

GENERAL AND SPECIALISED ENGLISH

Start any Monday (except public holidays)	Super Intensive® *** ++ Specialised Super Intensive	Intensive® *** ++ Specialised Intensive	Basic ++
	25 hours per week (30 lessons)	20 hours per week (25 lessons)	16 hours per week (20 lessons)
	2-52 weeks	2-52 weeks***	1-12 or 1-17 weeks
CRICOS Course Codes:	005690F, 065515B	0061167E, 065516A	
Course Fees:	AU\$200 Enrolment Fee	AU\$200 Enrolment Fee	AU\$200 Enrolment Fee
1 – 3 weeks	AU\$385 per week	AU\$350 per week	AU\$310 per week
4 – 7 weeks	AU\$380 per week	AU\$345 per week	AU\$305 per week
8 – 11 weeks	AU\$375 per week	AU\$340 per week	AU\$300 per week
12 – 18 weeks	AU\$370 per week	AU\$335 per week	AU\$290 per week
19 – 23 weeks	AU\$360 per week	AU\$335 per week	
24+ weeks	AU\$350 per week	AU\$335 per week	
Additional weeks	AU\$350 per week	AU\$335 per week	
Material and Resources Fee	AU\$50	AU\$50	AU\$50

Optional: Text Book Security Deposit: AU\$60 (refunded to student when text book is returned in good condition) plus Text Book Hire Fee: AU\$10

OPTIONAL ELECTIVES IN SPECIALISED INTENSIVE AND SUPER INTENSIVE COURSES:

- Business English • IELTS Preparation • English for Hospitality • CAE, FCE Preparation

CAMBRIDGE INTERNATIONAL EXAM CENTRE CAIRNS

Cambridge Authorised Centre Number: AU095

Cambridge Examination Preparation - General Information ++

• Preliminary English Test (PET) ***	• First Certificate in English (FCE) ***
• Certificate in Advanced English (CAE) **	• Certificate of Proficiency (CPE) ***

CRICOS Course Codes: 032437F and 032436G

Hours of Tuition:	25 hours per week (30 lessons)	20 hours per week (25 lessons)		
Length of Course:	12 weeks	10 weeks	12 weeks	10 weeks
Tuition Fee:	AU\$5100	AU\$4500	AU\$3900	AU\$3500
Enrolment Fee:	AU\$200	AU\$200	AU\$200	AU\$200
Examination Fees - FCE, CAE, CPE:	AU\$320 #**	AU\$320 #**	AU\$320 #**	AU\$320 #**
Examination Fees - PET, KET:	AU\$280 #**	AU\$280 #**	AU\$280 #**	AU\$280 #**
Materials and Resources Fee:	AU\$50	AU\$50	AU\$50	AU\$50

• Business English - Preliminary (BEC) °		• Business English - Vantage (BEC) °	
Hours of Tuition:		25 hours per week (30 lessons)	
Length of Course:		10 weeks	
Tuition Fee:		AU\$3500	
Enrolment Fee:		AU\$200	
Examination Fees:		AU\$320 #**	
Materials and Resources Fee:		AU\$50	

Examination can be undertaken at completion of Business English I and/or II

- All course fees do not include consumables or examination fees and are subject to change without notice
- Textbook Fee: \$AU60. Refunded when textbook returned in good condition. Text Book Hire Fee: AU\$10.
- Free Internet/Email Access available
- ** REGISTERED COURSES – REGISTERED COURSES OF MORE THAN 12 WEEKS USUALLY REQUIRE A STUDENT VISA
- ++ Students on Working Holiday Visa may study for up to 17 weeks; Students on Visitor's Visa may study for up to 12 weeks
- # Including GST where applicable

- *** Minimum of 5 weeks for Student Visas (GEI) – course applicants should produce evidence of sufficient education to cope with a course in English for Speakers of Other Languages (ESOL). This should be a minimum of 9 years' schooling or equivalent, which is accepted as evidence of literacy in the mother tongue.
- + Subject to student numbers
- +++ Subject to change without notice
- To be paid 8 weeks prior to examination
- ° Not available for student visa



MULTIPLE INTERNATIONAL EXCELLENCE AWARDS
★★★★★

Cairns Language Centre Pty Ltd trading as Cairns Language Centre and **EUROCENTRES CAIRNS**

ACN 010 778 060 ABN 78 752 265 401 CRICOS Provider Code 00078M

91-97 Mulgrave Road, Cairns PO Box 12283, Cairns Delivery Centre QLD 4870 AUSTRALIA

