



SHAFSTON
www.shafston.edu

Last Updated: 31/03/2017

Application Form

January - December 2017

Courses offered by Shafston House College Ltd trading as Shafston International College
CRICOS PROVIDER CODE: 01542F RTO CODE: 32004

Full Time Tuition (All Courses except closed Cambridge courses) - 25 hours per week	Fees (per/week)
Tuition 1 - 11 wks	\$370
Tuition 12 - 24 wks	\$360
Tuition 25 - 40 wk	\$350
Tuition 41+ wks	\$320
Part Time Tuition (General English - myEnglish Only) - 15 hours per week	Fees (per/week)
Tuition 1 - 4 wks	\$260
Tuition 5 - 12 wks	\$250
Other Fees	Fees
Application Fee (All Courses)	\$240
Learning Material Fee (All Courses)	\$15 (per/week)
Private Tuition (Min 5 hours)	\$110 (per/hour)
OSHC (Overseas Student Health Cover) Single*	\$55 (per/month)

Courses | Intake Dates | Fees

Courses	GC	BNE	Start Dates	Exam Dates	Length	Exam Fee	Tuition Fee	Learning Material Fee
General English- myEnglish (CRICOS 021673G)	●	●	Starts Every Monday		1+ wks			
IELTS (CRICOS 070046F)	●	●	Starts Every Monday		1+ wks			
TOEIC (CRICOS 070042K)		●	13/02/2017 31/07/2017	24/03/2017 08/09/2017	6 wks			
Flexi Cambridge (PET/FCE/CAE) (CRICOS 021673G)		●	Starts Every Monday		1+ wks			
Cambridge Preliminary English Test (PET) (CRICOS 046000J)		●	19/06/2017	07/09/2017	11 wks	\$330	\$4,070	\$165
Cambridge First Certificate in English (FCE) (CRICOS 070043J)	●	●	02/01/2017 20/03/2017 03/07/2017 11/09/2017	18/03/2017 10/06/2017 22/09/2017 02/12/2017	11 wks 12 wks 12 wks 12 wks	\$350	\$4,070 \$4,320 \$4,320 \$4,320	\$165 \$180 \$180 \$180
Cambridge Certificate in Advanced English (CAE) (CRICOS 070045G)	●	●	02/01/2017 27/03/2017 26/06/2017 11/09/2017	17/03/2017 17/06/2017 16/09/2017 01/12/2017	11 wks 12 wks 12 wks 12 wks	\$350	\$4,070 \$4,320 \$4,320 \$4,320	\$165 \$180 \$180 \$180
Cambridge Certificate of Proficiency in English (CPE) (CRICOS 038097F)		●	02/01/2017	04/03/2017	9 wks	\$350	\$3,330	\$135
Business English Certificate - Vantage (BEC V) (CRICOS 070044G)		●	10/04/2017	16/06/2017	10 wks	\$360	\$3,700	\$150
Business English Certificate - Higher (BEC H) (CRICOS 070044G)		●	09/01/2017	17/03/2017	10 wks	\$360	\$3,700	\$150

Shafston Student Employment

Shafston Services	Fees
RSA (Responsible Service of Alcohol) Certificate	\$80
Coffee Training	\$80
Job Ready Program (Special Package Offer) - Includes Job Ready Introduction, RSA, Coffee and Waiter Training	\$240

Shafston Airport Pick-Up Service

Airport Pick-up and Transfer	Fees
Airport Greeting & Transfer (Local Transfers)	\$110
Airport Greeting & Transfer & Return (Local Transfers)	\$175
Airport Greeting & Transfer (Brisbane to Gold Coast)	\$215
Airport Greeting & Transfer (Gold Coast to Brisbane)	\$215
Airport Greeting & Transfer & Return (Brisbane to Gold Coast)	\$350
Airport Greeting & Transfer & Return (Gold Coast to Brisbane)	\$350
Under 18 Airport Check-in Service	\$60

