

TAKE ENGLISH EASILY



SCOTS
ENGLISH COLLEGE





Scots English College Pty Ltd
trading as **Scots English College**
ABN: 91 605 117 575
CRICOS Provider Code: 03497A
Email: info@scotsenglish.edu.au

Address: Level 5, 127 Liverpool Street,
Sydney NSW 2000, Australia
Phone: + 61 2 9146 6358
Fax: + 61 2 9146 6352
Website: www.scotsenglish.edu.au

BROCHURE

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It gives me great pleasure to welcome you to Scots English College.

Our motto is **'Placing Students at the Centre of Everything We Do.'**

This means that there is nothing more important to us than you, our students. Everything we do is about you and the learning experience you have at Scots English College.

Language learning should be fun. Language learning is about communication with other people. Learning is easier when you make friends and have fun activities in your class. Our teachers are English language learning specialists. They know that it is very important to get you up from your seat and communicating with your classmates. They also know it is important to get you out of the classroom to visit Sydney's famous attractions or events with your classmates.

If your goal is to go to college or university after you study English, we have courses to suit you and advice to help you make good decisions about your next steps.

Our College is new. You will love our big classrooms and furniture. Your teachers will use technology all the time to help you learn. We have two computer labs where you can use our many iMacs to do homework or extra study.

At Scots English College, we teach care, show care and take care. Your success is our success.

Joe Lynch
Director of Studies

Scots English College is committed to the highest quality of educational outcomes and the provision of quality student services through the delivery of its range of ELICOS courses to international students.

Scots English College achieves this commitment through its culture of quality which is driven by stakeholder feedback, its quality assurance review process and key responsibilities held by all members of the Scots team.

WHY CHOOSE SCOTS ENGLISH COLLEGE?

SCOTS ENGLISH COLLEGE PROVIDES:

Student **C**entred, **O**ngoing **T**eaching **S**upport **S**tudent **C**entred, **O**ngoing **T**eaching **S**upport

SCOTS: Student-Centred English Education

Student-Centred means that our teaching is about you: your learning needs, the things that interest you, the things you plan for such as future study, or a job and the ways you like to learn.

Our Student Services are all about you. It helps you with all the other things outside your classroom: information about living in Sydney and Australia, accommodation, finding a part-time job and all the other things you need in a new country.

SCOTS: Quality Teaching Staff

Our teachers are at the centre of our success. They are experienced and well-qualified professionals, many with TESOL qualifications at degree, postgraduate or Masters level. This means that they know about the latest teaching English methodologies and research. They are happy to do extra work with you. They will get to know you inside and outside the classroom. You will have great memories of our teachers.

SCOTS: Great Location

127 Liverpool Street is right in the middle of Sydney's Central Business District. From our campus, you can walk to many interesting places: three minutes' walk to Museum Train Station; five minutes' walk to the famous Queen Victoria Building; cafes, restaurants, bars and shops all at your doorstep

Our ultra-modern campus gives you comfortable and modern classrooms with interactive teaching technology. You also get free freshly brewed tea or coffee and free high-speed Wi-Fi.

SCOTS: Professional Results Oriented English Teaching

At Scots, teachers are results oriented, where students are facilitated to learn practical, applied English. Students can practise as much as they want to, so that they have an in-depth understanding of how to utilise English in their daily lives. Up-to-date innovative teaching techniques are assisted by modern technology in classrooms to enhance student learning skills. 'English Only On Campus' reinforces the learning of English in a safe and proactive manner so that students learn to speak English and think in English.

SCOTS: A Supportive Approach to Learning English

Our commitment to you does not stop when your class finishes. We also give you many chances to study more. You can take an extra class each day on topics such as Australian Studies and Job-Seeking Skills. We also offer you additional classes on Fridays if you wish a teacher to help you with more work on your skills development. We have a well-resourced student library where you can borrow books or you can use our computer labs to do some extra study.



TAKE ENGLISH EASILY



COURSES AT SCOTS ENGLISH COLLEGE:

GENERAL ENGLISH

CRICOS Course Code: 093611C

Levels: Starter to Advanced

Duration: 10 weeks per level; Full-time: 20 hours per week

All our English courses run for 20 hours each week. If you have a student visa, then you must study 20 hours each week. It is also important that you do some extra study. We recommend that you spend another 10-15 hours per week doing homework and extra study.

General English (GE) is sometimes called 'English for General Purposes'. Most students who come to Australia to study English for the first time will take the GE course. GE is a 'stepping stone' course for students before they choose a specialised English course later.

General English prepares you for the kind of English you need in everyday real-life situations. Important communication skills you need with other people are: Reading, Writing, Speaking and Listening. The GE course also helps you improve your knowledge of grammar so that your communication gets more accurate as you move through the levels of the GE program. It is also important for you to increase your vocabulary so that you can communicate more easily on a wide range of topics.