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CAMBRIDGE INTERNATIONAL EXAM CENTRE CAIRNS

Cambridge Authorised Centre Number: AU095

Cambridge Examination Preparation - Set Course Timetable **

Examination Preparation Course SET COURSE DATES	Start Dates	Course Ends	Course Duration	Written Examination Date
PET*** Preliminary English Test	Monday 8 January 2018	Friday 16 March 2018	10 weeks	Saturday 17 March 2018
	Monday 12 March 2018	Friday 1 June 2018	12 weeks	Thursday 7 June 2018
	Monday 17 September 2018	Friday 7 December 2018	12 weeks	Friday 7 December 2018
FCE*** First Certificate in English	Monday 8 January 2018	Friday 16 March 2018	10 weeks	Friday 16 March 2018
	Monday 19 March 2018	Friday 8 June 2018	12 weeks	Tuesday 12 June 2018
	Monday 11 June 2018	Friday 17 August 2018	10 weeks	Thursday 23 August 2018
	Monday 10 September 2018	Friday 30 November 2018	12 weeks	Tuesday 4 December 2018
CAE*** Certificate of Advanced English	Monday 8 January 2018	Friday 16 March 2018	10 weeks	Saturday 17 March 2018
	Monday 19 March 2018	Friday 8 June 2018	12 weeks	Wednesday 13 June 2018
	Monday 18 June 2018	Friday 24 August 2018	10 weeks	Friday 24 August 2018
	Monday 10 September 2018	Friday 30 November 2018	12 weeks	Wednesday 5 December 2018
CPE*** Certificate of Proficiency in English	Monday 19 March 2018	Friday 8 June 2018	12 weeks	Thursday 14 June 2018
	Monday 10 September 2018	Friday 30 November 2018	12 weeks	Thursday 6 December 2018
BEC° Business English - Preliminary	This program may be provided by arrangement - please contact us for details			
BEC° Business English - Vantage	This program may be provided by arrangement - please contact us for details			

Examination dates are set by Cambridge University.
Listening and speaking tests are held two weeks prior to written examinations.

Cambridge Examination Preparation - Flexible Courses **

PET*** Preliminary English Test and KET Key English Test °

Start any Monday (except Public Holidays)	PET and KET Super Intensive+ 25 hours per week (30 lessons)	PET and KET Intensive+ 20 hours per week (25 lessons)	Written Examination Dates
Enrolment Fee	AU\$200	AU\$200	Saturday 17 March 2018 Thursday 7 June 2018 Friday 7 December 2018
1 - 3 weeks	AU\$385 per week	AU\$350 per week	
4 - 7 weeks	AU\$380 per week	AU\$345 per week	
8 - 11 weeks	AU\$375 per week	AU\$340 per week	
12 - 18 weeks	AU\$370 per week	AU\$335 per week	

Teaching Knowledge Test TKT, Young Learner's Test YLE, Business Language Testing System BULATS

Start Dates Flexible+	TKT, YLE, BULATS Super Intensive+ 25 hours per week (30 lessons)	TKT, YLE, BULATS Intensive+ 20 hours per week (25 lessons)	Written Examination Dates
Enrolment Fee	AU\$200	AU\$200	Available throughout the year
1 - 3 weeks	AU\$385 per week	AU\$350 per week	
4 - 7 weeks	AU\$380 per week	AU\$345 per week	
8 - 11 weeks	AU\$375 per week	AU\$340 per week	
12 - 18 weeks	AU\$370 per week	AU\$335 per week	
Examination Fee	AU\$280**	AU\$280**	
Materials and Resources Fee	AU\$50	AU\$50	

- All course fees do not include consumables or examination fees and are subject to change without notice
- Textbook Fee: \$AU60. Refunded when textbook returned in good condition. Text Book Hire Fee: AU\$10.
- Free Internet/Email Access available
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EXAMINATION AND UNIVERSITY PREPARATION IELTS (Academic and General)

