



Course Fees & Details

	BNE	CNS
Enrolment Fee	\$ 250	\$ 250
Material Fee	\$ 10 (p/w)	\$ 10 (p/w)
Intensive General English		
1-15 weeks	\$ 380 (p/w)	\$ 380 (p/w)
16+ weeks	\$ 360 (p/w)	\$ 360 (p/w)
Cambridge Preparation		
12 weeks course	N/A	\$ 4,890
10 weeks course	N/A	\$ 4,130
IELTS Preparation		
1-15 weeks	\$ 380 (p/w)	N/A
16+ weeks	\$ 360 (p/w)	N/A
IELTS Flexi		
1-15 weeks	\$ 450 (p/w)	N/A
16+ weeks	\$ 430 (p/w)	N/A
English + Programs + Diving	N/A	\$ 1,020
Extras		
Supervision for under 18	\$30 (p/w)	OSHC
IELTS Test	\$ 330	TAFE Pathway
Cambridge Test	\$ 330	VET Pathway

Intensive General English - 20 contact hours / week

Minimum age: 16 y.o Start date: Every Monday

Suggested start dates for beginner levels:

Feb 18th, May 13th, Aug 5th, Oct 28th

IELTS Preparation (Afternoon/Evening)/ IELTS Flexi (BNE Only)

Minimum age: 18 Start date: Every Monday

Cambridge Preparation - 25 contact hours / week

Course fee includes the Exam fee.

Minimum age: 18

Start date (12 weeks): Mar 18th, Sep 9th

Start date (10 weeks): Apr 21st, Sep 23rd

English language requirement: FCE: Upper-Int / CAE: Advanced

Book Deposit

A copy of the students' credit card will be taken on their first day at SPC, but no amount is charged upfront.

English + Programs: inquire availability & further details

Combine with General English, IELTS or Cambridge prep courses.

2019 Holidays (B - Brisbane only; C - Cairns only)

New Year's Day	Jan 1st	Labour Day	May 06th	Boxing Day	Dec 26th
Australia Day	Jan 28th	Cairns Show - C	Jul 19th		
Good Friday	Apr 19th	Ekka Festival - B	Aug 14th		
Easter Monday	Apr 22nd	Queen's Bday	Oct 7st		
ANZAC Day	Apr 25th	Christmas Day	Dec 25th		

SPC break- 1 week
From Monday, Dec 23rd
to Friday, Dec 27th 2019.

Accommodation Fees & Details

	BNE	CNS
Student Accommodation		
Placement Fee	\$250	
Weekly Fee	\$ 245 (p/w)	
(Extra night)	\$ 35 / night	
Replacement fee	\$ 100	
(to change to a different provider/location)		
Homestay		
Placement Fee	\$250	
Homestay (over 18 y.o)	\$ 315 (p/w)	
(Extra night)	\$ 45 / night	
Homestay (under 18 y.o)	\$ 385 (p/w)	
(Extra night)	\$ 55 / night	
Replacement fee	\$100	
(to change to a different provider/location)		
Airport Transfer		
One-way	\$ 110	\$ 80
Return	\$ 220	\$ 160

On-campus Dormitory (Cairns)

- Nationality mixed rooms
- All meals provided in buffet-style
- Room kit (linens, pillow & blanket) and dine kit rental
- FREE Evening Class
- Daily activities
- On-campus 24/7 support
- Use of campus facilities
- Easy access to public transport

Student Accommodation (Brisbane)

- Nationality mixed apartments
- Walking distance to Brisbane CBD
- Laundry facilities
- Room kit (linens, pillow & blanket) rental
- All kitchen appliances included
- FREE high speed WiFi Internet
- 24/7 emergency support
- Use of complex facilities
- Airport pick-up from SPC is compulsory

Homestay (over 18 y.o)

3 meals/day are provided by the host-family. Week-days lunch will be packed lunch for SPC Brisbane students and buffet-lunch is available for SPC Cairns students at on-campus cafeteria.

Homestay (under 18 y.o)

3 meals/day are provided by the host-family.
Daily pick-up to/from school is provided to SPC Cairns students.

Accommodation Deposit: copy of the students' credit card will be taken on their first day at SPC, but no amount is charged upfront. Loss or damages will be charged accordingly.

