



ANCE

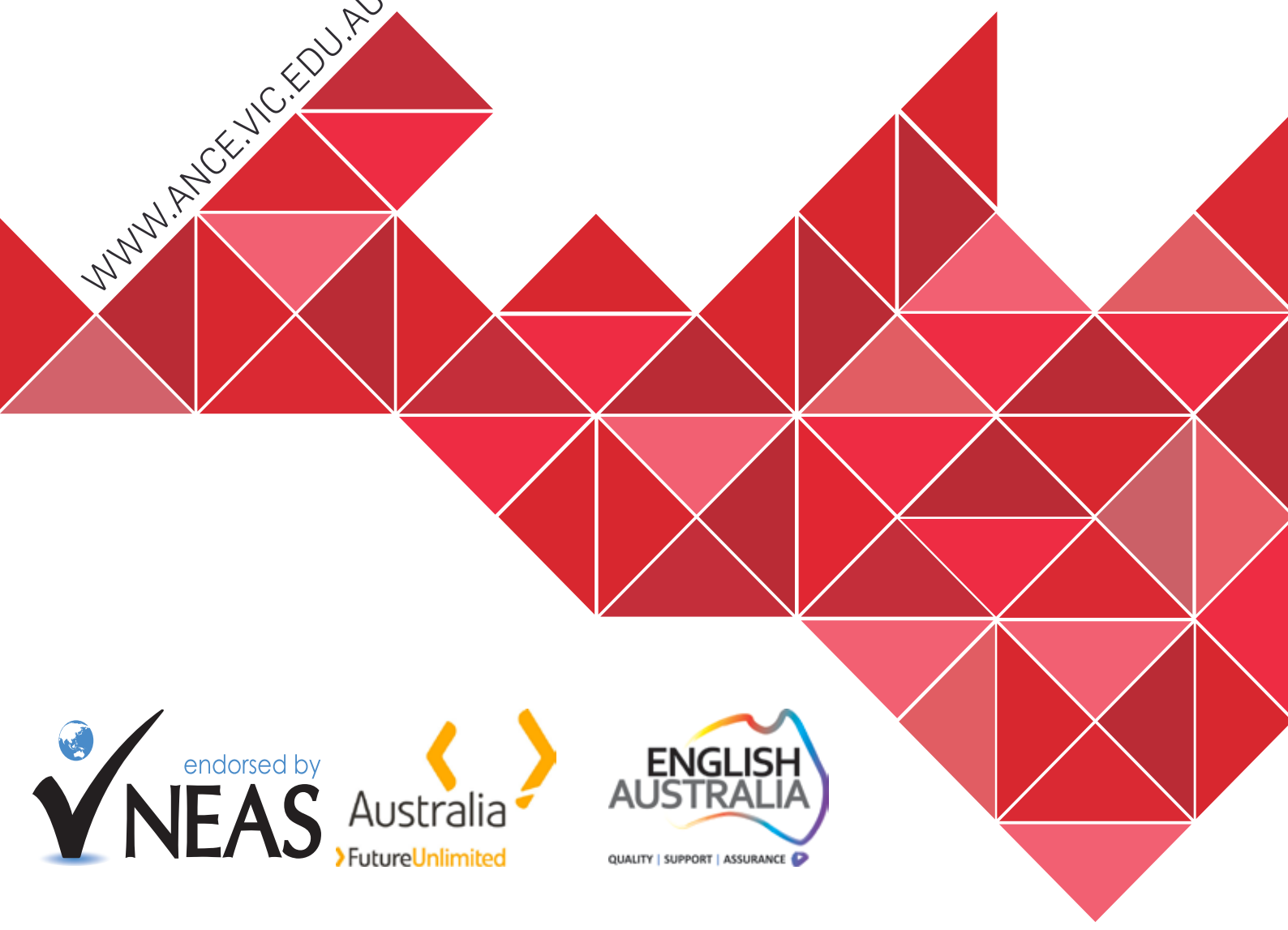
Key to Opportunity



AUSTRALIAN NATIONAL COLLEGE OF ENGLISH

CRICOS: 03134F

WWW.ANCE.VIC.EDU.AU





ADMISSION TO ELICOS AT ANCE

The ANCE selection process is conducted in a fair and ethical manner.

Minimum entry requirements are:

- Being at least 18 years of age
- Successful completion of Year 11 or equivalent or, if less, a demonstrated ability to succeed in the chosen course

As part of the enrolment process, you will be interviewed by a member of the English staff and you may be required to do a short placement test.