Start any Monday (except public holidays)	Specialised Super Intensive for Exam Preparation ^{®**++}	IELTS Intensive ⁺⁺	IELTS Basic ⁺⁺
See Course Overview for course cycles	25 hours per week (30 lessons) 2-52 weeks	20 hours per week (25 lessons) 1-12 or 1-17 weeks	16 hours per week (20 lessons) 1-12 or 1-17 weeks
CRICOS Course Code: 065514C			
Course Fees:	AU\$200 Enrolment Fee	AU\$200 Enrolment Fee	AU\$200 Enrolment Fee
1 – 3 weeks	AU\$385 per week	AU\$350 per week	AU\$310 per week
4 – 7 weeks	AU\$380 per week	AU\$345 per week	AU\$305 per week
8 – 11 weeks	AU\$375 per week	AU\$340 per week	AU\$300 per week
12 – 18 weeks	AU\$370 per week	AU\$335 per week	AU\$290 per week
19 – 23 weeks	AU\$360 per week		
24+ weeks	AU\$350 per week		

Material and Resources Fee: AU\$50

Examination Fees Additional: IELTS AU\$320⁺⁺⁺

Flexible Examination Dates: See www.ielts.org

HIGH SCHOOL PREPARATION[®]

CRICOS Course Codes: 050281E, 050282D, 050283C

Junior School - 12 to 17 years

FULL TIME - start any Monday⁺

Quality High School Preparation Program with rigorous curricula, specialist subject focus (Science, Mathematics), high school integration, social development activities and character-building.

Small Classes and Outstanding Results. 100% successful transition to High School.

The Formula for Successful Transition to High School: Intensive English Language with a High School Focus + Language and Principles of specialist High School subjects + Study, Research, Time Management, Leadership, Reporting and Presentation Skills + Social and Cultural Communication + Integration into High School + Sports, Activities and Excursions + Accommodation with an Australian Family.

COURSE / FEES	Hours of Tuition	Course Duration	Fees
High School Preparation I (CRICOS Code: 050281E)	25 hours per week (30 lessons)	10 weeks	AU\$3,650
High School Preparation II (CRICOS Code: 050282D)	25 hours per week (30 lessons)	10 weeks	AU\$3,650
High School Preparation III (CRICOS Code: 050283C)	25 hours per week (30 lessons)	10 weeks	AU\$3,650
Enrolment Fee			AU\$200
Textbooks / Resources			AU\$100 per term of 10 weeks
Activities / Excursions			AU\$220 per term of 10 weeks
Guardianship			AU\$48 per week
Accommodation Placement			AU\$200
Homestay - Full Board			AU\$283 per week

Homestay fees do not include daily transfers. ISLPR and IELTS Examination Fees are additional.

BUSINESS & SPECIALISED ENGLISH^{®+}

FULL TIME

- English for Business Purposes (CRICOS Code: 005692D)
- Business English I (CRICOS Code: 032434J)
- Business English II (CRICOS Code: 032435G)

Hours of Tuition:	25 hours per week (30 lessons)
Length of Course:	10 weeks
Enrolment Fee:	AU\$200
Tuition Fee:	AU\$3,500 Textbooks not included
Material and Resources Fee:	AU\$50

Cambridge BEC (Business English) and BULATS Examinations may be taken at completion of course.

SPECIALISED AND CUSTOMISED PROGRAMS

• Learn and Earn Program	• English + Work Experience/Internships
• Young Learners' Program	• English + Volunteering
• English + Business or Business Management Course	• English + Tourism or Hospitality Course
• Corporate English	• Study Tour Programs and Summer Camps

Contact International Student Services for more details

- All course fees do not include consumables or examination fees and are subject to change without notice
- Textbook Fee: \$AU60. Refunded when textbook returned in good condition. Text Book Hire Fee: AU\$10.
- Free Internet/Email Access available

^{®**} REGISTERED COURSES – REGISTERED COURSES OF MORE THAN 12 WEEKS USUALLY REQUIRE A STUDENT VISA

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ENGLISH PLUS EMPLOYABILITY SKILLS

Specialised Super Intensive English® + Essential Skills for Working in Australia

Length of Course: 12 week package (integrating English and Employability Skills) (10 weeks English and 2 weeks Essential Skills for Working in Australia)	Package Fees: \$4140 ^o
Hours of Tuition: 25 hours per week (30 lessons) (Cricos Codes: 005690F, 065515B) Essential Skills for Working in Australia (Competencies assessed by Cairns Business College RTO No. 0095)	Package includes: English Tuition (including Hospitality) Essentials Skills for Working in Australia <ul style="list-style-type: none"> • Resumé and Interview Preparations • Food & Beverage Course • Barista Course • RSA (Responsible Service of Alcohol) • Housekeeping • WHS (Workplace Health and Safety) (Certification by Cairns Business College RTO No. 0095)