Enrolment and Payment Procedures

1. Please read the SPC Group pre-enrolment information pack available on www.spcgroup.me, including course information details and conditions of enrolment. 2. Complete this enrolment form and return to welcome@spcgroup.me. 3. SPC Group will issue a Letter of Offer (LoO) by email which includes your course details, fees owned, methods of payment, refund policy and conditions of enrolment. 4. Payment for all fees and charges must be cleared into the SPC Group bank account at least 4 weeks before the students' start date. Otherwise, the enrolment may be cancelled. If apply through a special promotion, please follow the additional conditions as it states on the promotion flyer.



English Plus Programs

+ Diving (Available in Cairns only)

PADI Open Water License
5-day course (2 days in class and 3-day/2-night liveaboard trip)
Please understand it is not recommended to fly within 48 hours after scuba diving.

Minimum age: 16 y.o

Entry requirements: placement test and completion of "Student Diver Medical Declaration". In some cases, a dive medical may be required and all costs are paid directly to the doctor.

Parent & Child Program

Price: \$ 3,400 per person
Any requests to change made after enrolment is accepted, \$50 admission fee applies.

Purpose: for parent and child who wish to enjoy Australia culture and excursions in Cairns as well as learning English at local school (Child) and SPC campus (Parent).

Program Includes: enrolment fee, tuition fee, activities, accommodation placement, accommodation for 2 weeks.

Age group: Primary School age (6-12 y.o)

Period: 2-week program

Accommodation: holiday accommodation (2 weeks) or 1 week at SPC Dormitory + 1 week at Homestay.

Start dates: please inquire to smilemaker@spcgroup.me

Holiday Junior Program

Price: \$ 1,250 per person per week
Single Homestay: extra \$ 400
Unaccompanied minor: extra \$ 200

Purpose: for student who travel to overseas for the first time and want to enjoy the Great Barrier Reef and experience with local family.

Program Includes: enrolment fee, tuition fee, activities, accommodation placement, homestay, airport pick-up & drop-off, daily transfer

Age group: 12-17 y.o

Period: 1-4 weeks

Accommodation: double placement with homestay

Start dates: please inquire to smilemaker@spcgroup.me

Local School Program

Price: \$ 3,400 per person with accommodation
\$ 2,500 per person without accommodation
Single Homestay: extra \$ 400
Unaccompanied minor: extra \$ 200

Purpose: for students who would like to experience Australia education system and study with Australian students. If you are thinking to take high school education in Australia, this is great for you.

Program Includes: enrolment fee, tuition fee, activities, accommodation placement, homestay, airport pick-up & drop-off, daily transfer.

Age group: 12-17 y.o

Period: 2-week program

Accommodation: double placement with Homestay or no accommodation arranged through SPC.

Start dates: please inquire to smilemaker@spcgroup.me

Study Tour

Price: varies according to inclusions

Purpose: to create a tour that is only for you and your group with different purposes of visits and achievement.

Program Includes: customise the program, choose how long to stay, places you would like to visit, accommodation option and let us do the rest.

Age group: customised

Period: minimum 1 week

Accommodation: homestay or SPC Dormitory (over 18 y.o only)

Start dates: please inquire to smilemaker@spcgroup.me



Program Information

Mainstream Courses

General English: ☐ BNE ☐ CNS Start date: dd/mm/yyyy Weeks: XX
 IELTS Prep.: ☐ BNE ☐ Afternoon ☐ Evening Start date: dd/mm/yyyy Weeks: XX
 IELTS Flexi: ☐ BNE Start date: dd/mm/yyyy Weeks: XX
 Cambridge FCE: ☐ CNS Start date: dd/mm/yyyy Weeks: XX
 Cambridge CAE: ☐ CNS Start date: dd/mm/yyyy Weeks: XX

Specialty Programs

Holiday Junior: ☐ CNS Start date: dd/mm/yyyy Weeks: XX
 Local School: ☐ CNS Start date: dd/mm/yyyy Weeks: XX
 Parent & Child: ☐ CNS Start date: dd/mm/yyyy Weeks: XX

Add-on / English Plus Programs

☐ + Diving (Cairns only) Start date: dd/mm/yyyy Please understand it is not recommended to fly within 48 hours after scuba diving.

