

Griffith English Language Institute (GELI) High School Preparation (HSP) Application Form

Application and Enrolment Process

- 1. Apply to high school** Apply to your nominated high school to receive a letter of offer.

- 2. Apply to GELI** Complete and submit the High School Preparation (HSP) Application Form.

- 3. Receive an offer** GELI will send you:
 - A Letter of Offer confirming your HSP course dates, the fees you need to pay and the due dates for payment including the enrolment agreement
 - Under 18 agreement, AND
 - HSP information sheet.

- 4. Sign and return all documents** Return your signed GELI Acceptance of Offer, under 18 agreement and HSP information sheet, and pay your fees. You can pay your fees by telegraphic bank transfer OR credit card.

- 5. Receive Confirmation of Enrolment** GELI will send you information about your Orientation Day including what time you need to arrive, what you need to bring and your uniform requirements.

If you are applying for a student visa, both your high school and GELI will also send you a Confirmation of Enrolment (eCoE) and Confirmation of Appropriate Accommodation and Welfare (CAAW), if applicable, so you can apply for a visa.

- 6. Apply for homestay and airport pickup** **Please note:** Homestay accommodation is compulsory unless accompanied by an approved guardian. Surcharges may apply (e.g. special diet, cancellation fees). Refer to your "Conditions of Offer" in your Letter of Offer.

Studying HSP

Location: Brisbane or Gold Coast, depending on high school.

Duration: based on English language proficiency determined by external proficiency test (e.g. IELTS), or GELI Placement Test (on arrival).

Each level of HSP will take a minimum of 10 weeks to complete, and it is generally expected that students will study for at least 20 weeks, the equivalent of one semester (or two terms) based on Education Queensland recommendations.

Class hours: 25 hours per week, 8.15am – 2.30pm Monday – Friday.

Afternoon activities: HSP students are required to fully participate in sports and other activities held each afternoon, including on-campus and off-campus excursions.

Independent Learning Centre (ILC): HSP students are required to participate in guided online learning. They will be provided with a variety of interactive online language learning activities to practise their English skills.

Commencement dates

Go to griffith.edu.au/international/griffith-english-language-institute/courses/key-dates

Fees

Go to griffith.edu.au/international/griffith-english-language-institute/fees

Griffith English Language Institute (GELI)

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 English Language Institute before?

Yes No

If yes, your Griffith ID number

2. High school information

For which high school do you have a letter of offer?

High school year entry level

8 9 10 11

Intended high school start date

3. Student details

Gender

Male Female

Date of birth

Country of birth

Nationality

Family name

Given name

English name

Passport number

Home country address

Home country telephone number

Australian address (if applicable)

Mobile number

Email

We will use your mobile telephone number and personal email to send you information about your program and suggestions on how to start or 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.

4. High School Preparation program start date

Date

5. English language proficiency

Do you hold an IELTS Test score?

Yes (Test Report Number)..... No

Please attach a certified copy of results. You may be asked to produce the original documents.

6. Visa information

New student visa

Other

7. Do you have any medical condition or disability?

No Yes*

*If you have a disability which may affect your learning (e.g. vision, hearing impairment, health, mobility), please provide official supporting documentation (in English) about the nature of your disability and any impact it will have for your education in Australia. This information must be provided with your application. For more information visit griffith.edu.au/equity

8. Parent information

Father Stepfather Legal Guardian

Marital status

Single
 Married
 De Facto
 Separated
 Divorced
 Widowed

Mr Other.....

Family name

Given name

Language spoken at home

Home country telephone number

Mobile telephone number

Email (required)

Residential address

Mother Stepmother Legal Guardian

Marital status

- Single
 Married
 De Facto
 Separated
 Divorced
 Widowed

Mrs Miss Ms Other

Family name

Given name

Language spoken at home

Home country telephone number

Mobile telephone number

Email (required)

Residential address

9. Agent information (if applicable)

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 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.
- that I am responsible for payment of all fees applicable to the program.
- 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, the Risk, Notice and Indemnity Acknowledgement, and the Photo Release Acknowledgement.
- 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.

.....
Student's signature (to be signed by parent/guardian if student is under 18 years of age)

.....
Full name (please print in English)

.....
Date

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

Contact details

Brisbane

International Building (M14)
176 Messines Ridge Road,
Mt Gravatt, Queensland 4122
AUSTRALIA
Telephone: +61 7 3735 7089
gelihs@griffith.edu.au

Gold Coast

International Building (G52)
Parklands Drive,
Southport, Queensland 4222
AUSTRALIA
Telephone: +61 7 5552 7555
gelihs@griffith.edu.au

Send your application form to:

gelihs@griffith.edu.au

We look forward to welcoming you at GELI
griffith.edu.au/geli

Refund Policy

This is an extract from Section 3.6 of the Fees and Charges Policy

3.6.3 - Refund of Tuition Fees – Griffith English Language Institute (GELI) Student

The following reasons for a refund are in addition to those outlined in Section 3.6.1 and 3.6.2.

Important: - A Program of Study is considered to be the period of English study (ELICOS) covered by an electronic Confirmation of Enrolment. For non-student visa holders, a Program of Study refers to the dates indicated on the letter of offer. A Program of Study may be for one or more study periods.

Reason for refund	Refund payable	Time to pay refund
Provider Default		
GELI is unable to provide the program or program does not start on the agreed start date for which an offer has been made.	Griffith University will endeavour to offer an alternative program or location or the student can choose to receive a full refund.	14 days from the date the program ceases to be provided.
Student Default		
The student provides documentary evidence that their application for a visa has been refused.	Refund of any pre-paid tuition fees less an administration charge of \$500 or 5% (whichever is the lesser amount).	28 days after receiving a complete refund application from the student.
The student cancels their enrolment in a Program of Study at least 28 days before the commencement date.	75% of the tuition fees paid will be refunded, less any fees and charges incurred.	28 days after receiving a complete refund application from the student.
The student cancels their enrolment in a Program of Study less than 28 days before the commencement date.	50% of the tuition fees paid will be refunded, less any fees and charges incurred.	28 days after receiving a complete refund application from the student.
The student cancels their enrolment after a Program of Study has commenced.	No refund.	

Note: The Griffith English Language Institute Enrolment Fee is non-refundable

To view the full Fees and Charges policy visit the Griffith University Policy Library

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 Department of Home Affairs (HA).
- 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.
- 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.

Risk, Notice and Indemnity Acknowledgement:

- 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 two days 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 two days 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.

Photo Release Acknowledgement:

- 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.

*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.