Work Experience Placement available for successful graduates ^oExclusive of AU\$200 Enrolment Fee Material and Resources Fee AU\$50

DIVING ENGLISH PACKAGE

Diving English - start any Monday AU\$1600

<ul style="list-style-type: none"> • 22 hours General English Language tuition • 5-Day Diving Course - PADI Open Water Certification (includes 3 days 2 nights Live Aboard on Great Barrier Reef) <p>The Diving Course includes:</p> <ul style="list-style-type: none"> • Classroom and pool training with experienced instructors • 5 days training - 2 days pool training and 3 days/2 nights open water diving • 3 days/2 nights living on board a diving boat on Great Barrier Reef^o • 4 training dives and 4 - 5 pleasure dives • 1 night dive (weather permitting) • PADI Open Water Manual • Dive log book • Use of quality dive equipment (including wetsuit, dive computer, torches) • Passport Photographs (needed for certification) • Dive Insurance • Your PADI Certificate 	<p>The package <u>does not</u> include:</p> <ul style="list-style-type: none"> • On-shore accommodation • Swim wear or towels (student to provide own) • Diving Course farewell dinner • Enrolment Fee AU\$200 <p>Additional Fees:+++</p> <ul style="list-style-type: none"> • Medical Assessment AU\$70 (if required)^o • Reef Tax / Environment Levies AU\$70 • Accommodation Placement Fee AU\$200 (if in CLC arranged accommodation) <p>Course Pre-requisite: You must be able to:</p> <ul style="list-style-type: none"> • Swim 200 or 300 metres with mask, snorkel and fins • Tread or float in water for 10 minutes <p>Length of Courses:</p> <ul style="list-style-type: none"> • 2 weeks (3 and 4 week programs and prices available on request)
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^oAccommodation on board diving boat (3 days/2 nights) includes all meals, twin share accommodation. Prior to commencing your Dive Course you will be required to complete the self-assessment 'Student Diver Medical Declaration'. If there are pre-existing health conditions that may affect your safety while diving a dive medical certificate will be required.

SAMPLE DIVE ENGLISH ITINERARY^o

Day	Morning	Afternoon
Monday	English Entry Level Assessment and Orientation 8.30am to 12.25pm	English Language Lessons 1.10pm to 3.20pm
Tue & Wed	English Language Lessons 8.30am to 12.25pm	Free Time
Thu & Fri	Diving Course - theory and pool training	Diving Course - theory and pool training
Sat to Mon	3 - Day Live Aboard Diving Course on boat on Great Barrier Reef ^o	Farewell Dinner with crew at local restaurant (at own cost)
Tue to Thu	English Language Lessons 8.30am to 12.25pm	Free Time
Fri	English Language Lessons 8.30am to 12.25pm	Graduation 12.25pm

^oSequence of itinerary may change according to language requirements and weather conditions. On board accommodation for Saturday and Sunday nights only - meals included after boarding.

- All course fees do not include consumables or examination fees and are subject to change without notice
- Textbook Fee: \$AU60. Refunded when textbook returned in good condition. Text Book Hire Fee: AU\$10.
- Free Internet/Email Access available
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ACCOMMODATION AND ARRIVALS/AIRPORT TRANSFER#

HOMESTAY – (minimum 7 nights)

Placement Fee:	AU \$200
Half Board – morning and evening meals 6 days per week	
Single	AU \$ 248 per week
Double/Couple (per person)	AU \$ 235 per week
Additional Nights	AU \$ 40 per night (single)
	AU \$ 38 per night (double/couple)
Airport Pick-up	No Charge
Accommodation Change Fee	AU \$ 125
Room Holding Fee	AU \$ 80 per week
Christmas Surcharge	AU \$ 80

SHARE HOUSE/APARTMENT (minimum 4 weeks)

[18 years and over only]	
Placement Fee:	AU \$200
No meals are included in the rates below	
Single Room	AU \$185 per week
Double/Couple (per person)	AU \$170 per week
Additional Nights	AU \$35 per night
Key Deposit	AU \$20 - \$50#
Bond/Security Deposit	AU \$200 - 250#
Accommodation Change Fee	AU \$125

HOMESTAY ARRIVALS/AIRPORT TRANSFER

All students moving directly into Homestay will be met on arrival at no charge. **Pick-up Fee: NIL (one way)**

Students moving into Share Accommodation may make their own way to the share accommodation, arriving at a pre-arranged time, OR be met on Arrival by the Share House/Apartment owner or College representative and transferred to the accommodation.