We have six levels of General English:

Level 1: STARTER

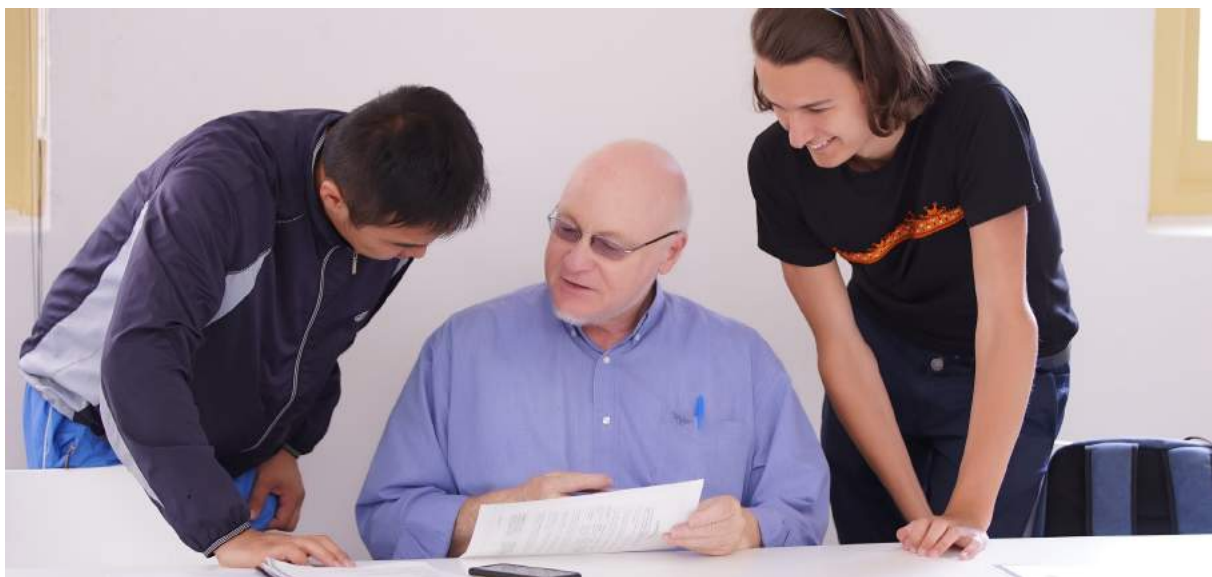
Level 4: INTERMEDIATE

Level 2: ELEMENTARY

Level 5: UPPER INTERMEDIATE

Level 3: PRE-INTERMEDIATE

Level 6: ADVANCED



If you studied English at primary or high school but never used it, you may need or want to start again. As a 'false-beginner' you probably know the English alphabet and can say simple phrases like 'Hello' and 'Thank you'. The Starter or Elementary General English is best for you.

If you use English in your home country at work or with English speaking friends, then your English Level may be higher when you start your studies at Scots English College. Students who use English in their daily lives, but have not studied English since high school often start at Pre-Intermediate English level.

Students studying the Intermediate or Upper Intermediate General English course are often doing so because they want to build their language skills to do another English course such as EAP, IELTS Preparation or Cambridge Preparation.

If you reach the Advanced General English level, then you are coming close to being a native-like English user and you will have the language skills to work and communicate with native speakers.

On your first day at Scots English College, we give you a placement test. This test helps us decide what level is best for you when starting your English language studies. Students normally take 10 weeks to complete each level of the General English course.



IELTS PREPARATION

CRICOS Course Code: 092780E

Levels: Lower and Higher Level

Duration: 12 weeks per level; Full-time: 20 hours per week

If you wish to take an IELTS Preparation course at Scots, then you will probably know that IELTS stands for the International English Language Testing System Examination. This examination can be taken in over 100 different countries around the world. The IELTS test is used to test the English language proficiency of students who want to study courses taught in English at college or university.

If you want to migrate to Australia, the Australian Department of Immigration & Border Protection (DIBP) will ask you to show evidence of your English language proficiency. The most widely accepted form of English proficiency test accepted by DIBP is the IELTS examination.

If you do an IELTS Preparation Course, it improves your chances of reaching the IELTS score you need in the formal examination.

There are two types of IELTS Tests:

- 1** IELTS Academic Test - for people applying for higher education or professional registration in an English speaking environment.
- 2** IELTS General Training - for those who are going to English-speaking countries for secondary education, work experience or training programs. It is also a requirement for migration to Australia, Canada, New Zealand and the UK.



