

# ENGLISH LANGUAGE COURSES 2014/15

Melbourne, Australia





## Why study at Hawthorn-Melbourne?

- **Teaching excellence:** Hawthorn-Melbourne teachers are fully qualified, experienced and dedicated to helping you achieve your goals. They use the latest, most effective teaching methods and materials.
- **Support:** Hawthorn-Melbourne will provide you with a comprehensive range of student services, including advice on further studies, social, sporting and cultural activities, and student health, welfare and accommodation support.
- **Small class sizes:** The average class size is 15 students.
- **Great location:** Just eight kilometres from Melbourne's city centre; Australia's premier city for education, culture, sports, shopping, food and wine.

# TEACHING ENGLISH FOR OVER 25 YEARS

Hawthorn-Melbourne has been providing students with high quality English language training since 1986.

The staff at Hawthorn-Melbourne are dedicated to helping you make significant progress in your English language learning. Many of our students go on to study at Australian universities, schools or colleges, confident in their English communication skills. Others come to Hawthorn-Melbourne to improve their English for future careers or to travel. Whatever your reason for studying English, you will find Hawthorn-Melbourne a friendly, supportive and encouraging environment. Melbourne is waiting to make you feel at home, and Hawthorn-Melbourne will help you achieve success with your English skills and enjoy our unique Australian culture.



## Message from the Principal of Hawthorn-Melbourne

If you are thinking of coming to Australia to learn or to improve your English, then Melbourne is a wonderful choice!

Here at Hawthorn-Melbourne, students have excellent opportunities to expand their knowledge of English and to learn about different cultures. Hawthorn-Melbourne is one of Australia's largest and longest-established English language centres. We have students from over 50 different countries so our centre provides a truly international experience.

Melbourne is a beautiful city in which to live; I am sure you will enjoy coming to experience the exciting lifestyle it has to offer.

I look forward to meeting you in person!

**Kerry Ellerington**  
Principal  
Hawthorn-Melbourne

# Melbourne: culture capital of Australia

Australia's premier city for education, culture, sports, shopping, food and wine.

## Victoria

Melbourne is the capital city of the state of Victoria. Victoria is the second smallest state in size making it easy to visit the many attractions that it has to offer. Historic country towns, scenic mountain ranges, beautiful beaches, ski resorts and wineries are all easily accessible.

## Melbourne

Melbourne has been ranked the world's most liveable city for the third year in a row\* (2011, 2012 & 2013), and is the perfect place to study and meet people from around the world. With a population of over four million, Melbourne is Australia's second largest city.

It is easy to explore Melbourne using the city's public transport system of trains, buses and the iconic tram network.

## Things to see and do

- Take a trip to the Great Ocean Road to see some of Australia's most beautiful scenery.
- Get up close to Australia's wildlife at Phillip Island, including kangaroos, koalas and the world's smallest penguins.

- Pick up a bargain in Melbourne, the shopping capital of Australia.
- Soak up some true Aussie atmosphere at an AFL footy match; no one loves football more than a Melburnian.
- Take in the city sights on a Yarra River cruise.
- Visit St Kilda for some relaxing beachside cafe culture.
- If you are in Melbourne in summer, enjoy world-class tennis at the Australian Open, held in Melbourne every January.

## Climate

Season	Month	Temperature range
Summer	December to February	21°C–37°C
Autumn	March to May	11°C–21°C
Winter	June to August	9°C–16°C
Spring	September to November	12°C–20°C



## Location

The Hawthorn-Melbourne campus is located in the suburb of Hawthorn, just eight kilometres southeast of the city centre. With a bus stop at our front door, and train and tram just a short walk away, it is quick and easy to reach the city centre by public transport.

From Hawthorn-Melbourne, the following public transport options are available:

### Bus

- Connects to local train stations for a direct link to the city and other suburbs.
- Takes you to Chadstone, the largest shopping complex in the southern hemisphere.

### Tram

Nearby trams will take you to:

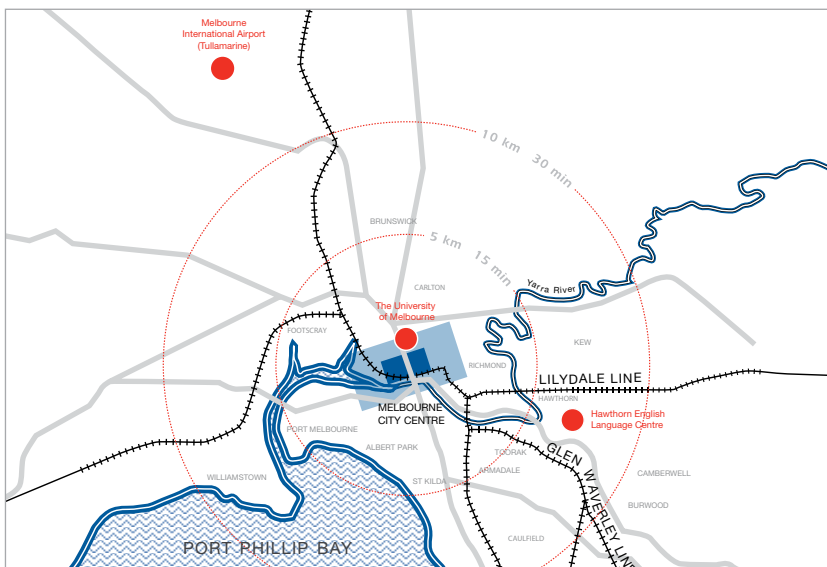
- Glenferrie Road, a popular shopping strip with an endless choice of restaurants, cafes, shops and banks.
- Camberwell Junction, cinemas, restaurants, shopping, cafes and more.
- The popular seaside suburb of St Kilda and the beach.
- Bridge Road, a well-known factory outlet shopping area that also has many restaurants.

### Train

- Goes directly to the city centre in under 15 minutes.

### Bicycle

- Reaching Hawthorn by bicycle is a safe, healthy and environmentally friendly option, as there are plenty of well serviced bike paths.



\* The Economist Intelligence Unit Survey



# MELBOURNE



## FAST FACTS

Population	4,000,000
State	Victoria (VIC)
Currency	Australian dollar (A\$)
Time zone	Australian Eastern Standard Time (UTC/GMT +10 hours)
Electricity	220-240 V

# Studying at Hawthorn-Melbourne

## Hawthorn-Melbourne teachers

Hawthorn-Melbourne employs experienced teachers with degrees and TESOL\* qualifications, who are all dedicated to helping you reach your goals. Our teachers attend professional development programs regularly to make sure they stay up-to-date with the latest teaching techniques.

You will have classes with two teachers every week, allowing you to experience different teaching styles.

## A diverse student community

Every year, over 50 different nationalities are represented in our study body. The unique life experience and cultural background each student brings to Hawthorn-Melbourne will contribute to your international education.

## Course structure

Hawthorn-Melbourne courses follow a 10-week curriculum. Most allow new students to enter at either week one or week six. In January, the program is a six-week intensive course.

## Class sizes

Classes may have between 12 to 18 students. The average class size is 15.

## Assessment

You will undergo the following forms of assessment:

- a placement test and individual interview when you arrive
- regular, scheduled assessment tasks in all four language skills to monitor your progress
- comprehensive language testing every five weeks

## Class schedule

Classes are held Monday to Friday. Class times depend on your course of study. You will receive your timetable on your first day of classes.