Share Pick-up Fee: AU\$85 (one way)

Payable to the accommodation manager.

Please note all prices are subject to change without advance notice due to seasonal and availability reasons - please confirm rates with us prior to booking.
Rates for Under 18 year old students will be provided separately on request.

STUDENTS UNDER 18 YEARS

Students under 18 years of age must study full time (25 hours per week) and stay with an approved homestay family (full board)*. Australian Government guardianship conditions apply. Guardianship Fee: AU\$48 per week.

Return transfers on arrival and departure are provided by host families. Daily transfers - rates available on request.

OVERSEAS STUDENT HEALTH COVER+++

Australian Government regulations require overseas students travelling on a STUDENT VISA to pay their Overseas Student Health Cover (OSHC) direct to the institution. The cover is calculated on the length of the visa. **Per Month: AU\$55**

ADDITIONAL ALLOWANCES+++

POCKET MONEY/LIVING EXPENSES+++

With Homestay	AU\$ 95 per week
Share House/Apartment	AU\$170 per week
Bicycle Hire	AU\$12 - 30 per week

OPTIONAL EXTRAS+++

Sports	AU\$ 0 - 15 per week
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+++ approximate costings

PUBLIC HOLIDAYS

The Centre will be closed on the following public holidays:

Monday 1 January 2018 - New Year's Day	Wednesday 25 April 2018 - Anzac Day	Tuesday 25 December 2018 - Christmas Day
Friday 26 January 2018 - Australia Day	Monday 7 May 2018 - Labour Day	Wednesday 26 December 2018 - Boxing Day
Friday 30 March 2018 - Good Friday	Friday 20 July 2018 - Cairns Show Day	
Monday 2 April 2018 - Easter Monday	Monday 1 October 2018 - Queen's Birthday	

The Centre will be closed on the following end of year dates:

Tuesday 2 January 2018	Friday 5 January 2018	Friday 28 December 2018
Wednesday 3 January 2018	Monday 24 December 2018	Monday 31 December 2018
Thursday 4 January 2018	Thursday 27 December 2018	

The last day of classes in 2018 will be on Friday 21 December 2018. The centre will be closed from 22 December 2018 to 6 January 2019 (inclusive) and will re-open on Monday 7 January 2019.

PRIVATE TUITION

One-on-One

AU\$115 per lesson

AU\$460 per 5 lessons

- All course fees do not include consumables or examination fees and are subject to change without notice
- Textbook Fee: \$AU60. Refunded when textbook returned in good condition. Text Book Hire Fee: AU\$10.
- Free Internet/Email Access available
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COURSE OVERVIEWS

Skilled and Experienced EFL Teachers (each class taught by a team of two teachers)

Small Classes: Average 10 students per class, maximum of 14

Course Plans: Designed for each student after completion of placement test to determine his/her language and content skill.

Weekly Plans: Show the topics, tasks, skills, grammar and vocabulary which will be the focus for the week for the class.

Assessment is continuous and ongoing with formal and weekly assessments, including bi-weekly student-teacher interviews.

Students learn the English Language and develop their language skills at an accelerated pace.

Time spent in the classroom is complemented with outside studies, homework, access to guided learning and computer centres, cultural and social experience.

Knowledge of English extended through cultural and social programs.

Assessment is continuous and ongoing with formal and weekly assessments, including bi-weekly student-teacher interviews.

English Language Skills reported in an English Language Proficiency Statement according to the Common European Framework for Languages and issued on exiting the course.

General English (Start any Monday)

BASIC:

16 hours tuition per week (20 x 50 minute lessons)

INTENSIVE / SPECIALISED INTENSIVE:®

20 hours tuition per week (25 x 50 minute-lessons)

Specialised electives in IELTS, Business English, Hospitality/Tourism English

SUPER INTENSIVE / SPECIALISED SUPER INTENSIVE:®

25 hours tuition per week (30 x 50 minute-lessons)

Specialised electives in IELTS, Business English, Hospitality/Tourism English

Course Levels:

Beginner (ESL Level 1), Elementary (ESL Levels 2 and 3), Intermediate (ESL Levels 4 and 5), Upper Intermediate (ESL Levels 6 and 7), Advanced (ESL Levels 8 and 9)

Who is the Course For?

For students who want the maximum amount of progress in the minimum length of time.