Scots English College offers an IELTS Preparation course at two levels:

- 1** **IELTS Preparation - Lower Level:**
 For students who wish to complete an IELTS General Training Test.
- 2** **IELTS Preparation - Higher Level:**
 For students who wish to complete an IELTS Academic Test.

LEVELS 1 & 2 (FULL TIME)

Level	Entry Requirements	Expected Outcome	Course Length	Pathway To
IELTS Examination Preparation Level 1	Completion either of: - CEFR: B1 - General English: Intermediate	CEFR = B2	- 12 weeks, - 20 hours per week	VET Certificate and Diploma Courses
IELTS Examination Preparation Level 2	Completion either of: - CEFR: B2 - General English: Upper Intermediate	CEFR = B1	- 12 weeks, - 20 hours per week	Tertiary courses at Bachelor Level



ENGLISH FOR ACADEMIC PURPOSES

CRICOS Course Code: 092779J

Levels: Pre-Intermediate to Advanced

Duration: 12 weeks per level; Full-time: 20 hours per week

The English for Academic Purposes (EAP) course helps you to get ready for study at a university or college. We help you develop skills such as:

- Essay and other forms of academic writing
- Academic reading skills and topics
- Making a presentation
- Doing research
- Note-taking and listening.

EAP also helps you to understand what it is like to study in Australia with Australian students. This can be different from your home country.

If you want to study EAP, then you need to have good basic English language skills. Therefore, you should have finished Pre-Intermediate General English before starting the EAP course.

We offer EAP at four levels:

LEVELS 1 TO 4 (FULL TIME)

Level	Entry Requirements	Expected Outcome	Course Length	Pathway To
EAP Level 1: Pre-Intermediate	Completion either of: - CEFR: A2 - General English: Pre- Intermediate	CEFR = A2	- 12 weeks, - 20 hours per week	- Does not allow entry to any non-ELICOS courses
EAP Level 2: Intermediate	Completion either of: - CEFR: B1 - General English: Intermediate	CEFR = B1	- 12 weeks, - 20 hours per week	- VET Cert IV Certificate Courses (if grade and percentage: HD => 85%) - VET Cert III Courses (if D= 75%- 84%)
EAP Level 3: Upper Intermediate	Completion either of: - CEFR: B2 - General English: Upper- Intermediate	CEFR = B2	- 12 weeks, - 20 hours per week	- VET Advanced Diploma Courses (if HD => 85%) - VET Diploma Courses (if D= 75%- 84%) - VET Cert III and IV Certificate Courses (if C = 65 – 74%)
EAP Level 4: Advanced	Completion either of: - CEFR: C1 - General English: Advanced	CEFR = C1	- 12 weeks, - 20 hours per week	- Higher Education (if HD = > 85% or D = 75% - 84%) - VET Diploma/ Advanced Diploma Courses (if C = 65 – 74%)"



CAMBRIDGE EXAMINATION PREPARATION

CRICOS Course Code: 093245J

Levels: PET, FCE and CAE

Duration: 12 weeks per level; Full-time: 20 hours per week

Scots English College offers three preparation courses to help you prepare for three Cambridge popular examinations:

Cambridge
Examination
Preparation

1

CAMBRIDGE PRELIMINARY (PET) PREPARATION COURSE

The Cambridge English: Preliminary examination or the Preliminary English Test (PET) qualification shows that you understand the basics of English and have practical language skills for everyday use. PET is suitable for students with CEFR level - B1 (Intermediate level).

Scots English College's Cambridge Preliminary (PET) Preparation Course prepares students who wish to take the Cambridge Preliminary English Test (PET).

Cambridge
Examination
Preparation

2

CAMBRIDGE FIRST (FCE) PREPARATION COURSE

The Cambridge English: First examination, also known as the First Certificate in English (FCE), proves you have the language skills to live and work independently in an English-speaking country or study courses taught in English. FCE is suitable for students with CEFR level - B2 (Upper-Intermediate level).

Scots English College's Cambridge First (FCE) Preparation Course prepares students who wish to get the Cambridge First Certificate in English (FCE).

Cambridge
Examination
Preparation

3

CAMBRIDGE ADVANCED (CAE) PREPARATION COURSE

Cambridge English: Advanced (CAE), also known as the Certificate in Advanced English (CAE), is accepted by more than 6,000 educational institutions, businesses and government departments around the world as proof of high-level achievement in learning English. Preparing for Cambridge English: Advanced helps learners develop the skills to make the most of studying, working and living in English-speaking countries. CAE is suitable for students with CEFR level - C1 (Advanced level).

Scots English College's Cambridge Advanced (CAE) Preparation Course prepares students who wish to get the Cambridge Certificate in Advanced English (CAE).

The table below shows what English levels you need to start PET, FCE or CAE Examination Preparation Courses.