Equal opportunities applies to entry into ANCE courses. Your gender, racial background, your religion and other such personal characteristics should not be a barrier to study and training. Management and staff at ANCE are committed to promoting full and equal participation and access for all students to activities and to the learning environment.

TEACHING METHODOLOGY

ANCE's approach takes account of the diverse learning styles and needs of our students.

Therefore, we incorporate a range of teaching and learning methods into our courses, including classroom instruction, practical demonstration, group and individual work, audio and visual presentations, problem-solving activities and field trips. Students are guided in developing the skills to manage their own learning. The ANCE teaching staff have experience teaching English in a wide range of contexts both in Australia and overseas.

COLLEGE FACILITIES

The College provides modern classrooms with audio-visual aids, computer and internet access in computer labs and by wireless, as well as kitchenette facilities. The campus is in the Central Business District, surrounded by cafes and restaurants, and easily accessible by trams, trains and buses within 5 minutes' walk.

STUDENT SUPPORT SERVICES

New students are offered an orientation program which includes an introduction to the policies, procedures and practices of ANCE, students' rights and obligations, and information about living and studying in Melbourne. College staff can assist you with general advice on travel, accommodation, employment and other matters relating to personal welfare and academic progress. If the circumstances indicate that more professional counselling is needed, the Student Services Manager can refer you to an external counsellor at little or no cost to you.

STUDY PATHWAYS

ANCE is affiliated with ANIBT, which provides vocational training for business, hospitality and technical areas of employment. ANCE and ANIBT staff have extensive experience in linking English training to other studies, and can advise you about pathways through ELICOS to vocational training and/or higher education at ANIBT and other institutions. For enquiries, please contact marketing@ance.vic.edu.au

OTHER COURSES

In addition to ELICOS, the College offers Study-Tours for groups of high-school students from overseas.



COURSES

GENERAL ENGLISH

For students wishing to improve their general English ability for a variety of reasons, including later vocational education and training. The course caters for various levels and provides opportunities to improve language skills in managing a wide range of everyday activities and interactions. General English has four levels:

- Elementary at CFR Level A2
- Pre Intermediate at CFR Level B1
- Intermediate at CFR B1+
- Upper Intermediate at CFR level B2

Completion of any one level usually takes 15 weeks but may vary according to the individual student's rate of progress. IELTS test preparation is included at the higher levels of the course. There are no differential fees for different levels.

IELTS TEST PREPARATION

ANCE offers two IELTS test preparation courses for Intermediate level students (B1/4.5-5.0) and Upper Intermediate students (B2/5.5-6.5). Each IELTS Test preparation course is of 10 weeks duration with fixed start dates. The course is intended for people who need to verify their English language proficiency in internationally recognised tests, and is quite specifically designed to meet the learning needs of international students preparing to take the IELTS test. The course also includes information about the format of the IELTS test and how to register as a candidate.

- Intermediate at CFR level B1 (IELTS 4.5-5.0)
- Upper Intermediate at CFR level B2 (IELTS 5.5-6.5)

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BUSINESS ENGLISH

For international students wishing to improve both their general English skills and the language required in further business studies and work environments. The course also provides a means to add to their overall knowledge of international business.

Business English has two levels:

- Intermediate at CFR level B1
- Upper Intermediate at CFR level B2

The course can be used as preparation for the Cambridge Business English Certificate levels 1 (Preliminary) and 2 (Vantage),* and provides a pathway to mainstream business study courses in the vocational training and higher education sectors. Completing one level of Business English would usually take 20 weeks of study but may vary according to the individual student's rate of progress. There are no differential fees for different levels.

* ANCE has no direct association with Cambridge English Language Assessments.

PLACEMENT AND ASSESSMENT IN COURSES

Placement in English language program levels is decided by evidence of English proficiency, and/or by a placement test and interview. Advancement through our courses depends on both a minimum of 80% attendance and on satisfactory progress as measured by assessments. Assessment is continuous during courses: there is no major final exam, but there are formal assessments every 5 weeks. ANCE assessment procedures are flexible, fair, reliable and valid. They include various combinations of class participation, discussion, portfolios, projects, role-plays, written assignments, tests, and oral presentations. ANCE issues ELICOS Certificates of Achievement and/or Statements of Participation to students shortly after the completion of their course.



WHAT IS ELICOS?

English Language Intensive Courses for Overseas Students.