Students progress through levels at individual pace

Course Levels

Beginner and Elementary { ESL Levels 1 (A1)* and 2 (A2)* }: Emphasis on speaking and listening skills

- Practical vocabulary building
- Some writing and reading comprehension

Pre-Intermediate { ESL Level 3 (A2+) }: Emphasis on communicative use of a language through speaking and listening activities

- Practice of grammatical structures and interactional functions
- Practical reading and writing tasks

Intermediate { ESL Levels 4 (B1)* and 5 (B1+) }: Speaking and listening skills developed

- More emphasis on reading comprehension and vocabulary building
- Improving writing skills

Upper Intermediate { ESL Levels 6 (B2)* and 7 (B2+) }: Emphasis on accurate and confident language use

- Extensive practice of speaking, listening, reading and writing skills
- Comprehensive use of grammatical structures
- Extensive vocabulary development

Advanced { ESL Levels 8 (C1)* and 9 (C2+) }: Emphasis on writing and reading comprehension skills necessary for work and pleasure

- Advanced vocabulary building
- Advanced communication skills

Proficiency { ESL Level 10 (C2)* }: Fluency, understanding and accuracy in all areas of the language

*Common European Framework of Reference

Examination Preparation Cambridge® and Specialised Intensive for Exam Preparation®

25 hours of group tuition per week – 100 % Examination Preparation in both Cambridge and IELTS Examination Classes. **Cambridge Examiners on staff.**

Who are the Cambridge Courses For? For students who want the maximum amount of progress and pass Cambridge University English Examinations.

CAMBRIDGE: PET*, FCE, CAE, CPE (12 wks)

Who are the IELTS Courses For? For students who want the maximum amount of progress with a focus on tertiary education entry and/or Australian residency visas.

IELTS (Academic and General) and English for Academic Purposes®

High School Preparation® (Start any Monday)

Quality High School Preparation Program with rigorous curricula, specialist subject focus (Science, Mathematics), high school integration, social development activities and character-building. **Small Classes and Outstanding Results.** 100% successful transition to High School.

The Formula for Successful Transition to High School: Intensive English Language with a High School Focus + Language and Principles of specialist High School subjects + Study, Research, Time Management, Leadership, Reporting and Presentation Skills + Social and Cultural Communication + Integration into High School + Sports, Activities and Excursions + Accommodation with an Australian Family.

® Registered courses suitable for Student Visas * Subject to student numbers

(Cont Over)

EUROCENTRES

endorsed by
NEAS


CAMBRIDGE ESOL
Exam Preparation
Centre


ENGLISH AUSTRALIA
QUALITY | SUPPORT | ASSURANCE


Japan Best
School Award
2015

**MULTIPLE
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COURSE OVERVIEWS - ALL COURSES (continued)

Business English/English for Business®*

The Business English courses aim to develop a student's ability to function confidently and effectively in the workplace. The course provides intensive development of the language and practical skills of business.

Skilled and Experienced EFL and Business Teachers

Specialised Electives/Options (to Specialised Intensive and Specialised Super Intensive courses)*

IELTS, FCE, CAE: The modular course focuses on providing students with necessary/key skills to take the IELTS and Cambridge Examinations. Students will be prepared for the exam through a combination of language skills training and exam practice.

English for Hospitality: The focus will be on the skills and language which will enable the students to better understand and function within the hospitality industry and the highly competitive tourism environment.

Diving Adventure English Packages (Start any Monday)

For the student with limited time who wishes to combine learning English with the real adventure of diving on the Great Barrier Reef. Package includes: General English (22 hrs tuition) + 5 days Diving Course (includes 2 nights live-aboard on the Great Barrier Reef). **

© Registered courses suitable for Student Visas

* Subject to student numbers

** Subject to weather conditions

SAMPLE TIMETABLES

SPECIALISED INTENSIVE, SUPER INTENSIVE AND GENERAL ENGLISH PROGRAMS (SAMPLE)

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 - 10.10	Core Program				
10.10 - 10.40	Morning Tea				
10.40 - 11.30	Skills Extension				
11.30 - 11.35	Break				
11.35 - 12.25	Skills Extension				
12.25 - 1.10	Lunch				
1.10 - 2.00	General English Activation OR IELTS, English for Hospitality or Business (B1 to C2)				Optional Sports, Self Study or Free Time 2.00pm - 4.00pm
2.00 - 2.05	Break				
2.05 - 3.20	Same as 1.10-2.00 Schedule				
Course Categories	Specialised Super Intensive	25 Hours	30 Lessons	Full Timetable	
	Specialised Intensive	20 Hours	25 Lessons	Basic + 2 Afternoons	
	Basic	16 Hours	20 Lessons	Full Day on Day 1 – Orientation Day 8.30 to 12.25 – Balance of the course	
					Supervised Self Study 8.00 - 8.30 3.30 - 4.00