## myStudy™

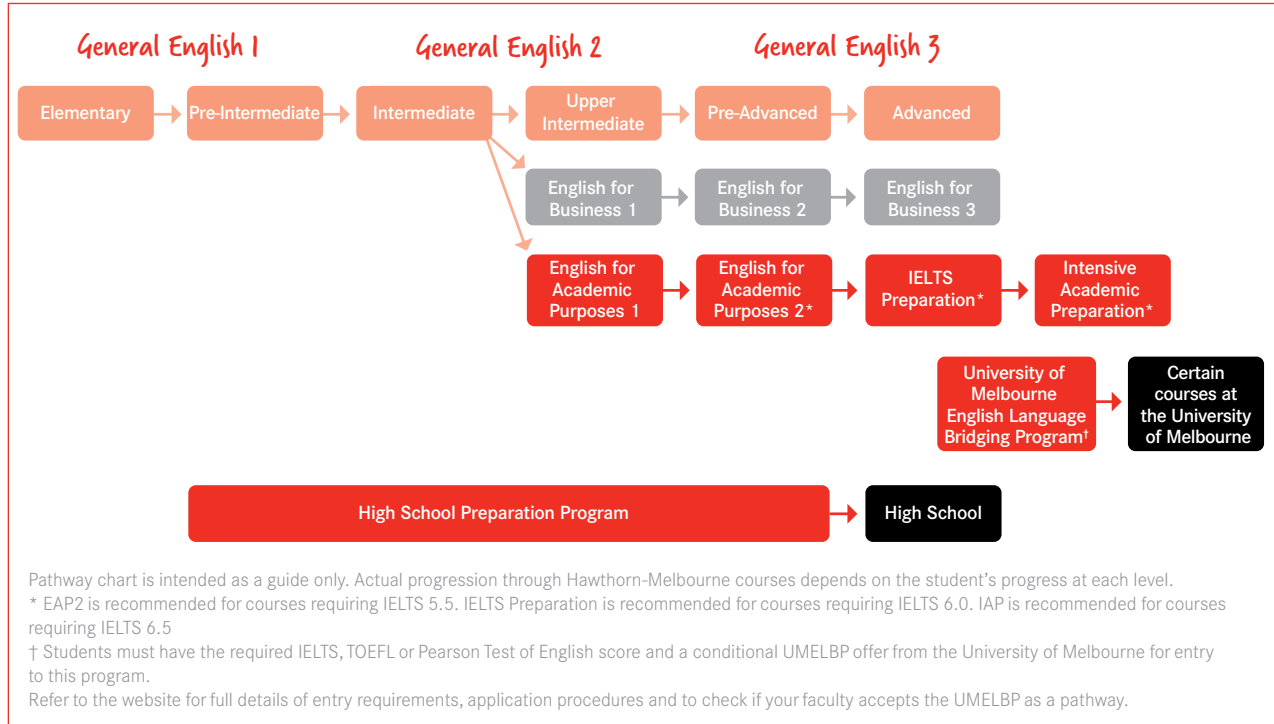
With five key learning areas and a dedicated online space, myStudy™ helps you build your language skills and your confidence, so you get the most out of your time with us;

- tailored study program to help you continue your learning outside the classroom
- access available 24 hours a day, seven days a week, wherever you have internet access
- connect with other students from Hawthorn-Melbourne and students studying at Navitas English across Australia
- innovative and interactive software and activities to suit all learning styles



\* TESOL - Teaching English to Speakers of Other Languages

# Course chart



## Timetables

Timetable one

Time	Activity
8.30am to 9.30am	Class
9.30am to 10.30am	Class
10.30am to 11.30am	ILC*
11.30am to 12.30pm	Lunch
12.30pm to 1.30pm	Class
1.30pm to 2.30pm	Class

- General English 1, 2, 3
- English for Business
- High School Preparation Program

Timetable two

Time	Activity
10.30am to 11.30am	Class
11.30am to 12.30pm	Class
12.30pm to 1.30pm	ILC*
1.30pm to 2.30pm	Lunch
2.30pm to 3.30pm	Class
3.30pm to 4.30pm	Class

- English for Academic Purposes (EAP)
- IELTS Preparation
- Intensive Academic Preparation (IAP)
- University of Melbourne English Language Bridging Program (UMELBP)



\* Independent Learning Centre. ILC and lunch hours may be interchanged.



# Student services

Hawthorn-Melbourne has excellent support services, extra-curricular activities and facilities.

We understand that learning English in a new country can be challenging, so we offer you support before you leave your country and throughout your stay.

## Before you leave home

We can organise:

- pre-departure help and information
- airport reception from Melbourne Tullamarine airport

## Accommodation

We can provide you with:

- expert and careful placement with one of our registered homestay families
- temporary accommodation on arrival (if required)
- advice about finding independent accommodation

## When you arrive

We make sure you have:

- a full campus orientation and briefing
- an introduction to all student services
- accurate placement testing

## Student Support

We provide:

- first aid
- on-campus counselling, support and advice
- advice and support in finding part time work
- seminars on safety and other issues
- targeted time management, stress reduction and relaxation sessions
- on-campus assistance with health insurance claims
- an after-hours emergency phone number

## Further studies advice

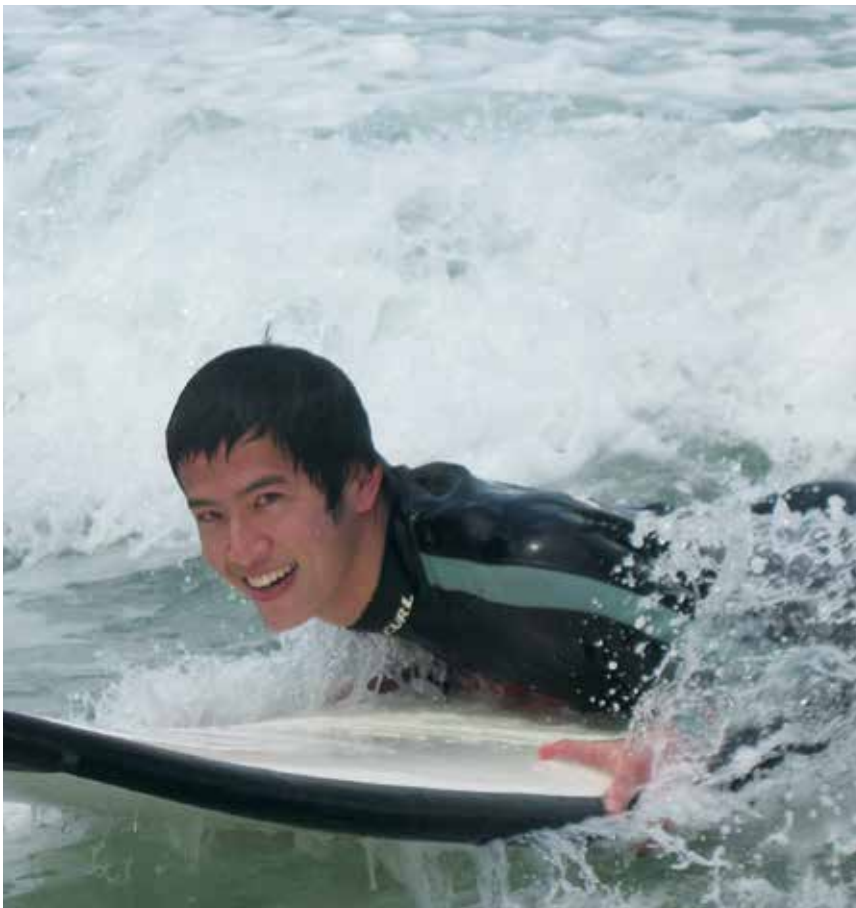
We can give you:

- advice about course planning, university placement and enrolment procedures
- access to the latest publications from further study institutions across Australia

## SCOPE (Sporting, Cultural, Outdoor Programs and Excursions)

SCOPE offers the following activities:

- curriculum-related excursions – taking your language learning out of the classroom
- visits to areas of interest in Melbourne and its surrounds
- optional weekend day trips and course break excursions
- up-to-date information on events in Melbourne and on campus





# Facilities

While you are studying at Hawthorn-Melbourne, you will have access to the following facilities:

## Computer and internet access

- Practise your English using Computer Assisted Language Learning (CALL) activities.
- Use the computer labs.
- Go online using our wireless internet.

## Library

- Read the daily newspapers, journals and other publications.
- Conduct research for assignment work or personal development.
- Use electronic, print and audio materials that are graded to your level of English.
- Use computers for class work and projects.

## Sporting facilities

- Play badminton, basketball, squash, volleyball or table tennis.
- Access the gymnasium with exercise bikes, treadmills and weight machines.

## Cafeteria

- Enjoy a wide range of dishes as well as cake, coffee, cold drinks and snacks.
- Use the separate kitchen area with microwave ovens and hot water.

## Barbecue and courtyard

- Enjoy a barbecue with friends in the large outdoor patio area.

## Additional facilities

- Cinema and lecture theatre.
- Prayer room.
- Student lounges.
- Games room.

## Independent Learning Centre (ILC)

Hawthorn-Melbourne students have four hours of class time and one hour of independent learning time each day. Independent learning time is an opportunity to practise specific language skills that you learn in class.

There is also a great variety of activities to choose from during your ILC hour.

