligible to receive a Kaplan Aspect certificate.

Tuition: Australia: No refunds will be made for tuition. Tuition fees are non-transferable to other students.

Accommodation: Students must give 4 weeks' notice in writing to the School Director/Principal. A refund will be made of 100% of the unused accommodation fee less notice period and the applicable change fee.

These Terms & Conditions may differ according to any changes in the policy of the governing body. You will be notified at the time of booking of any such changes. Any dispute, claim or other matter arising will be subject to the current laws in the destination country. In these Terms & Conditions, Kaplan Aspect refers to all Kaplan Aspect group schools in Australia.

Declaration

I confirm that I have read and accepted Kaplan Aspect's General Terms and Conditions.

I authorise any licensed hospital or physician to initiate medical treatment for myself in case of medical emergency or for my child if he/she is under 18 years of age.

Signature _____

Date _____

Signature of parent/guardian (required if student is under 18 years old)

Date _____