Personal Information (main student)

Given Name (First Name): _____ Surname (Family Name): _____

Gender: ☐ F ☐ M Date of Birth: dd/mm/yyyy Citizenship: _____ First Language: _____

E-mail address: _____ Mobile Number: _____

Home address: _____

Emergency Contact Name: _____ Relationship: _____ Telephone: _____

Passport Number: _____ What visa are you applying to study in Australia?
☐ Visitor ☐ Working Holiday ☐ Student ☐ Other:

Child Information - If Applicable

Given Name (First Name): _____ Surname (Family Name): _____

Gender: ☐ F ☐ M Date of Birth: dd/mm/yyyy Passport Number: _____ What visa are you applying to study in Australia?
☐ Visitor ☐ Other:

Overseas Student Health Cover (OSHC) for student visa only.

If you are a student visa applicant, would you like SPC to apply for your OSHC? ☐ N ☐ Y
 If yes: ☐ Single ☐ Couple ☐ Family

Waiver for Off-campus Activities and Travel & Use of student photos and comments for advertising purposes

The applicant (or the parents),

1. I acknowledge that some courses at SPC Group will involve travel and activities undertaken off the campus of SPC Group, these activities have a special value and are designed to enhance the learning experience. In consideration of SPC Group accepting my application for enrolment, I acknowledge that I participate at my own risk in off-campus travel and off-campus activities.

2. I waive any and all claims now and in the future which I may have against SPC Group, and I indemnify and release SPC from any and all liability and agree not to sue SPC Group and its officers, employees, guides, agents and representatives for including, but not limited to personal injury, death, property damage or loss sustained by me as a result of my participation or involvement in off-campus travel and off-campus activities due to any cause whatsoever, including without limitation, negligence on the part of SPC Group or its staff.

☐ I GIVE consent to SPC Group to take and use photographs of and publish comments from me/my child.

☐ I DO NOT give consent to SPC to take and use photographs of and publish comments from me/my child. I also acknowledge, by signing this contract we will not have access to any photographs, videos or other materials involving me/my child.



Please understand that if you require accommodation with homestay, this form might be sent to the family.

Accommodation Information

Would you like SPC to arrange accommodation for you? ☐ YES ☐ NO
If yes, please specify:

Student Accomm.	<input type="checkbox"/> BNE <input type="checkbox"/> CNS	Start date: <u>dd/mm/yyyy</u>	Weeks: <u>XX</u>	Homestay (under 18 y.o)	<input type="checkbox"/> BNE <input type="checkbox"/> CNS	Start date: <u>dd/mm/yyyy</u>	Weeks: <u>XX</u>
	<input type="checkbox"/> BNE <input type="checkbox"/> CNS	Start date: <u>dd/mm/yyyy</u>	Weeks: <u>XX</u>		<input type="checkbox"/> BNE <input type="checkbox"/> CNS	Start date: <u>dd/mm/yyyy</u>	Weeks: <u>XX</u>
Homestay (over 18 y.o)	<input type="checkbox"/> BNE <input type="checkbox"/> CNS	Start date: <u>dd/mm/yyyy</u>	Weeks: <u>XX</u>	Holiday Apartment	<input type="checkbox"/> CNS	Start date: <u>dd/mm/yyyy</u>	Weeks: <u>XX</u>
	<input type="checkbox"/> BNE <input type="checkbox"/> CNS	Start date: <u>dd/mm/yyyy</u>	Weeks: <u>XX</u>				XX adults XX children

Accommodation Extras

☐ Single Placement (available for Holiday Junior and Local School Programs)

Medical & Health Conditions

Please let us know if you have any allergies to the following.

Food: _____
Animals: _____
Plants: _____
Medicine: _____
Others: _____

Do you take any medication regularly? ☐ Y ☐ N

If yes, please provide details: _____

Do you have any medical condition we should know about?
(e.g Asthma, Epilepsy etc)

☐ Y ☐ N

If yes, please provide details: _____

Do you smoke? ☐ Y ☐ N

Do you have any special request?

We cannot guarantee but will make every effort to meet your requests.

Interests & Hobbies

What do you like to do on your free time? (Optional)

Airport Transfer

Would you like SPC to arrange airport transfer for you? ☐ YES ☐ NO

☐ Pick-up Arrival date dd/mm/yyyy Arrival time hh:mm Flight Number XX1234

☐ Pick-up, but I don't have flight information yet.