- **Join an extra class:** Choose to participate in conversation, pronunciation, reading and handwriting sessions.
- **Study guidance:** Choose from a variety of materials which directly support the class curriculum:
  - grammar aids
  - vocabulary and spelling enhancers
  - pronunciation clarification
  - reading and writing guides
  - listening practice
- **E-learning:** There are many websites that can help you improve your English language level.

Hawthorn-Melbourne's ILC coordinator is a fully qualified teacher who can help you find the right resources to improve your general English, business English or academic English.

## Testing Centre

- Hawthorn-Melbourne is an official test centre for:
  - IELTS
  - Cambridge (paper based test)



# General English 1, 2 and 3

Hawthorn-Melbourne's General English 1, 2 and 3 courses are perfect for students needing to improve their all-round language skills. Each level will include classes for speaking, reading, writing and listening and students quickly develop the confidence to use English outside of the classroom.

## The curriculum focuses on:

- fluency and accuracy in spoken language
- understanding native speakers
- expanding vocabulary
- developing skills and confidence to use English outside of the classroom

## Who should take this course?

General English is suitable for students who want to:

- improve their all-round communication skills in reading, writing, listening and speaking
- develop the confidence to use English comfortably and effectively in everyday situations
- use and experience English in a wide range of situations



## General English

### Levels

#### General English 1

(5-20 weeks)  
Elementary - Pre-Intermediate

#### General English 2

(5-20 weeks)  
Intermediate - Upper Intermediate

#### General English 3

(5-20 weeks)  
Pre-Advanced - Advanced

### Class size

12-18 (the average class size is 15)

### Class hours per week

25 hours which includes 5 hours supervised in the Independent Learning Centre

### Class schedule

Monday to Friday, 8.30am to 2.30pm





"I spent 9 months at Hawthorn-Melbourne, studying 20 weeks of General English followed by 10 weeks of English for Business. The teachers have very clear topics to teach in the best way. I really enjoyed it because **the classes were very dynamic.**

In the English for Business class I learned a lot about how to behave in business situations. In this course it feels like you are in a real business environment."

**My Hawthorn-Melbourne:** **Juliana, Colombia**



# Academic English programs

Hawthorn-Melbourne's Academic English programs provide students with the language and study skills they need for successful further study. Many of Hawthorn-Melbourne's students continue their studies at high school, university or TAFE in Australia.

## English for Academic Purposes (EAP)

English for Academic Purposes prepares you to study at universities, colleges and schools.

In EAP, you will:

- write summaries, essays, reports and term papers
- read academic materials, articles and texts, and practise academic reading techniques
- learn seminar and presentation skills, focusing on using academic conventions
- develop your vocabulary for further studies
- practise note-taking
- listen to lectures

## Intensive Academic Preparation (IAP)

The IAP program will help give you the language skills you need to complete further study, through research, essay and presentation projects. The course uses learning tasks and assignments that simulate the standards of English required at university level.

You will develop your skills in the areas of:

- critical thinking and analysis techniques
- managing a university workload
- preparing and presenting university oral presentations and research assignments
- conducting research using university facilities and resources
- constructing written texts including essays and reports

Some IAP classes are held at the main campus of the University of Melbourne at Parkville.

### Academic English programs

#### Levels

English for Academic Purposes (EAP) – Upper Intermediate to Advanced

Intensive Academic Preparation (IAP) – Advanced

#### Duration

10 weeks per level

#### Class size

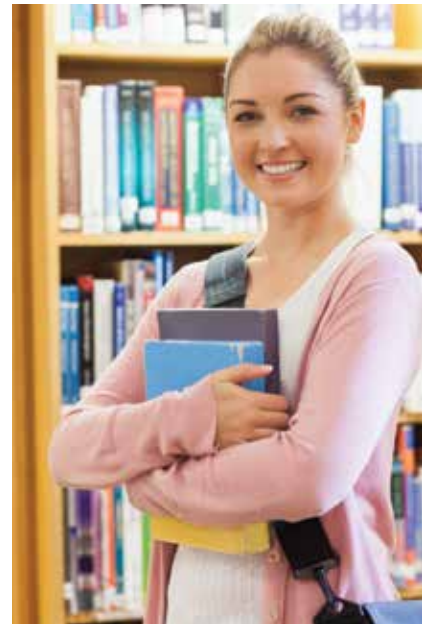
12–18 (the average class size is 15)

#### Class hours per week

25 hours which includes 5 hours supervised in the Independent Learning Centre

#### Class schedule

Monday to Friday, 10.30am to 4.30pm



# IELTS Preparation

The International English Language Testing System (IELTS) is one of the most widely recognised English tests in the world. The IELTS Preparation program at Hawthorn-Melbourne will thoroughly prepare you in examination techniques and the particular language and study skills you need for success with the IELTS test.

The program at Hawthorn-Melbourne is both a course in language development as well as test preparation. Students must demonstrate they have an advanced level of English to be accepted into this program, so that the fast study pace is maintained throughout the course.

## Test practice

- Format of the test, time management, role plays.

## Speaking

- Express attitudes ideas and opinions.
- Seeking clarification.
- Pronunciation practice.
- Simulated speaking tests.

## Reading

- Develop strategies for speed reading.
- Understanding graphs, tables and charts.
- Analysis of IELTS specimen papers.

## Writing

- Question interpretation.
- Content organisation and grammatical accuracy.
- Practise writing tests with detailed feedback provided.

## Listening

- Develop skills in listening for main ideas, specific information and speakers attitudes.
- Note-taking.

## IELTS Preparation

### Level

Advanced

### Duration

10 weeks

### Class size

12–18 (the average class size is 15)

### Class hours per week

25 hours which includes 5 hours supervised in the Independent Learning Centre

### Class schedule

Monday to Friday, 10.30am to 4.30pm

Note: The IELTS exam fee is not included in the course fee.



# University of Melbourne English Language Bridging Program (UMELBP)

The UMELBP provides a direct English language pathway from Hawthorn-Melbourne to specific courses at the University of Melbourne.

In the UMELBP you will learn to:

- identify and analyse information through listening and note-taking exercises
- plan, research and develop material to improve your seminar presentation skills
- learn to summarise, paraphrase, organise, self-edit and correctly acknowledge reference information from a range of sources
- read and analyse a range of authentic reading materials

Some UMELBP classes are held at the main campus at Parkville to introduce you to the University's resources and facilities.

## Who is eligible to study in the UMELBP?

To enter this program, you need:

- an eligible IELTS, TOEFL or Pearson Test of English (PTE) score – details at [hawthornenglish.com/UMELBP.html](http://hawthornenglish.com/UMELBP.html)
- a Conditional Offer from the University of Melbourne, stating you are eligible to enrol in the UMELBP

For more information and to find out the specific entry requirements for each graduate school or faculty, visit [hawthornenglish.com/UMELBP.html](http://hawthornenglish.com/UMELBP.html).

Hawthorn-Melbourne is endorsed by the University of Melbourne as the sole external provider of the University of Melbourne English Language Bridging Program.

## University of Melbourne English Language Bridging Program

### Levels

IELTS, TOEFL or Pearson Test of English (PTE) score required – details at [hawthornenglish.com/UMELBP.html](http://hawthornenglish.com/UMELBP.html)

### Duration

10 weeks

### Class size

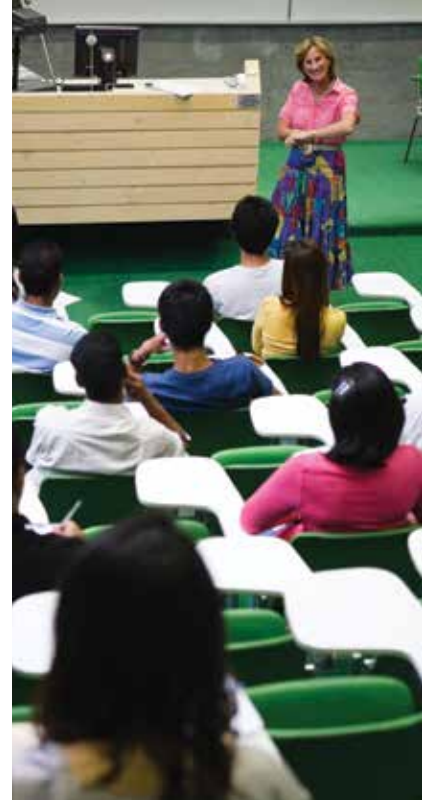
Maximum 18 students

### Class hours per week

25 hours which includes 5 hours supervised in the Independent Learning Centre

### Class schedule

Monday to Friday, 10.30am to 4.30pm







"Taking the UMELBP at Hawthorn-Melbourne has **greatly prepared me for further study.** I am now confident to face challenges at the University of Melbourne. This can be credited to the excellent and professional teachers as well as the high quality program which caters to the various academic needs of each student. Also, Hawthorn-Melbourne is rich in educational resources and services which are accessible to everyone."