Students should have successfully completed	Cambridge Examination Preparation Course level	CEFR Level
General English: Advanced Level OR EAP 4: Advanced Level OR IELTS Preparation: Higher Level OR Cambridge First (FCE) Preparation Course	Cambridge Advanced (CAE) Preparation Course	C1
General English: Upper Intermediate Level OR EAP 3: Upper Intermediate Level OR IELTS Preparation: Lower Level OR Cambridge Preliminary (PET) Preparation Course	Cambridge First (FCE) Preparation Course	B2
General English: Intermediate Level OR EAP 2: Intermediate Level	Cambridge Preliminary (PET) Preparation Course	B1



PEARSON TEST OF ENGLISH ACADEMIC (PTE ACADEMIC) PREPARATION

CRICOS Course Code: 093596G

Levels: Intermediate to Advanced

Duration: 12 weeks per level; Full-time: 20 hours per week

Scots English College PTE Academic Preparation Course is designed to prepare students who wish to sit the PTE Academic test.

The Scots PTE Academic Preparation Course is a stand-alone course consisting of 24 weeks' face-to-face study (excluding holidays). Students must possess adequate English skills to enter the course. It is recommended that students with a primary intention of taking the PTE Academic Preparation course but currently hold a lower English level than the CEFR=B1 entry requirement for the course, should take a General English course until they have attained at least Intermediate level.

Depending on the student's desired PTE Academic test target, students may elect to complete the first 12 weeks of the course or the full 24 weeks of the PTE Preparation course.

PTE Academic target	Course exit point	Course outcome
59-75	Week 12	CEFR = B2
76-84	Week 24	CEFR = C1

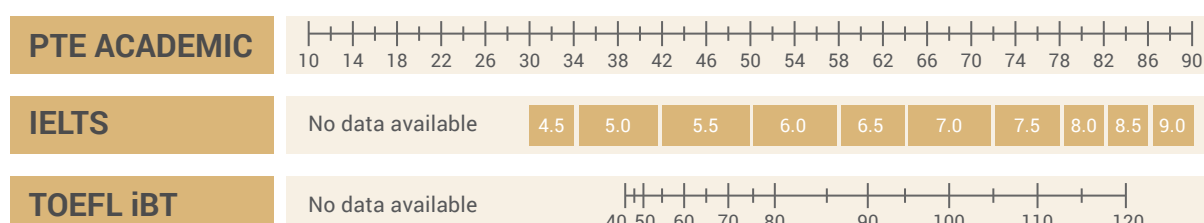
More about the PTE Academic test

The Pearson Test of English (PTE) Academic examination is the fastest growing test in Australia. It is a computer-based test of English that students use to demonstrate their English level for both study overseas and for immigration. The PTE Academic is approved by the Australian Government for visa purposes and is also accepted by thousands of institutions in Australia, USA, Canada, New Zealand, the UK and Ireland.

The PTE Academic tests Reading, Writing, Listening and Speaking. The full test is done in a single session, lasting 3 hours and is taken sitting at a computer with a headset in a secure test environment. Test results are usually received within 5 days.

Test takers complete between 70 and 91 test items and there are 20 different item types, e.g. reading aloud, repeat sentences, listening followed by filling in the blanks and multiple choice questions, selecting missing words, highlighting incorrect words and writing from dictation. The PTE Academic has a score range of 10 to 90.

Many people compare the PTE Academic Test and the IELTS test because both can be used for study and immigration purposes. The table below compares PTE Academic test scores with the IELTS test score and the TOEFL iBT score scale.



Source: <http://pearsonpte.com/test-takers/results/>

STUDENT CENTRED TEACHING AT SCOTS

At Scots English College, your success is our success. Our teachers are successful if you are successful in your English language learning. The experience and qualifications of our teachers mean that they know the best ways to help you learn English. If you are starting to learn English, our teachers will help you to build your confidence in a safe and caring environment. As your English skills get better, they will give you ways to learn English on your own so that you also have responsibility for your learning.

The Scots' approach to English teaching:

- You will be in a student-centred classroom - what happens in the classroom is about you
- You know and understand the learning outcomes for each lesson
- You know how the English you learn is important in your daily life
- You study all the macro-skills each day: Reading, Writing, Speaking and Listening
- You will have fun, interesting and motivating classes
- You will be offered extra lessons to help you if you wish
- You will have tests every week to find out about your progress
- You will have fun excursions and other out-of-class activities to help you with your language learning
- You will have many chances to give us your feedback.