☐ Drop-off Departure date dd/mm/yyyy Departure time hh:mm Flight Number XX1234

☐ Drop-off, but I don't have flight information yet.

SPC strongly recommends all students to apply travel insurance before you arrive to Australia.

For any medical, special diet or special care student to understand:

For all applicants who may require special attention/care, you/the parents must provide full information on the enrolment form and homestay form includes: vegetarian or any dietary restrictions, any allergies, special background at a school, such as truancy, bullying, autism, ADHD (attention deficit and hyperactivity disorder), aspergers, etc, physical disabilities, under a regular medication treatment. For a student under a regular medication treatment, all available documentation (prescription, direction for use, etc) should be brought together to join the program. English version is preferable. If there is a need for medical assistance, a medical certificate in English is essential. Please make sure the applicant will inform SPC staff and/or the host family as early as possible if there are any matters regarding the student's health when coming to join the program and when meeting host family. In all cases, as indicated above, SPC will take all care but no responsibility. Despite the best possible care, accident and illness can happen. Medical systems can differ from country to country. In the event of any emergency, students and the parents should understand that in Australia, students must agree to follow the Australian medical procedures

☐ The applicant/parents hereby accept that the assigned group leader, host family members, or local coordinator may act as responsible guardian for the student and may decide emergency medical treatment without personal liability.

By signing this, it indicates that you have read and agreed above procedures and accept the conditions of enrolment and all policies.

Signature of Applicant (or parent): Date: <u>dd/mm/yyyy</u>	Agent Details
--	---------------



Conditions of Enrolment

The applicant:

- understands and accepts the terms of SPC Group's refund policy;
- understands that some courses require a pre-requisite level of English language for entry;
- understands that she/he will be tested at least 80% of the course, and failing to do so will result in him/her being reported to the Australian Government (student visa holders only);
- understands that she/he must maintain approved accommodation arrangements and health cover;
- understands that there cannot be a change of school during the course without a written letter of release from SPC Group;
- has read the SPC Group policies and agrees to abide them;
- is aware that school-aged dependants accompanying him/her will be required to pay full fees at a private or government school in Australia
- understands that information collected before and during enrolment is done to meet SPC Group's obligations under the ESOS Act and the National Code 2007 as well as ensuring student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000 amended 2012, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. The information collected can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the International Student Tuition Protection Scheme (TPS) Fund Manager. In other circumstances information collected can be disclosed without consent where authorised or required by law. This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach of a student visa condition;
- agrees that SPC Group can share information about his/her course and progress with his/her parents and recruiting agent;
- acknowledges SPC Group's timetables and class locations are subject to change at any time without notice.

SPC Group Tuition Refund Policy & Guarantee

The enrolment fee is not refundable.

For General English, IELTS and Cambridge Preparation Programs

For cancellation notice given:

- at least 14 days prior to the commencement of the course, you will be refunded tuition fees and OSHC fees.
- less than 14 days prior, on or after the commencement of the course, no tuition fees will be refunded.
- due to visa refusal, tuition fees, OSHC fees and accommodation fees will be refunded as per sections 28-29 of the ESOS Act providing that proof of visa rejection has been provided to SPC Group.

For Specialty Programs

- Any changes must be made at least 6 weeks prior to the commencement by writing to SPC Administration/Staff.
- \$500 administration fee is not refundable.

For cancellation notice given:

- more than 14 days but less than 28 days prior to the program commencement date, you can be refunded 80% of total fee after \$ 500 admin fee is deducted.
- 2 weeks or less prior to the program commencement date, you will not receive any refund of the tuition fees.

No refund of tuition fees will be made where your enrolment is cancelled for any such reasons, including but, not limited to the following:

- Failure to maintain satisfactory course progress or attendance
- Failure to maintain approved accommodation arrangements and health cover
- Failure to adhere to the discipline code of SPC Group. This includes behaviour that affects the security of other students, for example, inviting outsiders into SPC Group without permission, or possessing or consuming alcohol on the premises.

In the unlikely event that SPC Group is unable to deliver your course in full, you may be offered a refund. Alternatively, you may be offered enrolment in an alternative course by SPC Group at no extra cost to you. You have the right to choose whether you would prefer a full refund of course fees, or to accept a place in another course. If SPC Group is unable to provide a refund or place you in an alternative course, the Australian Government provides an International Student Tuition Protection Service (TPS).