**My Hawthorn-Melbourne:** Nam Myounga, Korea

# English for Business

The English for Business course is for students needing to develop the language skills to communicate in a wide range of work situations. Offered at three levels, students will participate in projects related to the retail and business community, and develop the confidence to use their English in a real business environment. Interviews, meetings, presentations and negotiation skills are all covered throughout the program.

## In this course you will:

- learn business communication and negotiation skills
- conduct research and presentations
- use computer programs and their applications
- write business letters, emails, memos and reports
- prepare a CV and respond to job applications
- understand and participate in company visits
- gain an understanding of business ethics

## Who should consider taking this course?

The English for Business course is suitable for students who:

- want to develop language skills to communicate in a wide range of business situations
- need English for their work life, either in their home country or in Australia
- enjoy a very practical, collaborative approach to their learning

## English for Business

### Levels

Three levels – Upper Intermediate to Advanced

### Duration

10 weeks per level

### Class size

12–18 (the average class size is 15)

### Class hours per week

25 hours which includes 5 hours supervised in the Independent Learning Centre

### Class schedule

Monday to Friday, 8.30am to 2.30pm





*"I choose to study English for Business at Hawthorn-Melbourne because this course **provides me with the opportunity to improve language skills concerning business.** I also have the chance to practise English communication in a business situation and develop writing skills as well. This course will be beneficial for my current job in Thailand."*

**My Hawthorn-Melbourne: Pилanthana, Thailand**



# High School Preparation Program (HSPP)

The High School Preparation Program is a specialised program for international students who wish to study in an Australian high school. The program aims to develop your academic language proficiency to make it easier for you to enter secondary school.

In the High School Preparation Program you will:

- develop your English macro skills: speaking, listening, reading, writing
- learn the language of a range of school subjects, such as English, Mathematics, Science and Information Technology
- develop your research skills, cooperative learning and other learning strategies used in the Australian classroom
- learn social language – that is, the way young people communicate with each other
- study Australian society

## Extra care for our students under 18 years old

Our students can expect a high degree of individual support and care as they undertake the first stage of their overseas education.

Hawthorn-Melbourne provides:

- a dedicated co-ordinator specifically for students under 18, to monitor their progress and welfare
- on-campus health and welfare services for all students experiencing any problems while living in Australia

- regular sporting activities, to ensure students stay fit and active and make friends during their time at Hawthorn-Melbourne
- careful and considered homestay placement. Host families undergo police checks, home visits and are regularly monitored by the Hawthorn-Melbourne accommodation staff
- an after-hours emergency number

## Who should consider taking this course?

The High School Preparation Program provides a supportive and caring study environment for students who:

- need to develop their English skills to undertake secondary schooling in Australia
- are aged between 14–18 years and would like to experience living and studying in Australia while improving their English language skills

### High School Preparation Program (HSPP)

#### Levels

Intermediate\* to Advanced

#### Duration

5–20 weeks (longer enrolments are possible, if needed)

#### Class size

12–18 (the average class size is 15)

#### Class hours per week

25 hours which includes 5 hours supervised in the Independent Learning Centre

#### Class schedule

Monday to Friday, 8.30am to 2.30pm



\*Students below the intermediate level may be placed in a General English class at the appropriate level.

## Further study options

Many of Hawthorn-Melbourne's students enrol in an award program after studying at the centre. The most popular further study destinations for Hawthorn-Melbourne students are the University of Melbourne and the Trinity College Foundation Studies Program.

**Trinity College** has an outstanding record of academic success, dating from its establishment in 1872. The Trinity College Foundation Studies Program is a special course which qualifies overseas students for Australian university entrance at the undergraduate level. Trinity College students have the benefit of studying on the same campus as the University of Melbourne and have access to many of the same facilities. Students who complete the Foundation Studies program are guaranteed places at the University of Melbourne upon achieving the required grades.

**The University of Melbourne** is an international research-based university offering high quality undergraduate and graduate education. The university opened in 1855, becoming Victoria's first and

Australia's second university. The university's strong performance in international rankings puts it at the forefront of higher education in the Asia-Pacific region and globally.

### Master of English in a Global Context

The Master of English in a Global Context is a unique program from the University of Melbourne's Graduate School of Education. The program concentrates on the development of high level language, research and academic skills while exploring social, cultural and linguistic concepts relating to English as a global language.

This one year masters program is suitable for academics and professionals, from any field, who need to develop high level professional English skills for their career or those with an interest in the diverse issues relating to language development and its use.

For more information on this program, visit [hawthornenglish.com/MEGC.html](http://hawthornenglish.com/MEGC.html).

### The high school system in Victoria

The Australian school system has a great reputation, with high quality teachers, a diverse and relevant curriculum and students from many different backgrounds. Hawthorn-Melbourne students have gone on to study at many different high schools across Victoria – both government and private.

For a full list and contact details, please visit our website at [hawthornenglish.com/HSPP.html](http://hawthornenglish.com/HSPP.html).

For further information on our direct entry partners, please see [hawthornenglish.com/partners.html](http://hawthornenglish.com/partners.html)



# Course dates

## English Language programs

Enrolments at Hawthorn-Melbourne are in multiples of five weeks. Our English programs comprise a 10 week curriculum

with entry points for new students at either week 1 or week 6. The first course of each year is a six week intensive program. Successful completion of EAP and IELTS Preparation requires 10 weeks of study.

Year	Registration day	Start date	End date	Duration
2014	2 January	6 January*	14 February†	6 weeks
	<b>Course break: 17 February–21 February</b>			
	20 February	24 February*	28 March	5 weeks
	27 March	31 March	2 May†	5 weeks
	<b>Course break: 5 May–9 May</b>			
	8 May	12 May*	13 June	5 weeks
	12 June	16 June	18 July†	5 weeks
	<b>Course break: 21 July–25 July</b>			
	24 July	28 July*	29 August	5 weeks
	28 August	1 September	3 October†	5 weeks
	<b>Course break: 6 October–10 October</b>			
	9 October	13 October*	14 November	5 weeks
	13 November	17 November	19 December†	5 weeks
	2015	2 January	5 January*	13 February
<b>Course break: 16 February–20 February</b>				
19 February		23 February*	27 March	5 weeks
26 March		30 March	1 May†	5 weeks
<b>Course break: 4 May–8 May</b>				
7 May		11 May*	12 June	5 weeks
11 June		15 June	17 July†	5 weeks
<b>Course break: 20 July–24 July</b>				
23 July		27 July*	28 August	5 weeks
27 August		31 August	2 October†	5 weeks
<b>Course break: 5 October–9 October</b>				
8 October		12 October*	13 November	5 weeks
12 November		16 November	18 December†	5 weeks

\* The first Monday for these courses are Orientation for new students only. Classes for continuing students will resume on the following Tuesday.

† All classes are involved in Graduation Day academic, cultural and social activities.





### University of Melbourne English Language Bridging Program (UMELBP)

Year	Registration day	Start date	End date	Duration
2014	20 February	24 February	2 May	10 weeks
	5 May	5 May	11 July	10 weeks
	24 July	28 July	3 October	10 weeks
	13 November	17 November	6 February 2015	10 weeks
2015	19 February	23 February	1 May	10 weeks
	4 May	4 May	10 July	10 weeks
	23 July	27 July	2 October	10 weeks
	12 November	16 November	TBC (February 2016)	10 weeks

### Classes will not be held on the following days:

Year	Public holiday	Curriculum day
2014	27 January, 10 March, 18 April, 21–22 April, 25 April, 9 June, 4 November	12 September
2015	26 January, 9 March, 3 April, 6–7 April, 27 April, 8 June, 3 November	11 September

## 2014 fees

The 2014 course fees will apply to all applications received before 19 December 2014.

