

# Griffith English Language Institute (GELI)

## Application Form

### English Language Courses

Please print in **BLOCK LETTERS**

If you apply through an agent, all correspondence relating to your application will be sent to that agent.

#### 1. Have you applied to Griffith before?

Yes  No

If yes, your Griffith ID no. ....

Are you going to enrol in a Griffith University degree program/ pathway program?

Yes  No

If yes, name of program

.....

Are you currently studying at another institution?

Yes  No

If yes, name of institution

.....

#### 2. Personal details

Mr  Mrs  Miss  Ms  Other

Family name

.....

First name

.....

Date of birth

.....

Country of birth

.....

Nationality

.....

Passport number

.....

Home country address

.....

.....

.....

Australian address

.....

.....

Home telephone no.

.....

Mobile no.

.....

Email

.....

.....

We may use your mobile phone number and personal email to send you information about your program and suggestions on how to improve your English language learning prior to commencing at GELI. If you are applying through an agent, all information relating to your application will be sent to your agent.

#### 3. English language program you wish to study

Name of program

.....

Brisbane  Gold Coast

Number of weeks

.....

Start date

.....

#### 4. English language proficiency

Do you hold an IELTS, ISLPR, TOEFL iBT or PTE-Academic Certificate of English proficiency? (Must not be older than 1 year from program start date)

Yes (Score Report Number):.....  No  
Please attach certified copy of results. You may be asked to produce the original documents.

#### 5. Overseas Student Health Cover (Student visa holders only)

You are required to have cover for the duration of your visa.

Single  Dual Family  Multi Family

#### 6. Visa information

New student visa  
 Working holiday visa  
 Extension of student visa  
 Tourist visa  
 Other .....

#### 7. Have you ever had a visa application rejected?

No  
 Yes, please provide details below

.....

.....

#### 8. Medical condition or disability

No  
 Yes, please provide support requirements and supporting documents

.....

.....

## 9. Agent information

Agency name

Country

Address



Contact person

Phone

Email

## I agree:

- to abide by the regulations, conditions of admission and enrolment at Griffith University and Griffith English Language Institute (GELI).
- that I have read and understood the published program information applicable to the program/s and that I have sufficient information to accept my offer.
- to permit Griffith University to release my details to or obtain details from third parties as necessary in the usual course of university business, e.g. Australian government departments and OSHC provider.
- to permit Griffith University to release my final academic results to Griffith College if I am on a pathway program.
- that I am responsible for payment of all fees applicable to the program, including fee changes as I progress to other GELI programs that attract a different fee.
- that I am responsible for payment of all fees applicable to the replacement of my textbook if I lose or damage the textbook.
- that I have read and understood the Refund Policy, Transfer Policy, Leave of Absence Policy, the Risk, Notice and Indemnity Policy, and the Photo Release Policy.
- to notify GELI if there is any change to the information I have given in this application.

## Declaration

- I have read and understood the information on this application form.
- I declare that the information I have supplied on this form is correct and complete.
- I wish to apply for enrolment at Griffith English Language Institute.

Signature (to be signed by parent/guardian if student is under 18 years of age)

Name (please print in English)

Date

**Privacy Policy:** - Griffith English Language Institute collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's privacy plan: [griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan](http://griffith.edu.au/about-griffith/plans-publications/griffith-university-privacy-plan)

## Orientation

Compulsory orientation and placement test details will be on your Letter of Offer.

## Application and Enrolment Process

1. Complete and sign this application form (or apply online at [griffith.edu.au/geli](http://griffith.edu.au/geli))
2. Email, fax or post application form and English test results (if applicable) to GELI
3. Receive your Letter of Offer AND an Enrolment Agreement for you to sign and return
4. Accept your offer by paying fees or providing evidence of sponsorship
5. GELI will send you an Acceptance Letter confirming your course place together with a Confirmation of Enrolment (eCOE) if you are applying for a student visa.

## Entry Requirements

Some programs have entry requirements. Please refer to the English Language entry requirements at [griffith.edu.au/degree-career-finder](http://griffith.edu.au/degree-career-finder) for the program in which you are interested.