The ELICOS courses at ANCE are designed to provide students from language backgrounds other than English with practical opportunities to improve their English language proficiency in the four macro-skills of listening, speaking, reading and writing; thereby improving the opportunities and confidence in every individual's communication in English language.

COMMENCEMENT

Course will commence every five weeks as follows

2016: 14th June, 18th July, 22th August, 26th September, 31st October, 5th December

2017: 16th January, 20th February, 27th March, 1st May, 5th June, 10th July, 14th August, 18th September, 23th October and 27th November

ANCE is open for new student enrolment EVERY Monday. This means that you can start your ANCE program on any Monday morning of the year (except during the Christmas shutdown)

Please check our website www.ance.vic.edu.au for further details.

COURSE FEES AND DURATION

ELICOS COURSES	HOURS	DURATION	FEES
GENERAL/ BUSINESS ENGLISH	20 hrs/weeks	20 Weeks	AUD\$5,600*
GENERAL/ BUSINESS ENGLISH	20 hrs/weeks	15 Weeks	AUD\$4,200*
GENERAL/ BUSINESS ENGLISH	20 hrs/weeks	10 Weeks	AUD\$2,800*
BUSINESS ENGLISH/IELTS Test Preparation			

TIMETABLE

Monday to Thursday only:

- Session 1: 8:45 - 10:45 AM
- Break: 10:45 - 11:00 AM
- Session 2: 11:00 - 12:45 PM
- Lunch Break: 12:45 - 1:30 PM
- Session 3: 1:30 - 2:45 PM

There are NO classes on Fridays. It is an individual study day and social activities day.

* Timetables and prices are subject to change without notice. Please contact ANCE to check current prices.

TERMS & CONDITIONS OF ENROLMENT

- ▶ You must be at least 18 years of age.
- ▶ ANCE reserves the right to accept or reject any application for enrolment at its discretion. If you accept a place offered by ANCE and pay the fees, that means a binding contract is created between you (the student) and ANCE.
- ▶ All fees and charges will be payable in advance as determined by ANCE. You will not be permitted to commence or continue your course until all outstanding fees and charges are paid.
- ▶ Any payments not made by the due date will incur a late payment penalty of A\$200. After a further two weeks a penalty of A\$50 per week or part thereof will be payable until the full amount has been paid.
- ▶ Current course fees and other charges are shown in this form and will be included in the payment agreement to be signed on enrolment. Fees and charges, while correct at the time of printing, are subject to change without prior notice.

POLICY ON REFUNDS

- ▶ If ANCE defaults (i.e. the course does not start on the agreed date, the course ceases to be provided before it is completed, or the course is not provided in full to the student), the student is entitled to a full refund. In this case the refund will be paid within 14 days after the occurrence of these events.
- ▶ In these instances, the refund is covered by the ESOS Act 2000 and not by a refund agreement.

REFUND AGREEMENT

- ▶ Application fees, Accommodation Placement fees and Airport Pickup fees are non-refundable.
- ▶ All tuition fees will be refunded if the application for an initial visa is rejected. Proof of refusal must be provided no later than four weeks after the date of refusal, otherwise normal cancellation fees will be charged.
- ▶ Tuition fees will not be refunded if a student visa is cancelled or refused by the relevant authority due to non-compliance on the part of the student with the rules and regulations set by the Australian government.
- ▶ No reduction in tuition fees for students who arrive after course commencement will be considered. If an applicant accepts a place offered by ANCE and pays the fees it constitutes a binding contract between ANCE and the student.
- ▶ Notification of cancellation/withdrawal from or deferral from a course of study must be made in writing to ANCE. A refund will be paid within 28 days after receiving the written notice and a statement explaining how the refund was calculated will be included.
- ▶ In the case of cancellation/withdrawal, a cancellation fee as outlined below will be applied:

CANCELLATION BEFORE COMMENCEMENT DATE

More than 10 weeks before	A\$500
Between 4 weeks and 10 weeks	50 % of course fee
Less than 4 weeks before	70 % of course fee

CANCELLATION AFTER COMMENCEMENT DATE

2 weeks or less after	A\$500 + 70% of course fee
More than 2 weeks after	100 % of course fee

- ▶ Exemptions to the above mentioned cases may only occur where there are extenuating or compassionate grounds, as determined by the CEO of ANCE.
- ▶ A student whose enrolment is terminated by ANCE will not be entitled to any refund of fees. Any fee refund is wholly at the discretion of ANCE.
- ▶ In the event of any disagreement between the parties, this agreement and the availability of ANCE's complaints and appeals processes do not remove the right of the student to take action under Australia's consumer protection laws.

