



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	\$ 4,560
10 weeks course	N/A	\$ 3,800
IELTS Preparation		
1-15 weeks	\$ 380 (p/w)	N/A
16+ weeks	\$ 360 (p/w)	N/A
English + Programs		
+ Diving	N/A	\$ 1,020
+ Volunteer Program	\$ 1,000	\$ 1,000
+ Hotel Internship	\$ 2,500	\$ 2,500

Intensive General English - 20 contact hours / week

Minimum age: 16 y.o Start date: Every Monday
Suggested start dates for beginner levels:
Mar 12th, Jun 4th, Aug 27th, Nov 19th

IELTS Preparation - 20 contact hours / week

Minimum age: 18 Start date: Every Monday

Cambridge Preparation - 25 contact hours / week

Minimum age: 18
Start date (12 weeks): Mar 19th, Sep 10th
Start date (10 weeks): Apr 2nd, Sep 24th

English language requirement:

FCE: Upper-Intermediate 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.

2018 Holidays (B - Brisbane only; C - Cairns only)

New Year's Day	Jan 1st	ANZAC Day	Apr 25th	Boxing Day	Dec 26th
Australia Day	Jan 26th	Labour Day	May 07th		
Good Friday	Mar 30th	Cairns Show - C	Jul 20th		
Easter Saturday	Mar 31st	Ekka Festival - B	Aug 15th		
Easter Sunday	Apr 01	Queen's Bday	Oct 1st		
Easter Monday	Apr 02	Christmas Day	Dec 25th		

SPC break- 1 week
From Monday, Dec 24th
to Friday, Dec 28th 2018.

Extras			
Supervision for under 18	\$30 (p/w)	OSHC	TBA
IELTS/ Cambridge Test	\$ 330	TAFE Pathway	Inquire to SPC
TOEIC Test	\$ 180	VET Pathway	Inquire to SPC

Accommodation Fees & Details

	BNE	CNS
Student Accommodation		
Placement Fee	\$250	
Weekly Fee (Extra night)	\$ 245 (p/w) \$ 35 / night	
Replacement fee (to change to Homestay)	\$ 100	
Homestay		
Placement Fee	\$250	
Homestay (over 18 y.o) (Extra night)	\$ 315 (p/w) \$ 45 / night	
Homestay (under 18 y.o) (Extra night)	\$ 385 (p/w) \$ 55 / night	
Replacement fee (to change to student accommodation)	\$100	
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

+ Hotel Internship (Available in Brisbane only)

Internship Placement Fee:

17 weeks of study: \$ 2,500
24 weeks of study: \$ 1,500
48 weeks of study: \$ 500

Minimum English requirement: Intermediate

Minimum age: 18 y.o

This program is available to Working Holiday Visa students only. Acceptance of enrolment application for this program is subject to submission of signed Placement Conditions Agreement and evidence of English competency.

The student needs to start the Internship within 6 months from the course finish date at SPC.

The student's level of English at the end of the course must be at least Upper-Intermediate.

+ Volunteer

Volunteer Placement Fee: \$ 1,000

Minimum English requirement: Intermediate

Minimum age: 18 y.o

Placement options: retirement village, animal or child care, special school and Japanese teacher assistant.

Duration: maximum 8 weeks (1 week only in Cairns).

Application form for Blue Card and Police Certificate must be received at least 8 weeks before volunteer commencement date (when applicable).

Retirement village: extra fee of \$49 applies for Police Certificate

Animal Care: extra fee \$250 applies for Uniform and Certificate

If placement required for longer than 8 weeks, there will be additional charge of \$55 per week.

Volunteer period should not exceed 50% of the total enrolment duration.

+ 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.

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.

Holiday Junior Program

Price: \$ 2,500 per person

Single Homestay: extra \$ 400

Unaccompanied minor: extra \$ 200

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

Local School Program

Price: \$ 3,400 per person with accommodation

\$ 2,500 per person without accommodation

Single Homestay: extra \$ 400

Unaccompanied minor: extra \$ 200

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

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

Price: varies according to inclusions.





Program Information

Mainstream Courses

General English: ☐ BNE ☐ CNS Start date: dd/mm/yyyy Weeks: XX
 IELTS Prep.: ☐ 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.

☐ + Hotel Internship (Brisbane only)

Start date: dd/mm/yyyy
Length: XX weeks

☐ + Volunteer

Start date: dd/mm/yyyy

Length: XX weeks

In Cairns:

☐ Animal Care
☐ Local School

In Brisbane:

☐ Retirement Village
☐ Animal Care
☐ Child Care
☐ Special School
☐ Japanese Teacher Assistant

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 ☐ Working Holiday ☐ Student ☐ 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

Wavier 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 Accom.	<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: dd/mm/yyyy

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 commencement of the course and placed in a class at the appropriate English language level;
- understands that she/he must complete all class work, assignments, activities and assessments in order to maintain satisfactory progress;
- understands that she/he must attend 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.

For Volunteer and Hotel Internship Programs

For cancellation notice given:

- more than 28 days prior to the commencement of the program, 60% of the Volunteer Placement fee will be refunded.
- less than 28 days prior to the commencement of the program, you will not receive any refund of the placement 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 SPC accommodation, or
- Has SPC accommodation booked and commencing (check-in date) in 2 weeks or less.

Two full weeks notice: if you have booked SPC Accommodation (Dormitory and/or Homestay) and you cancel this accommodation 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 Dormitory to Homestay or vice-versa is considered a cancellation of the Dormitory 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:



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Brisbane QLD 4000 Australia
P: +61 7 3211 4488
CRICOS Code: 03600G

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