



CONSTITUTION DU DOSSIER DEMI-PAIR A SYDNEY

Tout votre dossier doit être écrit à l'encre noire et de façon très lisible. Pensez qu'il sera photocopié, faxé, et remis entre les mains de votre future famille d'accueil... Il doit être bref, clair et précis, mais également attrayant et personnel !

- La fiche d'inscription ALC (« Enrolment Form ») et la fiche « Student Application Form », à remplir entièrement en anglais et à l'encre noire.
- 1 photo d'identité souriante, naturelle, d'excellente présentation
- Minimum de 6 photos de vous en famille (2), avec les enfants dont vous avez eu la garde (3), avec vos amis (1). N'hésitez pas à faire preuve de créativité !
- Lettre de présentation rédigée en anglais, à l'attention de votre famille d'accueil.

Pensez à personnaliser cette lettre, en évoquant d'une part votre personnalité, votre famille, vos goûts, vos loisirs et d'autre part vos motivations pour ce séjour.

- Minimum 2 références de garde d'enfants détaillées (Childcare Reference): à faire remplir par une personne qui vous a confié un enfant.
- Minimum 1 lettre de moralité (Character Reference): à faire remplir par une personne apte à parler de votre « bonne moralité », employeur ou professeur.

*Chaque de ces références doit obligatoirement comporter le nom, adresse et téléphone des signataires et être accompagnée d'une traduction **en anglais**.*

- Extrait de casier judiciaire, faire votre demande par internet sur le site : www.cjn.justice.gouv.fr/b3/ datant de moins de 3 mois
- Un certificat médical récent : utiliser la fiche Certificat Médical
- Photocopie de votre dernier diplôme obtenu, passeport et permis de conduire.
- Frais associatifs : 90 € de frais d'adhésion et 110 € de frais de cotisations

NOTER : *Nous vous demandons de nous faire parvenir deux chèques, l'un de 90 euros qui correspond aux frais d'adhésion, non remboursable, et encaissé lors du dépôt de votre dossier, l'autre de 110 euros qui sera encaissé lors de votre placement dans la famille d'accueil.*

Si vous en possédez, n'hésitez pas à ajouter des photocopies de BAFA, brevet de secourisme, etc... Merci de ne pas nous adresser de dossiers incomplets ou ne répondant pas aux conditions énumérées ci-dessus. Ne procédez à aucune réservation de transport et ne partez pas avant d'avoir reçu l'accord explicite de la famille d'accueil, votre offre de placement et les coordonnées de votre bureau correspondant.

N'OUBLIEZ PAS QUE DE LA QUALITE DE VOTRE DOSSIER VA DEPENDRE DE L'EFFICACITE DE VOTRE PLACEMENT !



DEMI PAIR PROGRAM STUDENT APPLICATION FORM

A) PERSONAL DETAILS

NAME:			
ADDRESS:			
EMAIL ADDRESS:			
PHONE NUMBER:		NATIONALITY:	
DATE OF BIRTH:		RELIGION:	

HAVE YOU EVER BEEN CONVICTED OF A CRIME?

YES NO

If yes, please explain:

DO YOU SMOKE?

YES NO

You will not be allowed to smoke in the family home and most families

will not accept a Demi Pair that smokes. A dishonest answer may result in placement termination.

DO YOU SUFFER FROM ALLERGIES?

YES NO

If yes, please explain:

DO YOU TAKE ANY MEDICATION?

YES NO

If yes, please explain:

DO YOU HAVE A FIRST AID CERTIFICATE?

YES NO

If yes, when does it expire?



DO YOU HAVE ANY TATTOOS, COLOURED HAIR, DREADLOCKS OR BODY PIERCINGS? (*Nose ring, ear piercings, eyebrow stud, tongue stud, belly button piercing etc.*)

Please give details:

DO YOU HAVE ANY DIETARY REQUIREMENTS? (*Please tick where applicable:*)

Vegetarian No fish/seafood No dairy No gluten

Please note you might have to prepare food for the family/children.

DO YOU DRINK ALCOHOL?

Never Socially Regularly Glass/week

WHICH LANGUAGES DO YOU SPEAK?