## GELI closed - Public holidays

Christmas/New Year	Labour Day
Australia Day	Brisbane Show (Brisbane only)
Good Friday	Gold Coast Show (Gold Coast only)
Easter Monday	Queen's Birthday

## Contact details

### Brisbane

International Building (M14)  
176 Messines Ridge Road,  
Mt Gravatt, Queensland 4122  
AUSTRALIA  
Telephone: +61 7 3735 7089  
Facsimile: +61 7 3735 7090  
[griffith-english@griffith.edu.au](mailto:griffith-english@griffith.edu.au)

### Gold Coast

International Building (G52)  
Parklands Drive,  
Southport, Queensland 4222  
AUSTRALIA  
Telephone: +61 7 5552 7555  
Facsimile: +61 7 5552 7500  
[griffith-english@griffith.edu.au](mailto:griffith-english@griffith.edu.au)

We look forward to welcoming you at GELI  
[griffith.edu.au/geli](http://griffith.edu.au/geli)

## Send application form to:

### Brisbane

[griffith-english@griffith.edu.au](mailto:griffith-english@griffith.edu.au)  
Fax: +61 7 3735 7090

### Gold Coast

[griffith-english@griffith.edu.au](mailto:griffith-english@griffith.edu.au)  
Fax: +61 7 5552 7500

#### I understand that:

- Griffith University may vary or cancel any decision it makes, including cancelling my enrolment, if the information I have given is incorrect or incomplete.
- if I change my address/contact details I must notify GELI immediately.
- by providing my personal email address on the application form I am giving permission to GELI to use this to communicate with me on any matters relating to my application and enrolment at GELI.
- some programs require written proof of a pre-requisite level of English for entry.
- it is my responsibility to provide original documentary evidence of my current English language level (if required) or qualifications.
- if I have a current English Language Proficiency Test result (acceptable to GELI) I will be offered a place in a program based on this result.
- if I do not have a current English Language Proficiency Test result (acceptable to GELI) I will be tested on commencement of my program and placed in a class at the appropriate English language level.
- I must successfully complete all class work, assignments, activities and assessments in order to maintain satisfactory progress.
- my enrolment may be suspended or cancelled on the grounds of unsatisfactory academic performance, misconduct, or unsatisfactory attendance as well as non-payment of tuition fees.
- I must attend at least 80% of my Program of Study and that if I fail to do so I will be reported to the Australian Department of Immigration and Border Protection (DIBP).
- if my enrolment is deferred, suspended or cancelled this may result in my Confirmation of Enrolment being cancelled and my student visa cancelled.
- I am fully responsible for my education and living expenses while studying at Griffith University.
- fees may increase and living expenses in Australia may be higher than in my home country. I confirm that I am liable to meet these costs and that neither Griffith University nor the Australian government is obliged or required to help me if I need financial assistance.
- if I have school-aged children who accompany me to Australia, I will be required to pay their compulsory school fees.
- the information provided by me may be made available to Commonwealth and State agencies and the ESOS Assurance Fund Manager, pursuant to obligations under the ESOS Act 2000 and the National Code.
- if sponsored, Griffith University is required to produce details of my progress to my sponsoring body on request.
- this agreement and my right to access Griffith's internal appeal processes does not remove my right to take further action under Australia's consumer protection laws.
- if I am under the age of 18 years, GELI may contact my parents/guardians if they are concerned for my welfare.

#### Transfer Policy:

- Tuition fees will not be transferred to another English language teaching (ELICOS) Centre.
- Students may transfer tuition fees to a formal award program at Griffith University if the student produces evidence of having met the English language requirements for their program. Refer to conditions in point 3.
- If student tuition fees are approved for transfer to another Australian institution, GELI will transfer the program fees directly to the institution, less a charge of 20% of the cancelled portion of fees paid to GELI, less any other outstanding fees and charges.
- Transfer conditions are in accordance with government requirements.
- Fourteen days written notice is given prior to the commencement date of an ELICOS program.