ACADEMIC AND STUDENT SUPPORT AT SCOTS

1. Academic support

On your first day, you will do a placement test. Your test result helps us make sure that your first class is the correct English level for you. Your teacher is always there to help you. Your teacher will give you feedback each week after you do your weekly test. If there is a topic that you need to improve, your teacher will give you some extra work to do. We regularly ask you for your feedback on our teachers and courses and this helps us to make things better. We have a self-study library where you can do extra work or you can use one of our computer labs to do extra work online. The Director of Studies is always there to listen if you have a concern or worry.

2. Personal Support

When you come to a new country, everything is different: the weather, the food, the language. It can be difficult for many students. At Scots English College, we are here to help you. Our staff are friendly and here to listen to you. Our staff can help you with:

- Finding homestay and other forms of accommodation
- Airport pick-up when you arrive in Sydney
- Welfare counselling
- Academic counselling
- A 24-hour emergency contact.

3. Social Activities

When you are learning a language, it is very important for you to socialise with other people. This helps you to build your confidence. As part of your English learning, you will have:

- Optional weekly 'outdoor and explore' activities on Fridays
- Regular monthly excursions to a range of popular locations in the Sydney area
- Optional evening social activities including movie night, food night and games night.



SCOTS ENGLISH COLLEGE:

LOCATION AND CAMPUS

1: Location

- Scots English College is located at 127 Liverpool Street, right in the heart of the Sydney CBD, the City's centre for education, business and tourism.
- The Queen Victoria Building, City Hall, Town Hall, Museum Train Station, and Westfield Shopping Centre are all within 10 minutes' walk of the College.
- From Scots English College, a 5 minute walk takes you to restaurants, banks, theatres, parks, cafes, libraries, markets, world-standard shopping malls, and top tourist sites including Sydney Opera House, Darling Harbour, Sydney Aquarium, Sydney Tower, The Strand Arcade, The Rocks, The Galleries Victoria, Australian Museum, Hyde Park, World Square Shopping Centre, and Paddy's Markets.

2: Campus and Facilities

- Scots English College offers world-class, modern and high-tech teaching and learning facilities including interactive smart whiteboard and projectors in each classroom, two computer laboratories equipped with Apple iMacs and high-speed internet Wi-Fi throughout the Campus.
- Scots offers a luxurious Common Area with free tea and coffee facilities available for student enjoyment.
- All classrooms are spacious, fully-equipped with modern ergonomic furniture.



CLASS INTAKES:

Our General English, EAP and IELTS Preparation courses are open to new students every Monday. Please talk to a marketing manager for other course intake dates.

For Cambridge Examination Preparation please ask a member of our Marketing Team

ENTRY REQUIREMENTS:

All students must be 18 years or older.

You must show us evidence of your English level:

- Complete our placement test
- Show us a certificate from another English college
- Show us a certificate from an English examination (IELTS, TOEIC, TOEFL, etc.).

TIMETABLE:

MORNING (AM) SESSION MONDAY TO THURSDAY (ALL COURSES)

Times	Monday	Tuesday	Wednesday	Thursday	Friday
ENGLISH CORE (Compulsory)					ENGLISH PREMIUM (Optional)
Lesson 1 8:30 - 10:30 am					Skills Development: Writing, Reading, Listening or Speaking
Break 10:30 - 10:45 am					Break 10:45 - 11.00 am
Lesson 2 10:45 - 12:15pm					Skills Development: Writing, Reading, Listening or Speaking
Lunch 12:15 - 1:00 pm					Social Activity Excursion, sports activity, movie, lunch
Lesson 3 1:00 - 2:30pm					
ENGLISH CLUB EXTRA (Optional)					
2:40 - 3:40pm	Australian Studies	International Studies	Job-Seeking Skills	What's in the Media?	
3:40 - 6:00pm	SELF-STUDY				

EVENING (PM) SESSION: MONDAY TO FRIDAY (ALL COURSES)

Times	Monday	Tuesday	Wednesday	Thursday	Friday
					ENGLISH PREMIUM (Optional)
					8:30 - 10:30am - Skills Development: Writing, Reading, Listening or Speaking
					10:45 - 11.00 am - Break
					10:45 - 12.15pm - Skills Development: Writing, Reading, Listening or Speaking
ENGLISH CLUB EXTRA (Optional)					12:15 - 2:30pm - Social Activity Excursion, sports activity, movie, lunch
2:40 - 3:40pm	Australian Studies	International Studies	Job-Seeking Skills	What's in the Media?	
3:40 - 5:00pm	SELF-STUDY (Optional)				
ENGLISH CORE (Compulsory)					
Lesson 1 5:00 - 7:00pm					
Break 7:00 - 7:15pm					
Lesson 2 7:15 - 9:15pm					

HOW TO APPLY

01

COMPLETE YOUR APPLICATION FORM

- Download an Application Form from our website www.scotsenglish.edu.au or apply online
- Make sure you complete all parts of the application form and sign it
- Send the Application Form to admissions@scotsenglish.edu.au
- Also send a copy of your passport, student visa (if you already have one) and English certificates.