Shafston Homestay Service

Minimum stay 2 weeks

Homestay Services	Fees
Homestay Accommodation Placement Fee	\$240
Room Only (No meals)	\$189/week (\$27/night)
Half Board (2 meals/day weekdays, 3 meals/day weekends)	\$245/week (\$35/night)
Full Board (3 meals/day everyday)	\$266/week (\$38/night)
Standard Extra Care (3 meals/day everyday, transport to and from college, laundry)	\$322/week (\$46/night)
Standard Extra Care Peak Season (July / August)	\$350/week (\$50/night)
Special Meal Request (Halal, gluten free, vegetarian etc.)	\$42/week (\$6/night)
Special Requests (Private Bathroom, Wifi etc.) - Subject to availability	\$21/week (\$3/night)

Brisbane Accommodation

Minimum stay 2 weeks

Accommodation Services	Fees		
Accommodation Placement Fee	\$240		
Cleaning Fee	\$50		
On-Campus Accommodation Peninsula @ Shafston	\$/week		
Two Bedroom Unit (4 single beds)			
Twin Share Room (Room has 2 single beds)	\$245		
Private Room (Room has 2 single beds)	\$480		
On-Campus Accommodation Unilodge @ Shafston	2 - 11 weeks	12+ weeks	24+ weeks
Private Room - Riverfront	\$420	\$390	\$370
Private Room - Non-Riverfront	\$400	\$375	\$350
Twin Share Room - Riverfront	\$290	\$255	\$220
Twin Share Room - Non-Riverfront	\$280	\$245	\$210
Triple Share Room	\$210	\$190	\$180
Triple Share Room - Private	\$570	\$540	\$510

Gold Coast Accommodation

Accommodation Services	Fees	
Accommodation Placement Fee	\$240	
Cleaning Fee (Southport Central)	\$50	
Blue Water Bay	\$/week	Minimum stay 4 weeks
Two Bedroom Unit (4 single beds)		
Twin Share Room (Room has 2 single beds)	\$185	
Private Room (Room has 2 single beds)	\$370	
Private Apartment (Room has 1 queen bed)	\$520	
Southport Central	\$/week	Minimum stay 8 weeks
Two Bedroom Unit (4 single beds)		
Twin Share Room (Room has 2 single beds)	\$235	
Private Room (Room has 2 single beds)	\$470	

Australia | Queensland Holidays

Holidays	Dates	Holidays	Dates
New Year's Day	01/01/2017	ANZAC Day	25/04/2017
New Year's Day Holiday	02/01/2017	Labour Day	01/05/2017
Australia Day	26/01/2017	EKKA (Brisbane Only)	16/08/2017
Good Friday	14/04/2017	Gold Coast Show (Gold Coast only)	01/09/2017
Easter Saturday	15/04/2017	Queen's Birthday	02/10/2017
Easter Monday	17/04/2017	Christmas Holiday	25/12/2017 ~ 01/01/2018

Personal Details

Family Name _____ Given Name _____
 Date of Birth ____/____/____ Male Female Email _____
 Phone _____ Passport Number _____
 Nationality (as shown on passport) _____ Place of Birth _____
 Emergency Contact Name _____ Telephone / Email _____

Visa Details

What visa type will you have while studying? Student Tourist Working Holiday Other
 Do you require OSHC to be arranged by Shafston? Yes No
 Do you have any Medical Conditions? _____
 Where are you applying for your Visa? Overseas Australia

Course Details

Location: Brisbane Gold Coast
 Course 1: Start Date ____/____/____ Duration _____ weeks Course Type _____
 Course 2: Start Date ____/____/____ Duration _____ weeks Course Type _____
 Course 3: Start Date ____/____/____ Duration _____ weeks Course Type _____
 Private Tuition: Number of Hours _____
 Start Date ____/____/____
Job Ready Program: RSA: Coffee Training:

Airport Pick Up Service

Airport Transfer (local) Airport Transfer (BNE to GC) Airport Transfer & Return (BNE to GC)
 Airport Transfer & Return (local) Airport Transfer (GC to BNE) Airport Transfer & Return (GC to BNE)
 Under 18's Airport Check-in Service

Duration of Stay (Accommodation)

Number of weeks: _____ Arrival Date: ____/____/____ Departure Date ____/____/____

Unilodge@Shafston (Brisbane)

Full Payment is required to secure booking.
 Room Type: Riverfront - Private Riverfront - Twin Share Non-Riverfront - Twin Share
 Non Riverfront Private Triple Share Triple Share - Private

Peninsula@Shafston (Brisbane)