Fees	Cost (A\$)
<b>Course fees</b>	
Enrolment	\$225
Tuition – English Language Programs	\$420 per week
Tuition – University of Melbourne English Language Bridging Program (UMELBP)	\$460 per week
<b>Overseas Student Health Cover (OSHC)*†</b>	
Single policy	\$52 per month
Dual Family policy	\$118 per month
Multi Family policy	\$166 per month
<b>Accommodation and airport reception</b>	
Airport Reception (one-way)	\$130*
Accommodation Placement	\$250*
Homestay Accommodation (Over 18yrs)	\$275 per week‡
Homestay Accommodation (Under 18yrs)	\$300 per week‡
Underage Students Host Registration Fee	\$350§

\* Fees include 10% GST (Goods and Services Tax).

† This is a compulsory fee for all students entering Australia on a student visa. Overseas Student Health Cover provided by Allianz Global Assistance is the preferred Overseas Student Health Cover Provider of Hawthorn-Melbourne; Single - covering only the overseas student. Dual family - covering the overseas students, and either one adult spouse or recognised de facto partner or one or more children or step-children under the age of 18 years who are not married. Multi family - covering the overseas student and more than one dependant, which can only include one adult spouse or recognised de facto partner and one or more dependant children. Details of all OSHC providers can be found at [health.gov.au](http://health.gov.au).

‡ Homestay fees are paid directly to the host. Students who are under 18 years on a Confirmation of Appropriate Accommodation and Welfare (CAAW) issued by Hawthorn-Melbourne will be required to use the Hawthorn-Melbourne airport reception service.

§ The Underage Student Host Registration fee will apply if a parent of a student under 18 years requests that their son/daughter live with a family friend/relative who wishes to become a homestay host for the purpose of hosting the son or daughter.

Some excursions and activities may involve additional entrance or participation fees.

Fees and dates are correct at the time of printing. However, they may be subject to change without further notice.

# Important information

## Providing quality and protecting your rights

The Australian Government wants overseas students in Australia to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the

Education Services for Overseas (ESOS) framework and they include the ESOS Act 2000 and the National Code.

For more information go to [studyinaustralia.gov.au/en/Why-Study-in-Australia/Quality](http://studyinaustralia.gov.au/en/Why-Study-in-Australia/Quality).

## Living expenses

The table below shows estimated costs for one student living in homestay accommodation.

## Example of weekly living expenses

Approximate cost	Per week (A\$)	Per year – 52 weeks (A\$)
Homestay accommodation	\$275	\$14,300
Public transport ticket	\$35	\$1,820
Telephone calls	\$10	\$520
Miscellaneous expenses	\$100	\$5,200
<b>TOTAL</b>	<b>\$420</b>	<b>\$21,840</b>

Costs are quoted in Australian dollars.

## Students with families

Before bringing your spouse or children to Australia, you will have to prove you can support them financially. The cost of supporting a family in Australia is very high. It is also very important to consider the adjustment your family will need to make in their new environment.

## Visa issues

The spouse and dependant children under 18 years of age of an international student may be granted a dependant student visa. This visa allows your immediate family members to stay in Australia for the length of your study. You may need to have your children placed in a school before a visa will be granted.

## Schooling of dependants

School-age children of international students must go to school while they are in Australia. You will need to enrol your children in a school before you leave your home country and usually you will have to pay the school fees one semester in advance.

There are two education systems in Victoria – government and private. Schools charge fees in both systems.

For more information go to the Victorian Department of Education's website: [study.vic.gov.au](http://study.vic.gov.au) or [immi.gov.au](http://immi.gov.au).

## Hawthorn-Melbourne policies

You can find detailed information on all of the Hawthorn-Melbourne policies and procedures at [hawthornenglish.com/policies.html](http://hawthornenglish.com/policies.html).

## Complaints and appeals procedure

Hawthorn-Melbourne is committed to effective grievance procedures which:

- give students a voice
- give the college an opportunity to find out where problems exist
- negotiate realistic outcomes
- aims to solve students' problems wherever possible

The principles underlying our grievance procedures are equity, fairness, openness and respect for the individual. All grievances will be dealt with seriously. We are committed to resolving all grievances quickly and fairly.

To read the full policy, please visit online [hawthornenglish.com/policies.html](http://hawthornenglish.com/policies.html).

## For more information

- Australian Customs Service: [customs.gov.au/knowbeforeyougo](http://customs.gov.au/knowbeforeyougo)
- Australian Taxation Office: [ato.gov.au/individuals](http://ato.gov.au/individuals)
- IELTS: [ielts.org](http://ielts.org)
- Information about Melbourne: [melbourne.citysearch.com.au](http://melbourne.citysearch.com.au)
- Melbourne Airport: [melair.com.au](http://melair.com.au)
- Melbourne weather: [bom.gov.au](http://bom.gov.au)
- Overseas Student Health Cover (OSHC): [oshcworldcare.com.au](http://oshcworldcare.com.au)
- Public transport in Melbourne: [metlinkmelbourne.com.au](http://metlinkmelbourne.com.au)
- Students with families: [study.vic.gov.au](http://study.vic.gov.au)
- Study in Melbourne: [studymelbourne.vic.gov.au](http://studymelbourne.vic.gov.au)
- The University of Melbourne: [futurestudents.unimelb.edu.au](http://futurestudents.unimelb.edu.au)
- Tourism Victoria: [visitvictoria.com.au](http://visitvictoria.com.au)
- Visa information: [immi.gov.au](http://immi.gov.au)
- Victoria Police: [police.vic.gov.au](http://police.vic.gov.au)

## How to apply

### Online

Apply online at: [hawthornenglish.com/online\\_application.html](http://hawthornenglish.com/online_application.html)

### By fax/email/post

Complete the application form below. Send the completed form to Hawthorn-Melbourne's Admissions office with:

- a copy of your current passport
- a copy of your current visa (if you hold one)
- any Further Studies offer to an Australian institution (University, Foundation Studies, TAFE, High School)
- a copy of any official English test results (eg IELTS, TOEFL, PTE, if available)

### Fax

Within Australia: 03 9810 3242

Outside of Australia: +61 3 9810 3242

### Email

[enquiries@hawthornenglish.vic.edu.au](mailto:enquiries@hawthornenglish.vic.edu.au)

### Post

Hawthorn-Melbourne

Locked Bag 12

Hawthorn VIC 3122 Australia

### What happens next?

Hawthorn-Melbourne will send you a Letter of Offer confirming fees and dates, explaining payment methods and giving you instructions on how to accept your offer.

After you have paid your fees, Hawthorn-Melbourne will issue a 'Confirmation of Enrolment' (eCoE) for you to apply for a student visa in the country you nominated on your enrolment form.

The e-CoE will be emailed to you.

## Personal details (same as your passport)

Given names:	
Family name:	
Date of birth: DAY / MONTH / YEAR	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

## Nationality/Citizenship

Nationality:	Country of birth:
Language spoken:	

## Contact details

Address in Australia (if known):	
Tel (AUS):	Mobile (AUS):
Address overseas: (must be applicant's address – not agent's address)	
City + Province:	
Country:	
Tel (home country): COUNTRY CODE / CITY CODE / NUMBER	
Email address:	

## Visa information

What type of visa will you apply for to study at Hawthorn-Melbourne?
<input type="checkbox"/> Student Visa
<input type="checkbox"/> Visitor Visa
<input type="checkbox"/> Other (please specify): _____
If you are applying for a Student Visa, where will you lodge your application?
Country: _____
City: _____
Are you currently studying in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No
If "yes", when is your course completion date? DAY / MONTH / YEAR
Have you studied in Australia during the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No
If "yes", please provide the following information
Institution: _____
Course completion date: DAY / MONTH / YEAR
If you are in Australia – what type of visa do you currently have?
<input type="checkbox"/> Student Visa
<input type="checkbox"/> Visitor Visa
<input type="checkbox"/> Other (please specify): _____
<b>(include a copy of your passport and current visa with your application)</b>

## English course requested

All students will be required to take a placement test on registration day. Entry to courses other than General English and UMELBP will depend on the results of the placement test.

