



## English Language Enhancement Course (ELEC) Exemption Request

Please note all sections of this form must be completed and all necessary documentation must be provided.  
Application will **close** at the end of **Week One** of each Trimester. Applications will not be accepted/processed after this date.

### 1. PRIOR CONTACT WITH GRIFFITH UNIVERSITY

Are you or have you ever been a student or staff member at Griffith University?  
 No  Yes (Please indicate Griffith Identification Number if possible)

Previous Family name if changed:

Griffith Identification Number

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### 2. PERSONAL DETAILS

**Name:**  Mr  Miss  Ms  Mrs  Other:

Family name:

First name:

**Date of birth:** DD / MM / YYYY

**Gender:**

- (M) Male  (F) Female  
 (X) Indeterminate/Intersex/Unspecified

### 3. CONTACT DETAILS

**Email Address:**

(Please print clearly)

**Home telephone number:**

**Work/mobile telephone number:**

**Permanent home address:**

No and street:

Suburb/town:

State:

Country:

Postcode:

**Mailing address:** If your Mailing Address is the same as your Permanent home address please write "same as home address"

No and street:

Suburb/town:

State:

Country:

Postcode:

### 4. Exemption from the English Language Enhancement Course (ELEC)

International students admitted via one of the following English admission pathways are NOT REQUIRED to complete the English Language Enhancement Course;

- i. At least IELTS (Academic) of 7.0 with no subscore below 6.5 within the last two years;
- ii. At least TOEFL (paper based) 580 within the last two years;
- iii. At least TOEFL (internet based) 92 with no score less than 22 within the last two years;
- iv. At least ISLPR 4 in each skill within the last two years;
- v. a minimum overall score of 185 (no score less than 176) on C2 Proficiency (formerly Cambridge Certificate of Proficiency in English)
- vi. At least a score of 65 in the Pearson Test of English (Academic) \* Refer to [Undergraduate Programs Admission Policy, Schedule B:](#) Programs for which the Pearson Test of English (Academic) does not satisfy English language entry requirements
- vii. Satisfactory completion of one of the qualifications specified in Schedule A to the Admission Policy for Undergraduate Programs;
- viii. Satisfactory completion within the past five years from Canada (excluding Quebec), New Zealand, Australia, Republic of Ireland, United States or United Kingdom of senior secondary, post-secondary, Higher Education Sector accredited associate degree- or degree-level study, or equivalent for at least two years fulltime equivalent. Note these students will not be required to complete the ELE course. This includes:
  - a. senior secondary study (excluding Foundation program studies) or equivalent where the duration of study was at least two years;
  - b. post-secondary study where the study duration was at least two years;
  - c. VET-Sector accredited certificate, diploma, advanced diploma (e.g. TAFE) where the combined program duration was at least two years;
  - d. A Higher Education Sector accredited associate degree or degree, or equivalent where the study duration was at least two years;

- ix. Satisfactory completion within the past five years of at least two years full-time equivalent post-secondary, Higher Education Sector accredited associate degree- or degree-level study, or equivalent in a country as specified in Schedule A to the Admission Policy for Undergraduate Programs in which the language of instruction and assessment/examination for the entire two years was in English.

## 5. STUDENT DECLARATION – Forms without signatures or certified evidence will **NOT** be processed.

I wish to be considered for exemption from ELEC on the grounds of:

- IELTS or TOEFL or ISLPR or C2 Proficiency or Pearson Test results** - attach certified copies of documentary evidence no more than two years old
- Satisfactory completion of at least a **two years** full time program of Senior secondary or Post-secondary, degree or associate degree studies in English in a country listed in **Schedule A** within the last 5 years - attach certified copy of qualification confirming overall achievement and results
- Satisfactory completion of a **qualification** at the required level, listed in **Schedule A** within the last 5 years - attach certified copy of award documentation and results

I have attached certified documentary evidence as requested above:

- At least two years of Senior secondary or Post-secondary studies in English in Australia, Canada (excluding Quebec), NZ, Republic of Ireland, UK, USA
- Required result in qualification listed in Schedule A
- Award documentation of a qualification listed in Schedule A.
- Transcript showing at least a two year program, in English, of full time equivalent post-secondary, degree or associate degree studies from a country listed in Schedule A.

I acknowledge receiving the information and assistance stated above, and consent to its collection, storage and use as required under Griffith University's Privacy Plan. [griffith.edu.au/privacy-plan](http://griffith.edu.au/privacy-plan)

Name in full:

Signature:

Date **DD / MM / YYYY**

### OFFICE USE ONLY

- Approve** for exemption to ELEC
- Deny** for exemption to ELEC – Reason:
- Application entered at PeopleSoft (including Test Results code)
- Student Notified of outcome

Signature of GI Officer:

Date: / /

### WHEN DO YOU USE THIS FORM?

The English Language Enhancement course is one component of Griffith's English Language Enhancement Strategy developed to boost the oral and written English language skills of international students and other students whose first language is not English and to maximise their chances of succeeding in their academic studies; <https://www.griffith.edu.au/students/english-language-enhancement-course>

International students commencing in the first or second year of an applicable bachelor degree from 2010 will study an English Language Enhancement course (ELEC) within their degree. This is a core (compulsory) part of the degree and not an additional course.

For information on whether ELEC is a requirement for your degree please refer to the Degree Requirements or Program Structure section of your degree on the Griffith Programs and Courses website <https://degrees.griffith.edu.au/>

If you believe you meet one of the grounds to be exempted from ELEC please complete this form in full, attach certified copies of documentary evidence, and submit the form as per Lodging Instructions below section.

### LODGING INSTRUCTIONS

Application form must be lodged by mail or in person, to any campus Student Centre OR electronically via 'Ask a question' button at [AskUs](#) page.

### ENQUIRIES

For any further enquiries, please contact the International student enquiries on (07) 3735 7200.

### PROTECTING STUDENT PRIVACY

Privacy Policy: - Griffith University collects, stores, and uses personal information only for the purposes of administering prospective student admissions, enrolment and education. The information collected will be handled in accordance with Griffith University's Privacy Plan. [griffith.edu.au/privacy-plan](http://griffith.edu.au/privacy-plan)