FEES PAYABLE BY

BANK CHEQUE/DRAFT/TELEGRAPHIC TRANSFER TO:

Account name: Australian National College of English

BANK: WESTPAC

BSB: 033005

ACCOUNT NUMBER: 422174

SWIFT CODE: WPACAU25

APPLICATION CHECKLIST

Check that you have

- completed all sections of the Application for Admission
- read and understood the Conditions of Enrolment and the Refund Policy
- included a passport photo and a photocopy of your passport ID.

APPLICANT'S DECLARATION

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. During my enrolment I will notify ANCE of any change of address or other personal contact details. I have read and understood the published course information in the brochure or website and I have sufficient information about ANCE to enrol. I understand that any information gathered by ANCE relating to me may be made available to Commonwealth and State Government agencies and to the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code 2007. I accept liability for payment of all fees. I have read and understood the conditions of enrolment on this form and the refund policy of ANCE, which is also on this form. I agree to abide by all of the above terms and conditions.

_____/_____/20____
Signature Date

REPRESENTATIVE'S STAMP



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STUDY-TOUR PROGRAMS FOR SCHOOL STUDENTS LEARNING ENGLISH

PROGRAM DESIGN

Over the last several years ANCE has welcomed many groups of school students from overseas on Study-Tour programs in Melbourne. Program duration ranges from a few days to a few weeks, and group sizes can be up to 40 or 50 students from the middle school or high school years. The program can include daily English lessons in-class as well as excursions to places of interest. Some examples of places of interest can be found on the following websites:

www.visitmelbourne.vic.gov.au

www.australia.com

The lessons cover English skills and key features of Australian culture. To suit the age and the English skill level of the students, ANCE teachers are able to modify the content of lessons and the style of teaching. For older students we can include specific topics and activities such as Australian history, international travel study, preparation for international English tests, and English for academic contexts. If your Study-Tour is booked and confirmed well in advance, it may be possible to book a visit to a local school, where your group would be able to meet and interact with Australian students.*

Remember, it is easy for ANCE to tailor-make your program to suit your school's needs. Please ask us how.

ACCOMMODATION AND RECREATION

We can arrange accommodation for your group in an apartment building. However, most groups prefer accommodation in homestays, where the students are able to meet local people and experience the lifestyle of a country that is new and different to them.

Please note Study-Tours are not suitable for children under 12 years of age.

Please visit www.melbourne.vic.gov.au and www.visitmelbourne.com for further information.

INFORMATION AND QUOTATION

To discuss your Study-Tour requirements and obtain a quotation for costs, please contact ANCE on info@ance.vic.edu.au or by telephone on +61 3 9620 1722

*Visits to local schools are not normally available during exam periods and school holidays. For example, most schools in Australia are closed from before Christmas until the start of February.

*Please note also that January and February are summer months in Melbourne and that hot weather sometimes makes outdoor activities impractical. ANCE needs to be flexible in implementing Study-Tour programs.



LIVING IN MELBOURNE

PUBLIC TRANSPORT

Trams, trains and buses are accessible very close to the ANCE campus – no more than a few minutes' walk away. They connect to all suburbs of Melbourne. For routes and timetables, see <http://ptv.vic.gov.au>

COST OF LIVING

Students should note the following guide to costs when they study in Australia. The cost of accommodation, books, stationery and other necessary expenses is about AU\$22,000 per year (not including your tuition fees).

There will be additional costs if you bring your dependent children with you to Australia.

ACCOMMODATION

Homestays with local families in the Melbourne metropolitan area or accommodation in hostels and apartments in the city centre can be booked through the College. Most students opt for a private rental apartments or houses, where the cost of living can be reduced by sharing with friends or other students. The rent ranges from AU\$150 to AU\$450+ per week, depending on location, whether it is a house or an apartment, and how many people are sharing.

Please visit: www.tuv.org.au and www.consumer.vic.gov.au for additional information regarding renting properties in Melbourne.

SCHOOLING FOR YOUR CHILD/CHILDREN

If you bring dependent children aged between 6 and 17 with you to Melbourne, they will have to go to school. There is a wide range of schools, both government and independent. The Department of Education and Early Childhood Development provides some information about schools in Victoria on its website www.education.vic.gov.au, in the section "Choosing the Right School", and ANCE staff can help you find out more. Your child must be booked into a particular school and Confirmation of Enrolment (CoE) issued before the child comes to Australia. Note that you will have to pay fees for sending your child to school, and at some schools the fees are quite high.



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