#### Leave of Absence Policy:

**Student visa holder:** Applies for all Griffith English Language Institute (GELI) programs with the exception of the Direct Entry Program Preparation and Direct Entry Program. Leave will not be approved once a student has commenced the Direct Entry Program Preparation or the Direct Entry Program.

Students may apply for a period of 5 weeks leave after 20 weeks of continuous study. The start and end date of approved leave must correspond with the start and end date of a GELI 5-week English language program.

Students must apply in writing a minimum of 10 working days prior to the commencement of the requested leave period. The request must be submitted on the GELI Application for Leave of Absence form, giving full reasons for the request. The request will be assessed and the outcome advised in writing. Students must continue to attend class until notified of the outcome of the application.

Leave may also be approved under compassionate or compelling circumstances as defined by the ESOS Act and National Code & National Code Explanatory Guide, ELICOS Sector Compliance Guide, 2007. If leave is approved under these conditions the student's eCoE will be noted on PRISMS as "Leave of Absence".

If a student takes leave without approval or does not return on the approved re-commencement date, GELI's Attendance Policy will apply and the student will be marked absent from class until the student re-commences study. This may impact on the student's visa.

Sponsored students are required to provide written permission from the Sponsor before a leave application can be considered. Students are expected to return home during an approved leave of absence.

**Under 18 Students:** Leave will not be approved for students less than 18 years of age except in exceptional circumstances.

**Tourist visa and working holiday visa holders:** Non-student visa holders may apply for a period of 5 weeks leave. The start and end date of approved leave must correspond with the start and end date of a GELI 5-week English language program

Students must apply in writing a minimum of 10 working days prior to the commencement of the requested leave period. The request must be submitted on the GELI Application for Leave of Absence form.

#### Risk, Notice and Indemnity Policy:

- I understand by the nature of the activities\* there is a risk that I could suffer injury or death and/or loss of or damage to my property when participating in an activity. I understand some of the activities are dangerous activities and that by participating in such activities I will be exposed to risks which include over exertion, dehydration, accidents with other participants and spectators, and accidents caused by my own actions. I acknowledge in some circumstances there may be no or inadequate facilities or equipment to provide assistance if I am injured.
- I acknowledge some activities will be conducted by Griffith and some activities will be conducted by organisations independent of Griffith.
- I acknowledge and agree that if I participate in an activity I do so voluntarily and at my own risk and I release and indemnify Griffith and its staff from any claims, causes of action of any nature whatsoever which may be made by me or on my behalf or made by other persons which are connected to or arise out of any injury, loss, damage or death caused to me or my property as a result of my participation in an activity whether due to negligence or breach of agreement or any other cause whatsoever.
- If I become aware at any time of any health condition or impairment or other reason which may cause me to suffer injury or death while participating in the activity I agree to withdraw from participating in the activity.
- I give permission for Griffith to obtain medical assistance when considered necessary.
- I agree to give Griffith prior notice (if possible by the Thursday before the activity is due to commence), of any health or other reasons which may require Griffith to provide to me specific assistance or to meet special requirements (including special dietary requirements) with my participation in the activity.
- If I withdraw from an activity, I acknowledge a full refund will be given only if I notify Griffith in writing before 4.30pm on the Thursday before the activity is due to commence. An activity may be postponed by Griffith without a refund. However, if the activity is cancelled by Griffith a full refund will be given.

\*All Cultural, Social, Sporting and other activities offered by Griffith which includes activities conducted by Griffith and external organisations whether conducted outdoors or indoors such as public festivals; private gatherings; physical contact and/or endurance sports such as soccer, surfing and ice skating; excursions such as overnight treks or whale watching; workshops; fundraisers and/or volunteering opportunities. A more detailed list of the type of activities which may be offered by Griffith is contained in the Orientation Pack which will be made available during Orientation.

#### Photo Release Policy:

- I give permission to Griffith employees or Tour Operators working with Griffith to photograph me and use any image of me to promote Griffith and Griffith activities.
- I acknowledge that all right, title and interest in or relating to any image of me taken by or on behalf of Griffith, belongs to Griffith absolutely for its own use.
- I release Griffith from any claim by me, or on my behalf, arising out of Griffith use of any photograph of me.