Start date (see pages 18-19): DAY / MONTH / YEAR
Total study weeks: _____ weeks
Please indicate which course(s) you wish to apply for.
<input type="checkbox"/> General English 1, 2, 3
<input type="checkbox"/> English for Academic Purposes <input type="checkbox"/> High School Preparation Program
<input type="checkbox"/> Intensive Academic Preparation <input type="checkbox"/> English for Business
<input type="checkbox"/> IELTS Preparation <input type="checkbox"/> UMELBP (10 weeks)

## English language proficiency

Please complete as much as possible:

My English is:
<input type="checkbox"/> Elementary <input type="checkbox"/> Upper Intermediate
<input type="checkbox"/> Pre-Intermediate <input type="checkbox"/> Pre-Advanced
<input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced

My English exam result is:	
IELTS	Score: DAY / MONTH / YEAR
TOEFL	Score: DAY / MONTH / YEAR
Pearson PTE	Score: DAY / MONTH / YEAR
FCE	Score: DAY / MONTH / YEAR
CAE	Score: DAY / MONTH / YEAR
Please attach a copy of your results when submitting your application form	

My online test result is:
<input type="checkbox"/> 0-10 <input type="checkbox"/> 21-35 <input type="checkbox"/> 46-55
<input type="checkbox"/> 11-20 <input type="checkbox"/> 36-45 <input type="checkbox"/> 56-70
Online test available at: <a href="http://hawthornenglish.com/english_test.html">hawthornenglish.com/english_test.html</a>



## Overseas Student Health Cover

If you currently have or previously have had Overseas Student Health Cover, please provide the following details:

Provider:
<input type="checkbox"/> Allianz <input type="checkbox"/> NIB
<input type="checkbox"/> Bupa <input type="checkbox"/> Other (please specify): _____
<input type="checkbox"/> Medibank
Membership number:
Expiry date: DAY / MONTH / YEAR

If you require Overseas Student Health Cover, please indicate your preference:

<input type="checkbox"/> Single
<input type="checkbox"/> Dual family
<input type="checkbox"/> Multi family
<input type="checkbox"/> I will arrange my own Overseas Student Health Cover

Single - covering only the overseas student

Dual family - covering the overseas students, and either one adult spouse or recognised de facto partner or one or more children or step-children under the age of 18 years who are not married

Multi family - covering the overseas student and more than one dependant, which can only include one adult spouse or recognised de facto partner and one or more dependant children.

## Accommodation and airport transfer

Do you wish to apply for:
Homestay <input type="checkbox"/> Yes <input type="checkbox"/> No
Temporary accommodation on arrival in Melbourne <input type="checkbox"/> Yes <input type="checkbox"/> No
Airport transfer <input type="checkbox"/> Yes <input type="checkbox"/> No

## Signing

This application is not valid unless it is signed in English, signed in your own language and dated. **Agents must not sign the declaration on behalf of any student.**

<b>For students 18 years and over:</b>
I have accessed information regarding the costs associated with living in Australia for me and any dependants accompanying me, published by the Australian Government at <a href="http://studyinaustralia.gov.au/en/Study-Costs">studyinaustralia.gov.au/en/Study-Costs</a> .
I have accessed information regarding the costs related to studying at Hawthorn-Melbourne at <a href="http://hawthornenglish.com">hawthornenglish.com</a> .
I have sufficient funds to finance my studies including tuition fees, ancillary costs and living expenses for me and any dependants accompanying me to Australia.
I acknowledge that I have read and accepted the terms of your Privacy Policy which can be found at <a href="http://hawthornenglish.com">hawthornenglish.com</a> .
I have read and understood these terms and conditions of enrolment. I agree to these terms and conditions of enrolment and authorise Hawthorn-Melbourne to apply the monies payable in accordance with the enrolment form and these terms and conditions.
Signature in English:
Signature in own language:
Date: DAY / MONTH / YEAR

## For students under 18 years:

I am the parent of the student named in the enrolment form. I have accessed information regarding the costs associated with living in Australia for the student named in the enrolment form, published by the Australian Government at [studyinaustralia.gov.au/en/Study-Costs](http://studyinaustralia.gov.au/en/Study-Costs).

I have accessed information regarding the costs related to studying at Hawthorn-Melbourne at [hawthornenglish.com](http://hawthornenglish.com).

The student named in the enrolment form has sufficient funds to finance their studies including tuition fees, ancillary costs and living expenses.

I acknowledge that I have read and accepted the terms of your Privacy Policy which can be found at [hawthornenglish.com](http://hawthornenglish.com).

I have read and understood these terms and conditions of enrolment. I agree to these terms and conditions and authorise Hawthorn-Melbourne to apply the monies payable in accordance with the enrolment form and these terms and conditions.

Relation to applicant:  Father  Mother

Parent name:

Signature in English:

Signature in own language:

Date: DAY / MONTH / YEAR

If you do not wish to receive marketing or other offers from Hawthorn-Melbourne, please tell us by ticking this box.

## Postal address for enrolment

Hawthorn Learning Pty Ltd  
442 Auburn Road  
Hawthorn VIC 3122 Australia

T +61 3 9815 4000

F +61 3 9810 3242

E [enquiries@hawthornenglish.vic.edu.au](mailto:enquiries@hawthornenglish.vic.edu.au)

## Or through a Hawthorn-Melbourne representative

Agent details
---------------

## Checklist

Have you:

- included a copy of your current passport?
- included a copy of your current visa (if you hold one)?
- provided a copy of any Further Studies offer to an Australian institution (University, Foundation Studies, TAFE, High School)?
- provided a copy of any official English test results (eg IELTS, TOEFL, PTE, if available)?
- signed and dated the application form?

## Submit your application by fax or email

**Fax:** +61 3 9810 3242

**Email:** [enquiries@hawthornenglish.vic.edu.au](mailto:enquiries@hawthornenglish.vic.edu.au)

\* Hawthorn-Melbourne reserves the right to withdraw any offer made in error.

The information provided by the student may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. The provider is required, under S19 of the ESOS Act 2000, to tell the Department of: (i) Certain changes to the student's enrolment; and (ii) Any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

Hawthorn Learning Pty Ltd ABN 50 124 208 171 CRICOS provider code: 02931G

# Conditions of enrolment

The following sets out the terms and conditions of Your enrolment in a course with Hawthorn Learning Pty Ltd ABN 50 124 208 171 (Hawthorn-Melbourne). In these terms and conditions:

**Course** means a course offered by Hawthorn-Melbourne in which You are or will be enrolled;

**ESOS Act** means the Education Services for Overseas Students Act 2000;

**Initial Course** means Your Course or, if you have a Multiple Course Enrolment, Your Course with the earliest commencement date;

**Multiple Course Enrolment** means enrolment in more than one Course offered by Hawthorn-Melbourne, whether the Courses are offered concurrently, consecutively or otherwise;

**National Code** means the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students established under the ESOS Act;

**Navitas** means Navitas Limited  
ABN 69 109 613 309;

**Navitas English Entity** means Navitas English Pty Ltd ABN 51 003 916 701 or Navitas English Services Pty Ltd ABN 13 002 069 730;

**Principal Course** means the main course of study to be undertaken where a student visa has been issued for multiple courses of study. The principal course of study would normally be the final course of study where the overseas student arrives in Australia with a student visa that covers multiple courses; and

**You** means the student named in the enrolment form and, if the student is under 18 years of age, his or her parent or legal guardian named in the enrolment form and Your has a corresponding meaning.

## Cancellation and refunds

Hawthorn-Melbourne complies with the Refunds and Transfers Policy and Code of Conduct of English Australia, the ESOS Act, the National Code and any applicable State and Territory requirements. The Hawthorn-Melbourne enrolment fee is payable once only and is only refundable in limited circumstances involving provider default. To the extent of any inconsistency between these Conditions of Enrolment which is to Your detriment and any national, State or Territory requirements with which Hawthorn-Melbourne must comply, the national or State or Territory requirement prevails.

## Tuition

- If You provide Hawthorn-Melbourne with at least four weeks' written notice prior to the commencement of Your Initial Course, Hawthorn-Melbourne will provide You with a full refund of tuition fees for that Course and any subsequent Courses.
- If You provide Hawthorn-Melbourne with less than four weeks' written notice prior to the commencement of Your Initial Course, Hawthorn-Melbourne will provide You with a full refund of tuition fees for that Course and any subsequent Courses, less a 30 percent cancellation fee.
- In circumstances other than where Hawthorn-Melbourne ceases to provide the Course, no refund is payable for any of Your Courses after Your Initial Course has commenced.
- Except as required under the ESOS Act or the National Code, where You transfer from

a more expensive Course to a less expensive Course, no refund of the difference is payable.