OPTIONAL ELECTIVES SPECIALISED ENGLISH COURSES

- Business English
- IELTS Preparation
- Hospitality/Tourism English
- CAE, FCE Preparation

EXAM PREPARATION - CAMBRIDGE SUPER INTENSIVE AND IELTS (SAMPLE)

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30 - 10.10	Homework and Test Review	Writing	Grammar – Presentation & Practice	Grammar – Presentation & Practice	Speaking – Describing People
10.10 - 10.40	Morning Tea				
10.40 - 11.30	Listening	Writing (continued)	Grammar – Extension & Review	Grammar – Extension & Review	Writing – Describing People
11.30 - 11.35	Break				
11.35 - 12.25	Grammar – Presentation & Practice	Reading	Reading	Error Correction Techniques	Weekly Review & Test
12.25 - 1.10	Lunch				
1.10 - 2.00	Examination Practice & Techniques - Reading	Vocabulary – Word Building	Writing – Sequences	Examination Practice and Techniques - Listening	Optional Sports Self Study Free Time
2.00 - 2.05	Break				
2.05 - 3.20	Exam Practice (cont) Grammar Workshop	Examination Practice & Technique	Writing – Sequences	Pronunciation Practice Examination Support	2.00pm – 4.00pm



MULTIPLE INTERNATIONAL EXCELLENCE AWARDS
★★★★★

Cairns Language Centre Pty Ltd trading as Cairns Language Centre and **EUROCENTRES CAIRNS**

ACN 010 778 060 ABN 78 752 265 401 CRICOS Provider Code 00078M

91-97 Mulgrave Road, Cairns PO Box 12283, Cairns Delivery Centre QLD 4870 AUSTRALIA

Telephone: +61 7 4054 8690 / +61 7 4054 8691 Facsimile: +61 7 4031 4984 study@clcaustralia.com www.clcaustralia.com

Part of the Charles Darwin University Group of Enterprises

REFUND POLICY

The Cairns Language Centre/Eurocentres Cairns [the College] Policy of Fee Refunds and Tuition Fees has been determined in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 ("the National Code"), made under the Education Services for Overseas Students (The ESOS Act) 2000, Education (Overseas Student) Regulations 1998, made under EOS Act (EOS Reg), the Education Services for Overseas Students Amendment Act 2010 and the Education Services for Overseas Students Legislation Amendment (Tuition Service and Other Measures) Act 2013.

A	Enrolment Fee	Non-refundable
B	Accommodation / Placement Fees	Non-refundable
C	If Visa application is rejected or if a student becomes ill prior to visa approval, written notice must be given within seven days.	Full Refund of fees paid * (less Enrolment and Accommodation / Placement Fee)
D	If student cancels twenty-eight days or more before course starting date.	Refund – Tuition Fee less 10% for Administration Fee
E	If student cancels less than twenty-eight days before course starting date.	Refund – Tuition Fee less 25% for Administration Fee
F	If a student cancels or transfers to another institution after course commences.	No Refund / No charge for Letter of Release
G	In the event of cancellation of accommodation or early departure students must provide 2 weeks notice. No refund will be made for those 2 weeks.	
H	The College guarantees to run all courses as advertised. In the event of the cancellation of the course by the College, all fees will be refunded within 2 weeks directly to the person who contracted with the College unless that person authorises otherwise.	
I	Student cancellations are subject to the College Fee Refund Policy and will be processed 4 weeks from receiving written notice. Refunds will be forwarded directly to the person who contracted with the College unless that person authorises otherwise.	
J	This agreement does not remove the right to take further action under Australia's consumer protection laws. Dispute resolution processes do not circumscribe the student's right to pursue other legal remedies.	
K	In the event of the cancellation of a packaged activity due to medical reasons or unforeseen circumstances after course commencement, a refund is not available; however, alternative activities or English lessons will be arranged to the value of the individual activity package value.	
L	In the event of a provider default, students will be eligible for a refund of any "unspent pre-paid tuition fees" (i.e. tuition for which the student has paid but which has not yet been delivered by the provider) rather than a full refund that they were entitled to prior to this amendment.	

