



## Australian Institute of Applied Sciences

College of English

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### English Course Fees and Dates

#### General English Courses

Course	Hours/ Week	Weeks 1-12	Weeks 13-24	Weeks 25-36	Weeks 37+	Materials Fee
General English (Full time) CRICOS Code Starts every Monday	25 hours	\$320AU	\$300AU	\$290AU	\$270AU	\$15/week
General English (Part time) CRICOS Code Starts every Monday	15 hours	\$230AU	\$220AU			\$15/week
	10 hours	\$220AU	\$2000AU			
	5 hours	\$120AU	\$110AU			
	1 hour blocks	\$30AU	\$25AU			

#### English for Further Study

Course	Study Load	Hours Per Week	Cost	Materials Fee
English for Academic Purposes (EAP) Starts every Monday	12 weeks Full Time	25 hours	\$320AU/week	A\$15/week
IELTS Preparation Starts every Monday	12 weeks Full Time	25 hours	\$320AU/week	A\$15/week

#### Private Tuition and Small Groups

Private Tuition	1 hour = \$80AU	5 hours = \$395AU	10 hours = \$700AU	\$15AU
Small Group Tuition	2 per class \$45* pp	4 per class \$40* pp	6 per class \$30* pp	8/10 per class \$25* pp

\* Materials cost is \$15 per person for group classes.

#### Other Fees

	Australian Citizens/ Permanent Residents	International Students
Offer of Place	Free	Free
Textbooks	On Application	On Application
Registration/ Enrolment Fee	\$150AU	\$150AU
Deposit on Course	\$500AU	Calculated on Application
Airport Pick Up (Optional – one way)	\$100AU	\$100AU
Overseas Student Health Cover (OSHC)	N/A	From \$28.50AU per month

- All fees are in Australian Dollars and include 10% Goods and Services Tax (GST) where appropriate and are subject to change without notice.
- Student Visa students may only enrol in part-time courses only in addition to full-time study.
- All full-time programmes are 25 hours per week.
- Students enrolling in General English (GE) plus another full-time programme will pay the weekly fee that applies to the combined length of the two (2) courses.
- Students enrolling in General English (GE) plus English for Academic Purposes (EAP) will pay the EAP fee plus the GE fee that applies to the combined length of the two (2) courses.
- Overseas Student Health Cover (OSHC) is compulsory for all students studying in Australia on a Student Visa.

## How to Enrol with AIAS

After compliance with Australian Embassy requirements proceed to enrol as indicated below.

1. Send, post, fax or email your completed enrolment form directly to the International Students Manager at our Brisbane campus.
2. we will acknowledge receipt of your enrolment form and issue you with an Invoice, and or Notice of Offer. This will normally occur during the same or following business day after your enrolment is received.
3. If you are going to be studying on a Student Visa you will need to pay your Overseas Student Health Cover (OSHC) fee at the time of enrolment, to ensure you are covered from your course commencement date.
4. Once you have received your Invoice or Letter of Offer with the prescribed fees, send your full fees in Australian dollars (\$AU) making sure you include all tuition fees and optional fees (where applicable). You can make payment by credit card, bank cheque, money order, bank draft, or electronic funds transfer (EFT).
5. When payment is confirmed we will acknowledge receipt of your fees and send you an official receipt. If you are intending on studying on a Student Visa we will also issue you a Confirmation of Enrolment (COE). When choosing a date to commence your chosen course, Student Visa students should allow at least four (4) weeks for processing.
6. When you receive your COE apply for your Student Visa from the Australian Embassy or Consulate. You must take your COE with you when lodging for a Student Visa.
7. If you wish to be collected from the Brisbane airport, please ensure you provide us with your flight details (flight number, date and time of arrival) three (3) weeks before you arrive in Australia. We will aim to confirm receipt of these details two (2) weeks prior to your arrival in Australia.

## Refund and Cancellation Policy

The Institute has the following policy in regard to refunds to International Students (as defined by the ESOS Act 2000)

1. Full Refund of Tuition Fees, if Place Withdrawn, or Unavailable:  
If The Institute withdraws an offer of a place to a student, or the course in which the student has enrolled becomes unavailable, a full refund of all fees and charges will be made within 14 days.
2. A full refund will also apply where an international student has their student visa application denied by Immigration. In this case, written proof of denial must accompany the request for a refund. Refunds in this case will be made within 28 days of receipt of written notification and proof.
3. Cancellation of a Course by a Student Prior to Course Commencement:  
Where a student cancels his or her enrolment prior to the scheduled course commencement date, pre-paid tuition fees will be refunded in full, less a \$150.00 Administration Fee, which covers the cost of the student's enrolment. Refunds in this case will be made within 28 days of receipt of written notification.
4. Cancellations after Course Commencement:  
Cancellations after course commencement are only allowable in the first week of the course. A maximum refund of 25% of any pre-paid course fees will apply in these cases. In addition, a \$1000 Administration Fee will be charged. Students are required to submit an "Amendment of Enrolment" form within the first week of the course to be eligible. After the first week, no refunds are payable. The Institute does offer a deferment or transfer of pre-paid fees to another person (see deferments, below, (4)). Refunds in this case will be made within 28 days of written notification.
5. Exceptional Circumstances: Deferment of Course of Study:  
Where a student is unable to continue his or her studies for reasons deemed by the Institute to be to be "exceptional circumstances," the student will not be entitled to a refund but may apply for a deferment. Course deferments can be made for any time in the future so that students are able to resume their studies at a time convenient to them. Deferments cannot be converted to refunds under any circumstances.
6. Request for Refunds  
All requests for refund must be made in writing and forwarded to the Institute Director. An acknowledgement for the request will be sent to the address last held on file for the student, (or an alternative address, as nominated by the student.) If the refund request is approved, payment will be made in the form of a cheque made out in Australian dollars (AUD) to the enrolled Student. The cheque will be posted to the nominated address, or made available for collection from Administration. All refunds for international students are processed in accordance with the provisions of the ESOS Act 2000 (see above).
7. Rights of International students in Refund Disputes:  
In the case of a dispute over a refund, international students may nominate a support person to accompany them at any stage of the dispute resolution process. The student may also take action under Australian consumer protection laws. Where disputes cannot be remedied internally, the Institute will arrange for independent mediation. Regardless of the result of this mediation, or the decision of the Institute, students still have the right to pursue other legal remedies under Australian and Queensland law.
8. A Refund Policy Agreement is provided as part of an information handout to international students. This agreement and other information is part of the **International Course Information Guide**. The agreement must be signed and understood by all international students before they enrol in the Institute's Courses.

## General Important Notes

In accordance with the laws of Australia:

- The personal information you provide us with or is obtained about you prior to or during your period of enrolment with AIAS may be disclosed to relevant third parties including all the Australian Government and its various departments (ESOS, DIAC, DEST etc), family, agents, further education institutions, and other statutory bodies as may be required.
- The Institute is obliged to provide the government of certain changes to the status of a student's enrolment, and any breach of Student Visa conditions.
- All Student Visa students must be studying a CRICOS registered full-time course.
- Student Visa holders may apply to do up to 20 hours part-time work while in Australia. This must be in addition to full-time study.
- Your agreement as a student to abide by all conditions of enrolment, refund and cancellation policies, and any other declarations does not remove your right to take action under Australia's consumer protection laws, legal remedies or utilise the Institute's disputes resolution policies.