02

LETTER OF OFFER

- We may ask you for more documents
- Then we will send you a Letter of Offer if we accept your application
- Please carefully read all the information we send you.

03

ACCEPTING YOUR OFFER AND PAY YOUR FEES

- Sign the Acceptance of Offer and send back to us
- Pay the fees shown on the Letter of Offer on time
- You can pay in many ways.

04

CONFIRMATION OF ENROLMENT (for student visa holders only)

- When you pay your fees and you send us your Acceptance of Offer, we will send you a Confirmation of Enrolment (CoE)
- You will need this CoE to apply for your student visa.

05

MAKE YOUR TRAVEL ARRANGEMENTS

- Wait until your student visa is approved
- We will send you 'pre-arrival' information
- Go to the Student Support section of our website www.scotsenglish.edu.au.





STUDENT APPLICATION FORM

You are: Overseas Student (Offshore) Overseas Student in Australia (Onshore) Resident student *All fields denoted by * are compulsory*

STUDENT DETAILS

First name*	
Family name*	
Country of Birth*	
Nationality/Country of passport*	
Date of Birth*	Gender (M/F)
Passport No*	Expiry Date*
Visa status* <input type="checkbox"/> Student visa <input type="checkbox"/> Tourist/Visitor <input type="checkbox"/> None <input type="checkbox"/> Working Holiday <input type="checkbox"/> Waiting for student visa <input type="checkbox"/> Other	
Are you applying for a student visa (and COE) to study at Scots?*	
City where your student visa application is to be lodged:	
Current Address *	
Street Name	City/Town/Suburb
Country	State
Postcode	Mobile/Tel
Email*	

ACADEMIC RECORD

English Level:				
IELTS <input type="checkbox"/>	CAE <input type="checkbox"/>	FCE <input type="checkbox"/>	TOEIC <input type="checkbox"/>	TOEFL <input type="checkbox"/>
PTE <input type="checkbox"/>	BULATS <input type="checkbox"/>	NIL <input type="checkbox"/>	Other <input type="checkbox"/>	
Result:		When: dd/mm/yyyy		
Highest qualification*:				
State/ Country: _____ Graduation year: _____				
Do you plan on further study in Australia after Scots English College?				
<input type="checkbox"/> No <input type="checkbox"/> Yes (Preferred Course: _____)				
Preferred Institution Name: _____				

ADDITIONAL SERVICES

Overseas Student Health Cover - BUPA:	<input type="checkbox"/> No <input type="checkbox"/> Yes
(if Yes please complete the following questions):	
OSHC Duration: _____ months	OSHC type: <input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family
Airport Pick-up:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Homestay arrangement:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Share accommodation arrangement:	<input type="checkbox"/> No <input type="checkbox"/> Yes
Special needs(e.g. dietary requirements, allergies to animals)	<input type="checkbox"/> No <input type="checkbox"/> Yes

BREAKS

You may request a holiday break of up to four (4) weeks during your course.
 For General English, you must complete 10 weeks of study; for other courses, 12 weeks of study before taking a holiday.
 Holiday requests at the end of your course CoE period will not be granted.

No.	Start date (Monday only)	Finish date (Friday only)	Weeks

AGENT NAME AND CONTACT DETAILS:

GENERAL ENGLISH (GE)

CRICOS Course Code: 093611C
(6 levels, 10 weeks per level)

Morning Evening

Preferred Monday Start Date: _____ (dd/mm/yyyy)

No. of weeks: _____

ENGLISH FOR ACADEMIC PURPOSES (EAP)

CRICOS Course Code: 092779J
(4 levels, 12 weeks per level)

Morning Evening

Preferred Monday Start Date: _____ (dd/mm/yyyy)

No. of weeks: _____

IELTS PREPARATION (IELTS)

CRICOS course Code: 092780E
(2 levels, 12 weeks per level)

Morning Evening

Preferred Monday Start Date: _____ (dd/mm/yyyy)

No. of weeks: _____

CAMBRIDGE PREPARATION

CRICOS Course Code: 093245J
(3 levels, 12 weeks per level)

Morning Evening

PET FCE CAE

Preferred Monday Start Date: _____ (dd/mm/yyyy)

No. of weeks: _____

PTE ACADEMIC PREPARATION

CRICOS Course Code: 093596G
(2 levels, 12 weeks per level)

Morning Evening

Preferred Monday Start Date: _____ (dd/mm/yyyy)

No. of weeks: _____

DECLARATION

I declare all information I have given on this form is correct and complete. I have read, understand and accept the Terms and Conditions and the Cancellation and Refund Policy and agree to be bound by them. I also understand money may be withdrawn from my tuition fees to reimburse agent expenses and authorise deduction of the appropriate amount from fees paid. I enclose the required fees and authorise Scots English College to retain my tuition fees in accordance with the Refund Policy if I elect to cancel my enrolment at any time.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection laws.