Full Payment is required to secure booking.
 Room Type: Share Apartment - Share Room Share Apartment - Private Room

Blue Water Bay (Gold Coast)

Full Payment is required to secure booking.
 Room Type: Share Apartment - Share Room Share Apartment - Private Room Private Apartment

Southport Central (Gold Coast)

Full Payment is required to secure booking.
 Room Type: Share Apartment - Share Room Share Apartment - Private Room

Homestay (Brisbane & Gold Coast)

Types of Homestay: Half Board Full Board Extra Care
 Do you smoke? _____ Are pets ok? _____
 Special Meals requested (additional fees apply) _____
 Do you have any allergies/illnesses? _____
 Special request (additional fees apply) _____

Credit Cards*

Type: _____ Name on Card: _____
 Card Number: _____ Expiry Date: ____/____/____
 Amount to be charged: _____

Student signature: _____

*Payments made by international credit card will incur the following charges: Mastercard/Visa/AMEX/Bankcard of 2.65%

We reserve the right to reject your enrolment unless the written agreement is signed.

Terms and Conditions

Please read the following terms and conditions of your student agreement. By submitting this application, you acknowledge that you have read, understood and accept the terms and conditions. Your Letter of Offer and Quote (latest version) form part of this agreement.

Payment of Fees

1. All fees must be paid by the invoiced due date.
2. If fees are not paid by the invoiced due date, students may be precluded from attending classes, sitting exams and receiving results. Student visa holders may be reported to the Department of Immigration and Border Protection for non-payment of fees.

Refund of Fees

3. All refund applications must be submitted by using the official Shafston Student Refund Form available at www.shafston.edu. Application Fees and Accommodation Placement fees are non-refundable.
5. Cancellation in writing at least 28 days before the student's course start date attracts a full refund, except any non-refundable fees.
6. Cancellation in writing less than 28 days before the student's course start date attracts a refund less any non-refundable fees and a \$500 cancellation fee per course.
7. Cancellation after the student's course start date will not attract a refund.
8. For student visa holders - no refund is available for students who cancel their course on arrival in Australia.
9. For a visa application rejection - a student must provide written evidence to Shafston within 14 days of being rejected, to receive a full refund of course fees, except any non-refundable fees.
10. Refunds will be paid to the person or entity that paid the fees to Shafston, less any bank fees, within four (4) weeks from the date of Shafston receiving your notification of withdrawal and completed Refund Form.
11. No refunds will be given to students for public holidays or missed days by the student.
12. No refunds will be given to students who are expelled as detailed in the Student Code of Conduct or non-compliance with visa conditions.
13. A refund of your course fees may affect your student visa. The Department of Immigration and Border Protection will assess your situation individually in accordance with their student visa policies.

Transfer of Fees

14. Fees are not transferable between students.
15. Fees can be transferred from one program to another if you wish to change courses within Shafston International College.
16. A course transfer fee of \$50 will apply if a student requests more than one (1) transfer/change of course.
17. Free weeks of study and scholarship weeks are non-transferable.
18. Tuition fees cannot be transferred to other services.

Deferral and Suspension of Fees

19. If a student leaves the program for health or urgent family reasons, Shafston will defer their course and hold the student's remaining tuition fees for up to one (1) year.
20. Students requesting to suspend or defer their course start date after their student visa has been granted, will be required to show compassionate or compelling circumstances supported by independent documentation before Shafston may approve a course suspension or deferral.
21. Suspension and deferral of study applications must be submitted by using the official Shafston Suspension and Deferral of Study Form available at www.shafston.edu.
22. Student visa holders must notify Shafston within five (5) working days from the course start date of a new course start date or withdraw from the course.
23. If the student's fees remain unpaid at the time of suspension or deferral, the student must pay \$1,000 deposit fee. The non-refundable deposit fee will be allocated against the tuition fees.

Student Transfer and Release

24. Shafston's Student Transfer and Release Policy and Procedure is published at www.shafston.edu.
25. Shafston's Student Transfer Request Form is available at www.shafston.edu
26. Students must have completed six (6) months of their principal course of study to apply for a student transfer and release from Shafston.
27. Tuition fees remaining, less \$500 transfer fee will be transferred to another registered training provider if a student reaches the required IELTS test score (official documentation must be provided) for higher studies entry before the end of their Shafston enrolment.
28. The new course must not have an ELICOS component.