This will provide a refund of the tuition fees for courses that you have not received or a partial refund for courses that you have partly received. The refund amount is calculated by the TPS Director.

Applications for refunds must be received by SPC Group in writing, addressed to the Director, SPC Group. If you enrolled through an education agent, the fees will be refunded to that agent. This agreement, and the availability of complaints and appeals processes, does not circumscribe your right to pursue other legal remedies nor does this agreement remove your

right to take action under Australia's consumer protection laws. If you are concerned about the actions of SPC Group you may approach the State Authority for CRICOS Registration. In Queensland this is the Department of Education. Concerns about the product of the college should be addressed to The Senior Education Officer, Office of Non-State Education, Queensland Department of Education, PO Box 15033, City East, Brisbane, QLD 4002. Complaints must be made in writing.

SPC Group Deferral, Suspension & Cancellation Policy

The decision to defer commencement of studies or suspend an enrolment can be made by the Director of Studies. Students wishing to defer the commencement of their studies or cancel their studies must fill out the Enrolment Amendment Form at reception. The application will be returned once signed and approved by SPC Group. Students are recommended to keep a copy of the document for future references.

SPC Group may consider any suspension of a student's enrolment if SPC Group is satisfied that such circumstances exist and that are beyond the control of the student which include life threatening illness or death. Proof of the above must be provided.

SPC Group has a discretion whether to suspend a student's enrolment in response to poor/illegal behaviour etc etc or for any other reason it considers necessary.

The event of deferral or suspension of an enrolment will be reported to DIAC and may affect the status of their student visa.

If SPC Group decides to suspend a student visa enrolment where it is not at student's request, the student will have 20 working days to appeal to the SPC Group. If the appeal is not upheld or the student withdraws from the appeal process then SPC Group will report the student to DIAC. The suspension of the student's enrolment cannot take effect until the appeal process is completed unless there are extenuating circumstances relating to the student's welfare.

The appeal must be submitted in writing and addressed to the Student Services Officer. It will then be brought to the management of SPC. The appeal may take up to 60 days and during this time, appellant will be updated in writing before the final decision arrives.

Student initiated deferral or cancellation of enrolment cannot be granted retrospectively or if it was taken by the student without authorisation.

If students have taken unauthorised leave, they will be recorded as absent and will have their enrolment cancelled if their attendance falls below the student visa requirements.

If a student is unhappy with any stage of the process to defer or cancel enrolment, suspension, they should follow the SPC Group Complaints Procedure, available on SPC Group Orientation Handbook, given to students on their first day at the college.

SPC Group Accommodation Changes, Cancellation & Refund Policy

This policy applies to any student who:

- Is currently in the accommodation, or
- Has booked accommodation and commencing (check-in date) in 2 weeks or less.

Two full weeks notice: if you wish to cancel any accommodation arrangement that has been done with SPC, you must give more than two full weeks notice to receive any refund. A "full week" is calculated from the day of your arrival. For example, if you arrive on a Saturday, a full week is the following Saturday (8 days, 7 nights). Once the week has commenced, this is not included in the "two full weeks notice".

Changing accommodation: moving from student accommodation to Homestay or vice-versa is considered a cancellation of the student accommodation and a new booking for Homestay.

Changes, Cancellation and Refund Policy is as follows:

- The accommodation placement fee is not refundable.
- Accommodation refunds can only be requested through Enrolment Amendment Form during regular office hours and in writing.

For cancellation notice given:

- 2 weeks or less, you will not receive any refund.
- more than 2 weeks, refund is 80% of the accommodation fee you have paid.
- Note that fees are dependent on exchange rates and can vary from day to day and any international bank transfer fees are paid by the student.
- Refund will take up to 30 calendar days.
- If you break any of the rules, you may be asked to leave the school. In this case, your accommodation is automatically cancelled and there will be no refund of accommodation fees.
- If you have decided to change your accommodation booking, a replacement fee in addition to this Changes, Cancellation & Refund Policy will apply.

By signing this, it indicates that you have read and agreed above procedures and accept the conditions of enrolment and all policies.

Signature of Applicant (or parent):

Date: