



ASTLEY

ENGLISH COLLEGE

2018 COURSE GUIDE



A VERY WARM WELCOME

Astley is the place where English learning meets the authentic Australian experience and where you not only get to improve your language skills, but also become part of a supportive community of students and staff who are always here to look after you.



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Brooke Suzuki welcomes all new and prospective students to Astley

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is the bespoke experience we tailor for each individual student

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and some key dates to keep in mind for this academic year





Dear Students:

I am delighted to welcome our new and returning students to Astley's 2018 academic year. You fill our campus with renewed energy and excitement. With a new year come new opportunities for academic and personal growth, and we look forward to encouraging you along this journey of learning and discovery!

Conveniently located in the heart of Sydney, our college provides quality courses which nurture students to become successful communicators in English and to be well-prepared if they wish to further their studies in vocational training (VET) and Higher Education courses.

Here at Astley we believe that in order to have successful outcomes, the whole learning process should be enjoyable and meaningful.

Our campus is spacious with a friendly atmosphere. Our qualified teachers prepare engaging activities in and out of the classroom to help you reach your language goals. All of our staff members are approachable and ready to offer any assistance you may need to make your time here rewarding and worthwhile.

Through encouragement and motivation, we deliver good sound education to enable our students to develop into successful and contributing members of the community.

Make the path to your future not only fun, but also a memorable journey... Come and discover Astley English College!

Brooke Suzuki

Academic Manager

WHAT SETS US APART FROM THE CROWD



GREAT
LOCATION



EXCELLENT
TEACHERS



CARING
STAFF



INTERESTING AND
FUN LESSONS



COLLABORATIVE
LEARNING



BUSY ACTIVITY
CALENDAR



FREE EXTRA
CLASSES



EDUCATION
PATHWAYS

WHAT OUR STUDENTS SAY ABOUT US

I begin my course at Astley on 14 August 2017. Astley has a great location, the environment is very friendly and the didactics of the teaching are also great. When I finish my course, my plan is to go back to Switzerland and work with advertising.

Ricardo,
Brazil



My English course is most interesting and beneficial to me. I love new words, especially collocation. It makes me curious. The location is great and there is a library: we can borrow books and learn English through them.

Buya,
Mongolia

Astley English College is a great school. My favourite thing about Astley is the teacher quality academically. Also the human quality of the staff is good. There is great diversity of students and staff. I am very happy here!

Carlos,
Colombia



AUSTRALIA:

YOUR NEW HOME

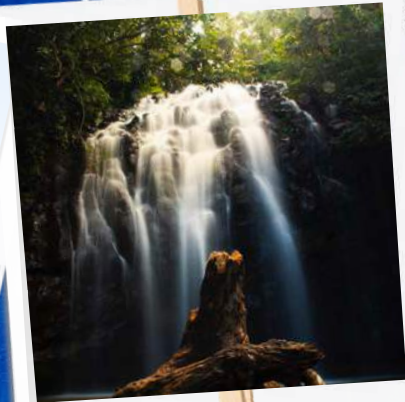




1. Perth



3. Uluru



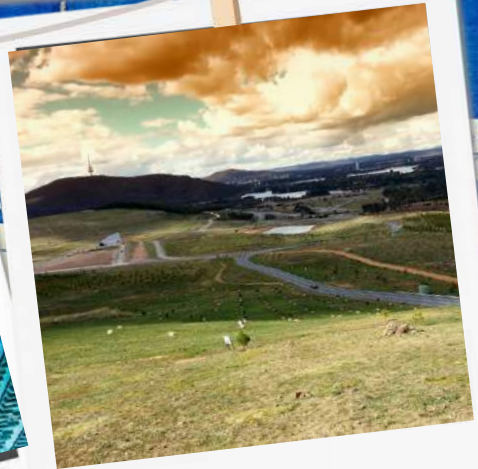
6. Cairns



7. Magnetic Island



9. Gold Coast



11. Canberra



12. Melbourne



13. Hobart



14. Kangaroo Island

SYDNEY

Welcome to Sydney, one of the happiest cities in the world... Here you will find a vibrant culture, and a landscape overspilling with architectural wonders and a wealth of cultural heritage. It's so easy to get caught up in all the instantly recognisable tourist attractions, as well as bars, theatres and shopping centres!



Why choose Sydney as a study destination?

- 📌 World-famous attractions, such as the Sydney Opera House and the Harbour Bridge
- 📌 Amazing entertainment quarters, like Darling Harbour
- 📌 Plenty of bars and clubs, and a great nightlife
- 📌 Parks and green spaces, such as the Royal Botanical Gardens
- 📌 A diverse mix of cultures with around 36% of current residents born outside of Australia
- 📌 Some of the quirkiest wildlife of the planet
- 📌 Don't forget the incredibly sunny weather!

Average cost of living in Sydney

- Accommodation: from \$250/week
- Mobile Sim card with Internet: from \$12/month
- Weekly public transport: \$61.60
- Take-away meal: from \$15
- Cinema ticket: \$22
- Gym membership: from \$13.95/week
- 1L milk: \$2
- 1L juice: \$1.20
- 500g pasta: \$1.95

ABOUT ASTLEY



Astley is a CRICOS accredited English Language school, specialising in General English and IELTS preparation. Our teachers are highly qualified and experienced, friendly and approachable. As able communicators, their focus is to ensure you learn quickly and efficiently, motivating you to achieve more. English is easier when you are having fun, which is why our classes are very interactive and focused on collaborative learning. Elective modules and special skills classes are also available to supplement the material you learnt in the classroom.

HOW TO REACH US



On foot: we are easily accessible in the CBD



By bus: there are plenty of stops in the area



By train or light rail: we are located right above Town Hall station



Sydney Airport is a 30-min train journey away, or a 25-min drive



9 classrooms



max 18 students
per class



min age to enrol
on student visa



Computer
Lab



Student
Library



Student relax area
with
70" TV

CAMPUS LIFE

We all know that language learning doesn't just happen in the classroom! Our lessons combine different materials and techniques to cover all different aspects of English, but you still need to put in practice what you learn in the real world. This is why we supplement our curriculum with exciting electives and special skill classes, to help students in the areas they feel less confident in. We focus on subjects such as pronunciation and speaking, business English, media and film, Australian life and culture,

presentation, debate, and much more. Life is never dull at Astley. Our staff is incredibly dynamic, and always looking for ways to enhance your student experience. We make sure to organise as many social activities and excursions as possible for our students, both during the week and at the weekend, so that everyone gets a chance to put their newly learnt language skills in a real context – all while exploring beautiful Sydney and Australia at the same time.

Events & News

Next Friday:
Job-ready drop-in
session

Book Sell
and Swap
on Tuesday!



Student Excursion -
Sydney Opera House

Looking for
Accommodation?
02 8866 4770



Surfing
Excursion this
weekend!



Student Excursion -
Botanical Gardens



Free yoga
class today
at 12pm!



TIMETABLES

Day English

	Monday	Tuesday	Wednesday
08.30 - 10.10	Class one	Class one	Class one
10.25 - 12.05	Class two	Class two	Class two
12.40 - 14.20	Class three	Class three	Class three
14.35 - 16.15	Class four	Class four	Class four

Night English

	Monday	Tuesday	Wednesday	Thursday	Friday
17.15 - 19.15	Class one	Class one	Class one	Class one	Class one
19.30 - 21.30	Class two	Class two	Class two	Class two	Class two

YOUR
PROGRESS

Here at Astley, we will monitor your progress closely, to ensure you are always in the right level. Every week, you will take a small test, and every 5 weeks it's test week, and you will have a chance to move to the next class. Tests don't have to be stressful, though... Test week is also excursion week!

YOUR
PATHWAYS



GENERAL ENGLISH

CRICOS CODE: 092868G

This course is perfect if you wish to improve your ability to use English in everyday life. It is designed to cover the fundamental language skills of reading, writing, listening and speaking, while developing your confidence and increasing your understanding of English grammar and vocabulary. Your progress is monitored weekly, with a small test, and at the end of each 5-week term, with an exam. At the end of term, if you successfully pass your exam, you get a chance to move to the next level.

Levels: Beginner to Advanced

Class Hours: 20 hours per week

Timetable Options: day or evening

Course Duration: 4-52 weeks

Intake date: any Monday (Tuesday on Public Holidays)

Class Size: between 6-18 students

Why choose General English?



You have never studied English before, or you have studied it in school but you don't feel confident in your communication skills



You want to improve your core language skills to improve your career prospects



You would like to get a solid English foundation to prepare you for further education or for a test-preparation English course, such as the IELTS course



You wish to make international friends and communicate with people from different countries and cultures.

IELTS PREPARATION

CRICOS CODE: 092869G

The International English Language Testing System (IELTS) is an internationally recognised qualification used as a language proficiency guide by Universities in the UK, Ireland, Australia and New Zealand. It is also recognised by governments and professional organisations.

The IELTS exam is extremely challenging, and this course is designed to help you prepare and develop a technique to ensure your success. Our experienced teachers will provide you with tips and tricks to approach each component, examples of good and bad answers, dos and don'ts, how to manage your time, and what the examiners are looking for.

In order to familiarise yourself with the test, you will take regular practice tests in class. You will also have access to extra support and guidance when you need to book your external exam in Australia.

Level: Strong intermediate, upper-intermediate or advanced

Class Hours: 20 hours per week

Timetable Options: day or evening

Course Duration: 2-12 weeks

Intake date: any Monday (Tuesday on Public Holidays)

Class Size: between 6-18 students

Why choose IELTS?



You want to develop your academic skills to apply to an Australian or English-speaking University



You want to obtain an international qualification that proves your level of English



You want to increase your employment opportunities and work in an English-speaking country

STUDENT SERVICES AND SUPPORT

We care about our students and aim to offer a supportive learning environment. Our staff is always available to help with any questions or issues. Our student services officer is on hand to help with any queries you may have from Monday-Friday at reception from 8.15am-7.30pm. In addition, our teachers and academic manager are always receptive and available to offer advice, or just to listen to whatever our students have to say.



Counselling

Living in a different country, in an unfamiliar environment and with potential language barriers, can be a very daunting experience. It's common to encounter a number of issues which can cause distress. In these cases, students have access to our professional counsellor, available through appointment at reception. Counselling is also great if you want to focus on the positive aspects of your life.

Job assistance

Our purpose is to ensure that all of our students have the necessary skills to succeed in an English-speaking environment and we do what we can to accommodate all of your vocational needs, whether it's offering support in filling out the necessary forms or giving interview practice sessions. We offer job-ready drop-in sessions as well as extra seminars and workshops led by career experts and advisors.

Travel advice

We want you to have the best experience possible in Australia, and will even give suggestions on the best places to visit once you've saved up for that well-earned trip. Our marketing managers are addicted to travel and adventure, so reach out to them to find out more about Australia. We also work in partnership with a travel agency, and can provide discounts and special offers on day- and weekend-trips.

HOW TO JOIN THE ASTLEY REVOLUTION

We know that it can be a challenging process for prospective students, starting from choosing where to study and ending with completing all the dreaded paperwork, which is why we made it as simple as possible. It's easy to enrol in Astley College. Once your mind has been made up, all you have to do is:



Complete the application form on the following pages



Email or mail it to us, together with a copy of your passport, using the contact details on the back cover, and we will take it from there!

Alternatively, if you are in contact with an education agency, just let them know that we are your preferred choice and make sure to pass on our contact information to your agent.

Below is a list of key dates for the 2018 Academic year, to help you pick the best start date for your course.

ASTLEY ENGLISH COLLEGE ACADEMIC CALENDAR 2018



Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Su	M	Tu	W	Th	F	Sa
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29	30					

Su	M	Tu	W	Th	F	Sa
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Su	M	Tu	W	Th	F	Sa
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

PUBLIC HOLIDAYS

1 Jan New Year's Day
26 Jan Australia Day
30 Mar Good Friday
31 Mar Day following Good Friday
1 Apr Easter Sunday
2 Apr Easter Monday
25 Apr Anzac Day
11 Jun Queen's Birthday
6 August - Bank Holiday
1 October Labour Day
25 December Christmas Day
26 December Boxing Day
College Christmas holidays
15/12/18 - 07/01/19

INTAKE DATES

EVERY MONDAY
(OR TUESDAY IF MONDAY IS A PUBLIC HOLIDAY)

ORIENTATION INFO

MORNING CLASSES - 09:00AM
EVENING CLASSES - 2:00PM
EVERY MONDAY (OR TUESDAY IF MONDAY IS A PUBLIC HOLIDAY)

ADMISSIONS

admin@astleycollege.nsw.edu.au



ASTLEY ENGLISH COLLEGE

LEVEL 1 303 PITT STREET
SYDNEY NSW 2000 AUSTRALIA
PH: +61 2 8866 4770
ABN: 74 12 23 09 963
CRICOS: 03524C



International Student Application Form

PERSONAL DETAILS		
Family name: _____		
Given name: _____		
Date of birth: _____	Country of birth: _____	Gender: <input type="radio"/> Male <input type="radio"/> Female
Country of Citizenship: _____		
Passport Number: _____	Australian Visa Number: _____	
Address in Australia (if known): _____		
Email: _____	Mobile: _____	
Student's current location: <input type="checkbox"/> Australia <input type="checkbox"/> Overseas	Type of Visa: <input type="checkbox"/> Student <input type="checkbox"/> Tourist	<input type="checkbox"/> Student with dependent <input type="checkbox"/> Other
EDUCATION DETAILS		
What is your level of English? <input type="checkbox"/> Beginner <input type="checkbox"/> Elementary <input type="checkbox"/> Pre-intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper-Intermediate <input type="checkbox"/> Advanced		
What is the highest level of education that you have completed? <input type="checkbox"/> University <input type="checkbox"/> College <input type="checkbox"/> Secondary school		
Have you taken TOEFL/IELTS/English test? <input type="checkbox"/> No <input type="checkbox"/> Yes. Score _____ Date taken: _____		
Proposed future studies: <input type="checkbox"/> Vocational <input type="checkbox"/> TAFE <input type="checkbox"/> University-Undergraduate <input type="checkbox"/> University-Post Graduate.		
Name of Institution: _____ Course commencement date: _____		
SELECT YOUR COURSE		
English courses (teaching hours: 20hrs/week) <input type="checkbox"/> General English: Start Date ____/____/____: Weeks _____ <input type="checkbox"/> Morning Option A: Mon-Wed 8:30am-4:15pm <input type="checkbox"/> Evening Option C: Mon-Fri 5:15pm-9:30pm	IELTS courses (teaching hours: 20hrs/week) <input type="checkbox"/> IELTS Preparation. Start Date ____/____/____: Weeks _____ <input type="checkbox"/> Morning Option A: Mon-Wed 8:30am-4:15pm <input type="checkbox"/> Morning Option B: Thu-Sat 8:30am-4:15pm (available from August 2017) <input type="checkbox"/> Evening Option C: Mon-Fri 5:15pm-9:30pm	
OTHER INFORMATION		
Payment options: Number of fee instalments (max of 4). <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four. Instalments are every 12weeks.		
Number of holiday weeks preferred (for e.g 2 weeks, 4 weeks):.....weeks.		
The Australian Government requires all students on student visa to have Overseas Health Cover (OSHC). Please provide evidence of OSHC with the Application form.		
For off-shore students only: Do you need help to arrange OSHC? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any disability, special needs or current health problems? <input type="checkbox"/> Yes (please complete Special Needs Form) <input type="checkbox"/> No		



ASTLEY ENGLISH COLLEGE

ASTLEY COLLEGE AUSTRALIA t/as ASTLEY ENGLISH COLLEGE ABN NUMBER:74 1323 09963

LEVEL 1, 303 PITT STREET, SYDNEY, NSW 2000

AUSTRALIA Tel: +61 2 8866 4770

Web: www.astleycollege.nsw.edu.au Email: info@astleycollege.nsw.edu.au

CRICOS Provider No: 03524C

Cancellation and Refund policy

- The Enrolment Fee, Accommodation Placement Fees and Airport Pick-Up Fees are non-refundable whether you complete your course or not. A \$100 fee is payable for additional COEs (4th, 5th, etc.) or more than 3 instalment payments.
 - A \$500 fee is payable for administering course cancellation after course commencement.
 - Where a student has cancelled prior to commencement a fee of \$150 is charged for processing the refund (except in visa rejection cases).
 - An administrative charge of \$100 is made to vary an application e.g. Change of Start Date, Change of Course etc.
 - 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 the total pre-paid tuition fees will be paid. If you commence a course at the College and subsequently your visa application is rejected, a refund of the portion of tuition fees which you have paid but for which tuition has not yet been received will be paid. Proof of refusal letter must be provided no later than 4 weeks after refusal date, otherwise normal cancellation fees may be charged.
 - Tuition Fees and OSHC are refunded in full if your visa application is rejected and you provide official written notification of the refusal from the Australian Government.
 - 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
 - Tuition fee refund: If you give written notice of your intention to withdraw from a course
 - 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. A written statement will be provided to the student to explain how the refund is calculated.
- 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.
 - 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.
 - Refunds from student cancellations will attract an administration charge of \$150.00.
 - Course and other Fees are not transferable to another student or institution but may be transferred to another course within the college at the discretion of the college.
 - Any approved refunds are made payable to and sent to the student or his/her agent, in the country of origin as applicable in Australian dollars.
 - Bank charges are deducted for refunds made by bank draft or electronic transfer.
 - If the refund is to be paid to a third party (i.e. agent, friend or relative) a Student Authorisation Form must be completed and signed off stating the nominated person and banking details by the student listed in the International Student Application Form. Conflicting information will delay the refund process.
 - Provider Default: In the unlikely event that the college is unable to deliver your course in full starting from the agreed date, you will be offered a partial refund of unused tuition fees within 2 weeks after the default date. This would include course cancellation due to low enrolments.
 - Fees for services paid to education agents by students are not covered by this refund policy.
 - 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.
 - All refund considerations will be strictly limited to the monies paid, which the college has received from the student as tuition fees only i.e. exclusive of all non-refundable fees and agents' commission (whether this commission was deducted before or after student payment to the college).
 - Students are encouraged to view the college student handbook as part of the enrolment, please refer to the college website www.astleycollege.com.au section "Study."
 - 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 available at <http://consumerlaw.gov.au/>

☐ CHEQUE | ☐ CASH | ☐ CREDIT CARD | ☐ BANK DEPOSIT | ☐ INTERNATIONAL MONEY ORDER/TRANSFER

How did you hear about the college AEC? (please tick)

- ☐ Friends/Relatives ☐ Embassy/Consulate
☐ Newspaper/Magazine
☐ Social media (Facebook/Instagram etc)
☐ Website ☐ Agent (name/stamp)

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:

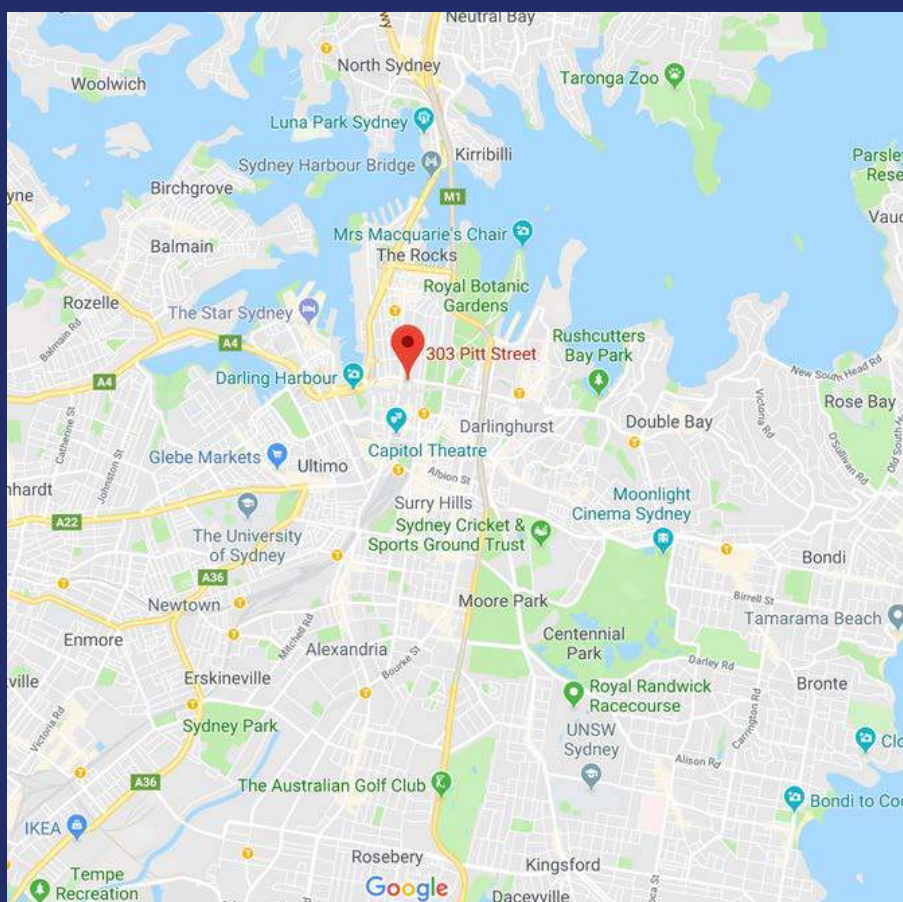
Student's signature:

Date:

If fees are being paid by another person(s) or company:
 I, _____ (name of person(s) or company paying fees – please print) declare that I have the financial capacity to meet Course Fees and agree to pay these fees as they become due and I have read, fully understood and accept the College's terms and conditions.

Don't be a stranger...

GET IN TOUCH!



Google us:

www.astleycollege.nsw.edu.au

Facebook us:

www.facebook.com/astleycollege

Call us:

+61 2 8866 4770

Email us:

info@astleycollege.nsw.edu.au

Apply with us:

admin@astleycollege.nsw.edu.au

Visit us:

Level 1, 303 Pitt Street,
Sydney, NSW, 2000, Australia

ASTLEY ENGLISH COLLEGE

ABN: 74 1323 09963

CRICOS Code: 03524C

English is just a hop away...