- If Your visa application is denied, as prescribed in section 47E of the ESOS Act, a full refund of all pre-paid Course fees, less AU\$500 or 5 percent of the total amount of pre-paid fees received for the Course (whichever is the lesser), will be made provided that Hawthorn-Melbourne receives a copy of the Australian Embassy rejection letter.
- In the event a refund is granted and payment was received by credit card, the refund must be made to the same credit card number from which the original payment was made.
- Hawthorn-Melbourne reserves the right to suspend or cancel Your enrolment because of:
  - a. Your failure to pay an amount You were liable to pay to Hawthorn-Melbourne (directly or indirectly) in order to undertake a Course;
  - b. You have breached a condition of Your student visa;
  - c. if You are under 18 years of age, You refuse to maintain Your approved care arrangements without sufficient reason acceptable to Hawthorn-Melbourne; or
  - d. behaviour unacceptable to Hawthorn-Melbourne, including but not limited to behaviour as described in the Hawthorn-Melbourne Code of Conduct as published and displayed in centres and at [hawthornenglish.com/policies.html](http://hawthornenglish.com/policies.html).

If Your enrolment is suspended or cancelled by Hawthorn-Melbourne in accordance with these Conditions of Enrolment, no refund of tuition fees is payable.

- If You transfer to a course at another educational institution (excluding English language studies) and You have met the institution's published IELTS or TOEFL score, or you have achieved a satisfactory level of English through Hawthorn-Melbourne's agreed pathways, You may be eligible for a transfer of the unused portion of pre-paid tuition fees, less an administration fee of 30 percent. You must provide Hawthorn-Melbourne with evidence acceptable to Hawthorn-Melbourne of valid enrolment from the new institution and Your current attendance rate at Hawthorn-Melbourne must be over 80 percent. Fees will only be transferred in full weeks. If you are granted a transfer, the remaining portion of Your tuition fees will be calculated from the commencement date of the new studies. You may not be released from enrolment at Hawthorn-Melbourne prior to the commencement date of the new studies.
  - In addition, if You are under 18 years of age You must have written evidence acceptable to Hawthorn-Melbourne that Your parent or legal guardian supports the transfer and written confirmation that the new institution will accept responsibility for approving your accommodation, support and general welfare arrangements if You are not being cared for in Australia by a parent or suitable nominated relative or legal guardian.
  - In addition, if You are sponsored by Your government, and Your government considers the transfer to be in Your best interests and You provide Your government's written support for the transfer acceptable to Hawthorn-Melbourne, then the remaining portion of Your tuition fees from the

commencement date of the new studies may be transferred to the new course.

- If You are successful in gaining entry to another Navitas college (other than a Navitas English Entity) or Navitas university program, You may be eligible for a transfer of all remaining pre-paid tuition fees to the new Navitas location (other than a Navitas English Entity).
- Course fees are not transferable to another person nor to another English language centre, except for a Navitas English Entity.
- You will not be allowed to transfer to another institution in the first six months of Your Principal Course of study (except for situations outlined above). If Your Course at Hawthorn-Melbourne is a prerequisite course in a package of courses, You will not be allowed to transfer to another provider except in limited circumstances as outlined in the Hawthorn-Melbourne Transfers Between Registered Providers Policy and Procedure.
- In circumstances other than where Hawthorn-Melbourne ceases to provide a Course, refunds will be paid within four weeks of Hawthorn-Melbourne receiving written request.
- Hawthorn-Melbourne reserves the right to cancel a Course due to insufficient numbers. In this event, unless Hawthorn-Melbourne arranges for You to be offered a place in an alternative course at Hawthorn-Melbourne's expense and You accept that offer in writing, Hawthorn-Melbourne will refund all Course money You have paid to date for the cancelled Course within two weeks of the date on which Hawthorn-Melbourne ceases to provide the Course.
- In the unlikely event of Provider default resulting in Hawthorn-Melbourne being unable to deliver all Courses in full in which You have enrolled, unless Hawthorn-Melbourne arranges for You to be offered a place in an alternative course at Hawthorn-Melbourne's expense and You accept that offer in writing, You will be entitled to a full refund of all Course money You have paid to date. The refund will be paid within two weeks of the date on which Hawthorn-Melbourne ceases to provide the Course.
- Entry to all Courses is subject to Your placement test, together with consideration of any IELTS, TOEFL or equivalent test result.

## Deferrals/postponements

- If You have paid tuition fees for a Course, Hawthorn-Melbourne may allow You to defer or postpone Your commencement of that Course in the following circumstances:
  - If You give Hawthorn-Melbourne at least 28 days' written notice before the commencement of the Course (You will have to pay any increase in tuition fees from the time of deferment to Your commencement of the Course);
  - If You cannot start your Course on the agreed start date because there is a delay in receiving Your student visa before Your Course commences; or
  - If You have compassionate or compelling circumstances, such as: death in your immediate family (father, mother, child, sibling, spouse only); natural disaster in your home country; You or Your dependant family member is seriously ill; You become pregnant; or You become a victim of a serious crime or trauma.

## Conditions of enrolment (continued)

- Approval for deferral or postponement of a Course is at the sole discretion of Hawthorn-Melbourne. You must provide Hawthorn-Melbourne with documented evidence in support of your application for deferral or postponement as required by Hawthorn-Melbourne. If approved, Hawthorn-Melbourne will advise DIAC accordingly. Deferral or postponement may only be granted for a maximum of six months from the date permission is granted. Unless expressly stated otherwise in these terms and conditions, You will not be entitled to any further deferral, postponement, refund or transfer of fees.

### Accommodation

- No refund will be made on the accommodation placement fee.
- If You wish to leave Your Homestay at any time, You are required to give two weeks' notice to Your homestay family.
- The Accommodation Placement Fee will be charged for every Accommodation Placement arranged by Hawthorn-Melbourne.
- An additional fee of \$300 is charged for registering parent-nominated homestay hosts who are not already registered with Hawthorn-Melbourne.

### Airport transfer

No refund of airport transfer fees will be made if You do not notify Hawthorn-Melbourne of Your flight details or any change of details at least two working days before arrival.

### Representative

If You enrol through a representative, the refund may be paid to that representative. Monies will be refunded in the currency in which they were paid.

### Change of address

You must advise Hawthorn-Melbourne of Your current contact details, including residential address, phone number and email address, on arrival and if You change Your contact details You must notify Hawthorn-Melbourne immediately. Your failure to notify Hawthorn-Melbourne that You have changed Your address may result in automatic cancellation of Your visa without prior notice.

### Young student care arrangements

If You are under 18 years of age, the parent or legal guardian named in the enrolment form must nominate, in writing, either:

- a suitable relative (agreed by DIAC at the time of the visa application), living in the city in which You will be studying and who will be responsible for Your welfare whilst studying at Hawthorn-Melbourne; or
- request that Hawthorn-Melbourne make arrangements for Your care and welfare (including registering family friends as hosts)

### Indemnity and release

In consideration of Hawthorn-Melbourne accepting Your application for enrolment as a student and providing tuition to You, You will not hold Hawthorn-Melbourne, its related bodies corporate, their employees or agents liable for nor make any claim against any of them, and indemnify each of them against, any loss, damage, death, injury or liability which You may suffer or cause, in connection with Your association with Hawthorn-Melbourne, including:

- Your attendance at any premises owned, operated or controlled by Hawthorn-Melbourne;
- Your attendance at any activity, whether sporting, cultural, recreational or otherwise, organised by or on behalf of or with the assistance of Hawthorn-Melbourne or any activity of which Hawthorn-Melbourne has any knowledge; and
- any accommodation, whether short-term or long-term, arranged for You by Hawthorn-Melbourne.

If You are under 18 years of age, the parent or legal guardian named in the enrolment form requests that Hawthorn-Melbourne enrol You as a student of Hawthorn-Melbourne. In consideration of Hawthorn-Melbourne agreeing to enrol You, the parent or legal guardian:

- guarantees Your obligations under these terms and conditions of enrolment;
- will not hold Hawthorn-Melbourne, its related bodies corporate, their employees or agents liable for nor make any claim against any of them in connection with Your association with Hawthorn-Melbourne, including the matters set out in paragraphs (a)-(c) above; and
- indemnifies each of them against any loss, damage, death, injury or liability which You may suffer or cause in connection with Your association with Hawthorn-Melbourne, including the matters set out in paragraphs (a)-(c) above.