PLEASE NOTE: Refunds must be collected within three months of the cancellation date. In the event of a re-application within a 12-month period the non-refundable enrolment and placement fees will not be re-charged. * All refunds will be made directly to the person who contracted with the College within 4 weeks of advice of visa refusal.

PROCEDURES FOR COMPLAINTS AND APPEALS

Should there be any occasion when an issue, complaint or problem arises, please confront the issue as quickly as possible, rather than continue unhappily. The following steps are available:

- Discuss or resolve the difficulty with the student or staff member(s) in question, for example:
 - If the issue concerns class work or a course the problem should be discussed with your teacher
 - If the issue concerns accommodation it should be discussed with the Homestay Co-ordinator
 - If the issue concerns fees it should be discussed with administration
 - If the issue concerns changes to some aspect of the College life it should be discussed with a teacher
 - If the issue concerns a financial dispute see the College Refund Policy which is determined in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 ("the National Code"), made under the Education for Overseas Students Act 2000 (ESOS ACT), Education (Overseas Student) Regulations 1998, made under EOS Act (EOS Reg), and the Education Services for Overseas Students Amendment Act 2010.
- Either person may nominate a support person to accompany them at any stage of the process. The student will maintain his/her enrolment throughout the process.
- If a resolution cannot be reached, discuss the difficulty with the Director of Studies, a senior member of staff nominated by the Director of Studies, or in the absence of the Director of Studies, a person nominated by the Principal. An interpreter may be used to help resolve the issue. A mediator with knowledge of the student's culture or a mediator or support person may be brought in to help with the resolution process. The mediator will be brought in at the student's expense. Independent mediators are available upon request or ring Dispute Resolution Branch, Department of Justice and Attorney General on 1800 017 288
- If the difficulty has still not been resolved either person from step 3 may make a written request for resolution of the matter to the Director of Studies or a senior member of staff nominated by the Director of Studies. The matter is now considered a complaint and the process will commence within 10 working days of lodgement of the complaint and support information. Written requests will only be accepted if steps 1 and 2 have been completed.
- The Director of Studies may then attempt to resolve the grievance through further negotiation or mediation, or may advise the complainant in writing that the grievance is considered to be frivolous and/or vexatious, and that no enquiry is to be made.
- If the grievance has not been resolved nor the complaint dismissed the Director of Studies will convene a College Grievance Committee, which would be established on an ad hoc basis and would usually consist of 2-3 people for each case.
- The outcome of the College Grievance Committee's deliberations will be communicated in writing to both parties involved in the grievance. This communication should normally include an offer from the Director of Studies or a senior member of staff nominated by the Director of Studies to debrief or otherwise provide further assistance to either party. All written communications should be signed by the parties and photocopies will be kept in order to provide evidence of the receipt of the document.
- The Director of Studies or a senior member of staff nominated by the Director of Studies may monitor, or be directed by the College Grievance Committee to monitor, the resolution of the dispute for a maximum period of one month, and may wish to make further recommendations (in writing) should the settlement not resolve the dispute to the satisfaction of both parties.
- A grievance case would be considered closed upon receipt by the Director of Studies of a written withdrawal of the grievance by the complainant or of a written agreement between both parties.
- Decisions by the College Grievance Committee, the Director of Studies or the senior member of staff nominated by the Director of Studies may be appealed in writing to the Principal.
- The Principal shall then investigate the matter, and may establish a Grievance Appeal Panel to consider the matter, which would be established on an ad hoc basis and would usually consist of 2-3 people for each case. If a student is concerned about the actions of this College they may approach the State Authority for CRICOS Registration. In Queensland this is the Department of Education and Training. The Director-General of the Department of Education and Training has the power to suspend or cancel the College's CRICOS registration if a breach of the requirements of registration provision is proved.
- The decision shall be communicated in writing to both parties.
- The decision of the Principal or the Grievance Appeal Panel shall be considered final. These procedures do not limit a student's rights to follow other legal remedies. After the process has been completed if a Student Visa student is concerned about the action of the College please contact in writing Qld Department of Education, Senior Education Officer, Office of Non-State Education, PO Box 15033, BRISBANE CITY EAST, QLD 4002 or the Overseas Student Ombudsman on ombudsman@ombudsman.gov.au or call 1 300 362 072.

EUROCENTRES



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