Scots English College reserves the right to require further information from the student pertaining to this application.

Signed: _____ Date: _____
 (NB: Parent / Guardian to sign if student is under 18 years of age at time of application. Please note only students 18 years above can be enrolled at admission date.)

TERMS AND CONDITIONS

HOW TO APPLY: *Please read this information carefully.*

1. Choose a course and check the Scots Brochure for all entry requirements.
2. After reading the Terms and Conditions, complete the Application Form.
3. Ensure you have attached all the relevant documents:
 - a. A certified true copy of qualifications (incl. IELTS test or equivalent) must be enclosed and translated into English if necessary.
 - b. A copy of your passport.
4. Return the completed application form and the necessary documents to:

Scots English College

Level 5, 127 Liverpool Street, Sydney NSW 2000, Australia

5. If your application is successful, you will receive a letter of offer for the nominated course. We will advise you about fee payment (including the AUD\$200 registration fee), how to apply for your visa and arrangements for your airport pick-up and accommodation if required.
6. For information concerning student visas to Australia, please refer to the Australian Department of Immigration and Border Protection (DIBP) www.border.gov.au or www.border.gov.au. Alternatively contact Student Services at Scots English College by email info@scotsenglish.edu.au.
7. When we receive your fees and confirm you have signed our Terms & Conditions on the application form, we will send you an Electronic Confirmation of Enrolment. This is to be used to apply for your student visa.

SCHOOL-AGED DEPENDANTS:

Students are advised that any school-aged dependents accompanying them may be required to pay full fees if they are enrolled in either a government or non-government school.

COURSE:

Scots English College currently offers General English, EAP and IELTS courses. For more course information, please refer to: www.scotsenglish.edu.au.

ATTENDANCE:

You must attend a minimum of 20 scheduled course contact hours per week of face-to-face classes of English language instruction for the course and any other scheduled course contact hours required by the course. This means 100% attendance is required at all times. If your attendance falls below 80%, Scots English College is obliged to report you to DIBP. Read the Student Handbook for details.

DISCIPLINE:

If you fail to comply with Scots English College policies and procedures, a three stage warning process is followed 1. Verbal. 2. Written. 3. Final written / action.

USE OF PERSONAL INFORMATION:

All personal information provided to Scots English College, if requested, may be made available to the Australian government and designated authorities and, if relevant, the Tuition Protection Service (TPS) and the ESOS Assurance Fund Manager. This information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach by the student of a student visa condition.

CHANGE OF ADDRESS:

You are obliged to notify Scots English College within 7 days if you change your address while enrolled in the course.

FEES AND COURSE DATES:

Fees & course dates are correct as of **January 2017**. The College reserves the right to vary these conditions at any time without notice.

EXPULSION:

Scots English College reserves the right to expel students for serious discipline breaches.

INDICATIVE COST OF LIVING (\$AUD):

The Australian government recommends that international students allow funds of approximately AUD\$18,610 per year to support their costs of living expenditure excluding their Tuition Fees. Costs of living expenditure means clothing, food and accommodation, transport, entertainment and travel costs and these costs can vary significantly depending on where you live in Australia.

CANCELLATION AND REFUND POLICY:

Please refer to www.scotsenglish.edu.au.

PAYMENTS All fees should be made in AUSTRALIAN DOLLARS

Please pay by Bank cheque or Bank Draft payable to The Scots English College or by telegraphic transfer to:

Account name:	Scots English College Pty Ltd
BSB:	062 010
Account number:	1096 4859
Bank:	Commonwealth Bank of Australia
Branch:	431-439 Sussex Street, Sydney, NSW 2000 Australia

STUDENT COMPLAINTS, GRIEVANCES AND APPEALS POLICY

If you have a complaint, grievance or an appeal about your studies, fees or any other matter, Scots English College has procedures to resolve these problems promptly as detailed in the Student Handbook.

Step 1:

Complaint i.e. a problem about your class or studies ask your teacher or Student Services Officer

Fees / Application for Refund i.e. a question about the payment of course fees or any application for a refund ask the Student Services Officer

Welfare / Personal Issue i.e. a question about accommodation, health or safety ask the Student Services Officer

Procedure

1. If you are not satisfied by Step 1 above, a *Student Complaint / Grievance / Appeal Form* will be given to you to complete.
2. The Student Services Officer will ensure the form is entered correctly and will attempt to resolve the problem and provide reasons for the decision. If you are not satisfied at this stage, your complaint/grievance/appeal will be referred to the Student Appeals Committee.
3. Scots English College has procedures to ensure that all complaints / grievances / appeals are dealt with in a constructive and timely manner.