These terms and conditions, and the availability of complaints and appeals processes, do not remove Your right to take action under Australia's consumer protection laws.

These terms and conditions are governed in all respects by and interpreted in accordance with the laws of the state in which the centre You attend is located in the Commonwealth of Australia.

### Privacy

The information You provide on this enrolment form and otherwise in connection with Your enrolment (including personal information, Course enrolment details and changes, Course progress details, and the circumstances of any suspected breach by You of a student visa condition) will be used to process Your enrolment at Hawthorn-Melbourne, provide You with educational services and, in the case of Homestay students, to enable Hawthorn-Melbourne and a Homestay provider to provide You with Homestay facilities. Your enrolment may be delayed if the information provided is incomplete. This information will be dealt with in accordance with the Privacy Act 1988 and Hawthorn-Melbourne's privacy policy which can be found at [hawthornenglish.com](http://hawthornenglish.com). It may be made available by Hawthorn-Melbourne to the Australian government (for example to Australian immigration and education authorities) in connection with Your visa, as required by the National Code or the ESOS Act, if required, to the Tuition Protection Service or, in the case of students who have booked Homestay, to Your Homestay provider, or in the case of students who have nominated to study further in Australia, to Your further studies institution. Hawthorn-Melbourne may send You information about its programs or other related courses. You may request not to receive further information at any time.

### Other terms

- It is a condition of Your enrolment at Hawthorn-Melbourne that You comply with all Hawthorn-Melbourne regulations and policies as notified to You by Hawthorn-Melbourne.

- Hawthorn-Melbourne may, by notice to You in writing, which notice may be given on the Hawthorn-Melbourne website, vary these terms and conditions or any Hawthorn-Melbourne regulations or policies. A variation takes effect on the day specified in a notice.
- If You are applying for an ATTC Course, You may need to take a separate entry test.
- Hawthorn-Melbourne reserves the right to change start dates (with Your agreement), Course curricula, Course timetables and any programs at any time.
- All prices are stated in Australian Dollars (AU\$) and subject to change without notice.
- Hawthorn-Melbourne is closed on official public holidays and other dates listed in the Fees and Dates section of the Hawthorn-Melbourne brochure.
- 10 percent Goods and Services Tax (GST) applies to Airport Transfer, and Accommodation Placement Fees.
- Hawthorn-Melbourne is fully accredited by NEAS.
- Photographs, videos and testimonials provided by You or taken by Hawthorn-Melbourne may be used for marketing and promotion purposes.

### Contact

All requests for refunds, deferrals, postponements or transfers must be made in writing addressed to: Admissions Manager  
Hawthorn-Melbourne  
442 Auburn Road  
Hawthorn VIC 3122 Australia

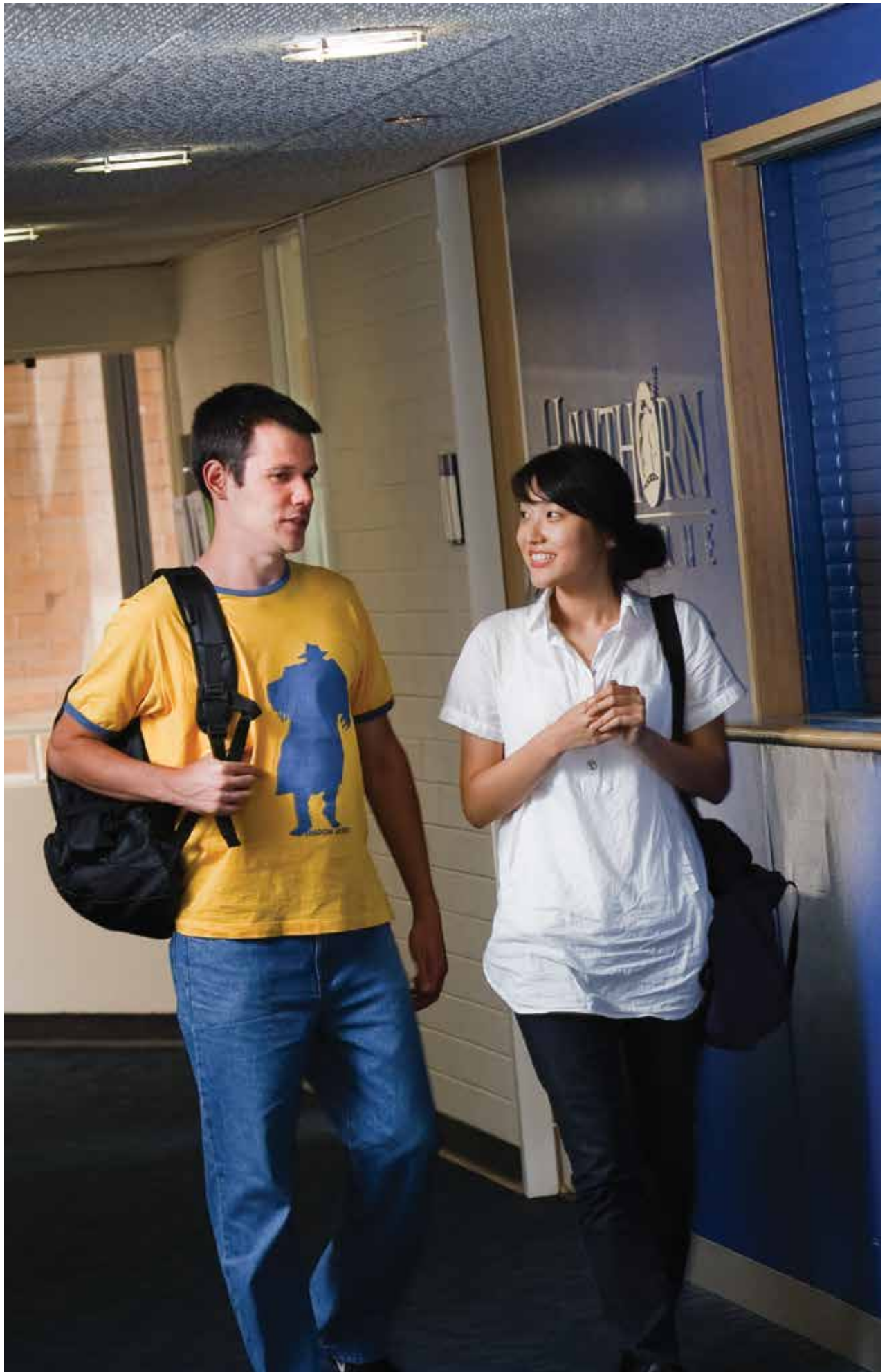
Supporting documents as specified by Hawthorn-Melbourne must be included with the request. If You are under 18, the written request must be made by the parent or legal guardian who signed Your original enrolment form. Hawthorn-Melbourne will:

- Notify You in writing of the outcome of the request within 10 working days and where necessary, give reasons for the outcome.
- Notify the Department of Immigration and Citizenship (DIAC) of any change to Your study plan for which a student visa has been granted.

A refund, transfer, deferral, postponement, suspension or cancellation of Your Course may affect Your student visa. DIAC will assess Your situation individually in accordance with the DIAC student visa policies. You are advised to seek advice from DIAC before making any changes to Your Course. For more information visit the DIAC website at [immi.gov.au](http://immi.gov.au) or phone 131881.







Part of the Navitas Group



Education for your world

## Hawthorn Learning Pty Ltd

442 Auburn Road  
Hawthorn VIC 3122  
Australia

**T +61 3 9815 4000**  
**F +61 3 9810 3242**  
**E [enquiries@hawthornenglish.vic.edu.au](mailto:enquiries@hawthornenglish.vic.edu.au)**

ABN 50 124 208 171  
CRICOS provider code: 02931G

Hawthorn-Melbourne is endorsed by the University of Melbourne as a provider of English language intensive courses for overseas students in Melbourne.

The information in this brochure is correct at March 2014. Changes in circumstances after this date may alter the accuracy or currency of the information.

Hawthorn-Melbourne reserves the right to alter any matter described in this guide without notice. Readers are responsible for verifying information by contacting Hawthorn-Melbourne.

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[hawthornenglish.com](http://hawthornenglish.com)