Termination of Courses

29. If a course is unavailable, the student will be offered a refund of the unused portion of the course fees.
30. If Shafston or a delivery partner of Shafston is unable to provide a refund or place you in a substituted course, the Australian Government Tuition Protection Scheme (TPS) will assist you to find a course at no extra cost to you.

31. If the TPS cannot place you in a substituted course, the Education Services for Overseas Students (ESOS) the Assurance Fund Manager will assist you to find an alternative course. If this is not possible, you may be eligible for a refund by the TPS Manager. For further information go to: www.tps.gov.au.

Complaints and Appeals

32. Shafston's Grievance and Appeals Policy and Procedure is published at www.shafston.edu.
33. Shafston's Complaints and Appeal Form is available at www.shafston.edu.

Conditions of Enrolment

34. Students will be tested for their current English level on arrival and placed into a suitable class level according to their test result.
35. Shafston will monitor the student's progress through their course and suitable classes/courses of study will be recommended to the students.
36. Student visa holders will be required to maintain satisfactory course attendance during their study at Shafston.

Homestay Accommodation - Brisbane & Gold Coast

37. Two (2) week minimum booking is required.
38. All Homestay fees must be paid by the invoiced due date.
39. One (1) weeks written notice to the Homestay Manager is required if you want to cancel your Homestay.
40. No refunds will be given if the student leaves their Homestay family within the first week.
41. A Homestay transfer fee of \$60 will apply if a student requests more than one (1) change of Homestay.
42. No additional transfer fee will be charged if Shafston agrees that your Homestay is unable to provide a satisfactory environment.
43. Students with confirmed arrival details, who do not arrive to commence their Homestay, will still be charged for any missed nights.

Peninsula@Shafston - Brisbane

44. Two (2) weeks minimum booking is required.
45. All fees must be paid by the invoice due date.
46. Arrival and departure flight details must be provided prior to check-in.
47. Two (2) weeks written notice to the Accommodation Department is required if you want to cancel your booking.
48. No shows and cancellations made within two (2) weeks of your check-in will incur two (2) weeks rent.
49. No refunds will be given if the student leaves the accommodation within the first week.
50. If a student books a private apartment, the student can't change to a shared booking until the end of their contract term.
51. No refunds will be given to residents evicted for unacceptable behaviour.

Southport Central - Gold Coast

52. Two (2) weeks minimum booking is required.
53. All fees must be paid by the invoice due date.
54. Arrival and departure flight details must be provided prior to check-in.
55. Two (2) weeks written notice to the Accommodation Department is required if you want to cancel your booking.
56. No shows and cancellations made within two (2) weeks of your check-in will incur two (2) weeks rent.
57. No refunds will be given if the student leaves the accommodation within the first week.
58. If a student books a private apartment, the student can't change to a shared booking until the end of their contract term.
59. No refunds will be given to residents evicted for unacceptable behaviour.

Airport Greeting and Transfer

60. Notification of cancellation must be made 24 hours prior to the advised arrival flight details.
61. Notification of cancellation must be made to the Homestay Department via email and via phone to the driver phone number provided on the Airport Greeting and Transfer confirmation.
62. No refund is payable if cancellation is not received 24 hours prior to the advised arrival flight details and an additional Airport Greeting and Transfer fee will be payable.

Confidentiality and Privacy Policy

Shafston is not permitted or authorised to give out your personal information to other students or staff members. Your personal information may be made available by Shafston to the Australian Government or other relevant authorities as required by law. For further information please go to www.shafston.edu.

Consumer Law

The International Student Agreement and the availability of complaints and appeals process, does not remove your right to take action under the Australian Consumer Protection Law.

Photographs and Videos

Shafston may take photographs and videos of students during their course, which may be used for marketing purposes. Please contact Student Services if you do not wish your photograph or video to be used for marketing purposes.

I agree to advise Shafston upon commencement of my enrolment, my current residential address and contact details and agree to advise Shafston within 7 days of any change during the course of my enrolment.

I acknowledge that the information I have provided is true and correct and that I have read, understood and accept the terms contained herein.

Signature (Parent/Guardian to sign if under 18)..... Date:

Print Name

PLEASE RETURN YOUR COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS TO: info@shafston.edu