Student Appeal Committee (SAC)

The SAC comprises the Principal Administrator, the Director of Studies and an outside independent expert - preferably with experience in education. You can present your case directly to this committee and you will be given a written statement of the outcome and the reasons for the decision reached. You also have the right to bring along a friend or support person.

Still have a problem?

You have other avenues of appeal against the decision made if you are still dissatisfied with the outcome of your complaint / grievance / appeal.

You can contact the Overseas Students Ombudsman if you wish to lodge an external appeal or complain about the decision. The Overseas Students Ombudsman offers a free and independent service for overseas students who have a complaint or want to lodge an external appeal about a decision made by their private education or training provider. Refer to the Overseas Students Ombudsman website www.oso.gov.au or phone 1300 362 072 for more information.

CONTACT US:

ADDRESS:

Level 5, 127 Liverpool Street, Sydney NSW 2000, Australia

Phone: +61 2 9146 6358

Fax: +61 2 9146 6352



GENERAL ENQUIRIES:

Phone: +61 2 9146 6358

Email: info@scotsenglish.edu.au



ADMISSIONS:

Email: admissions@scotsenglish.edu.au



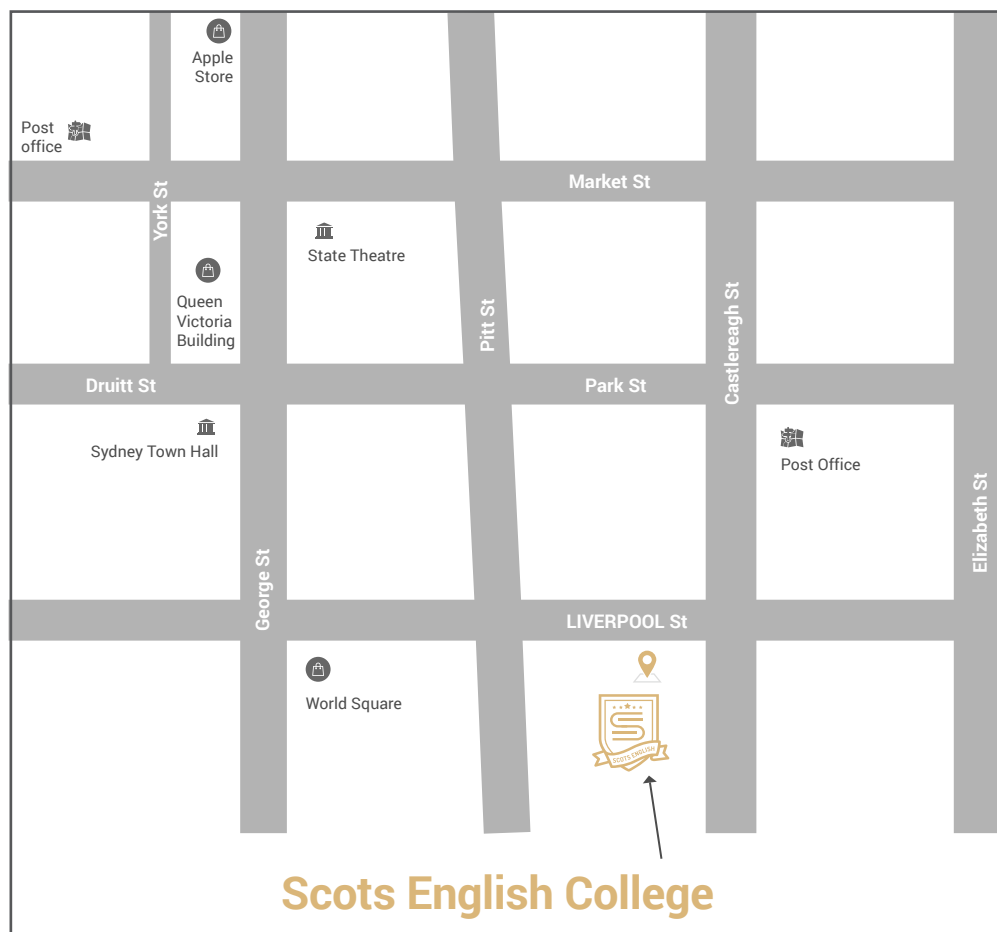
MARKETING:

Email: marketing@scotsenglish.edu.au



ACCOUNTS:

Email: accounts@scotsenglish.edu.au





TAKE ENGLISH EASILY

Your success in learning English is of prime importance to everyone at Scots. We look forward to seeing you at Scots English College.