B) PLACEMENT PERIOD

INTENDED COURSE START DATE:

INTENDED COURSE LENGTH:

C) PREFERENCES

I PREFER CHILDREN

< 1 year 1-3 years 3-6 years 6-10 years 10+ years

I WOULD LIKE TO LOOK AFTER

1 2 3 4

Please note these are only preferences and cannot be guaranteed in a placement.

I AM WILLING TO WORK WITH

A single mother A single father A home with pets

Please give details of any animals you're not willing to live with (ie. cat or dog)



D) EXPERIENCE AND TRAINING

I HAVE KNOWLEDGE OF LIFE SAVING

YES NO

I HAVE KNOWLEDGE OF CPR (CARDIOPULMONARY RESUSCITATION)

YES NO

I HAVE KNOWLEDGE OF FIRST AID

YES NO

PLEASE TICK THE AGE OF GROUPS IN WHICH YOU HAVE HAD ACTUAL CHILDCARE EXPERIENCE

0-12 months 1-2 years 2-5 years 6-8 years 10+ years

MY CHILDCARE EXPERIENCE COVERS:

DATES <i>(MM/YY – MM/YY)</i>	FREQUENCY <i>(eg. every day, once a week)</i>	AGE OF CHILDREN	DUTIES

**I HAVE BEEN OVERSEAS AS
A/AN**

Au Pair Mother's help Nanny

I HAVE LIVED AWAY FROM HOME _____ (months/years)

WHERE HAVE YOU LIVED BY YOURSELF? _____



DOMESTIC SKILLS

(Please indicate which duties you are capable of undertaking. You will be expected to do some, if not all, of these tasks in the family's home).

CLEANING BATHROOMS	<input type="checkbox"/>	IRONING CLOTHES	<input type="checkbox"/>
CLEANING KITCHEN	<input type="checkbox"/>	MEAL PREPARATION/COOKING	<input type="checkbox"/>
DUSTING	<input type="checkbox"/>	COOKING FOR CHILDREN	<input type="checkbox"/>
VACUUMING	<input type="checkbox"/>	BATHING CHILDREN	<input type="checkbox"/>
MAKING BEDS	<input type="checkbox"/>	PLAYING WITH & SUPERVISING CHILDREN	<input type="checkbox"/>
CLOTHES WASHING	<input type="checkbox"/>	DOG WALKING/PET CARE	<input type="checkbox"/>

E) EMPLOYMENT RECORD

(Please describe your last three positions, both paid and voluntary, including duties, approximate working hours, length of period of employment and reasons for leaving).

1)

2)

3)



F) HOBBIES & INTERESTS

MY HOBBIES AND INTERESTS ARE:

I AM ABLE TO:

Play an instrument Swim Ride a horse Ride a bicycle

G) DRIVING ABILITY

ARE YOU ABLE TO DRIVE A CAR AND WILLING TO DRIVE IN AUSTRALIA? YES NO

(Please remember that we drive on the left-hand side in Australia and you will need to obtain an international driving licence English translation to drive in Australia)

IF YES, SEE BELOW.

IF NO, PLEASE PROCEED TO SECTION H

I HAVE HAD A DRIVING LICENCE SINCE (MM/YY): _____

I CAN DRIVE:

MANUAL CAR YES NO

AUTOMATIC CAR YES NO

I HAVE HAD EXPERIENCE DRIVING A CAR:

(Please tick where applicable)

in the city in rural areas on the highway at night

with children on the left-hand side of the road



HAVE YOU EVER HAD A CAR ACCIDENT?

(If yes, please give details):

YES NO

HAVE YOU EVER MADE A TRAFFIC OR PARKING VIOLATION?

(If yes, please give details)

YES NO

HAVE YOU EVER HAD YOUR DRIVER'S LICENCE SUSPENDED OR REVOKED?

(If yes, please give details)

YES NO

H) HEALTH DECLARATION

I WOULD DESCRIBE MY HEALTH AS:

Excellent Very good Good Poor

I HAVE BEEN TREATED FOR THE FOLLOWING CONDITION(S):

DO YOU HAVE ANY DIETARY REQUIREMENTS?



DO YOU HAVE ANY HEALTH PROBLEMS, WHICH MAY AFFECT YOUR ABILITY TO PERFORM YOUR DUTIES EFFICIENTLY?

**HAVE YOU HAD THE USUAL CHILDHOOD CONDITIONS AND VACINATIONS AGAINST THEM?
(MEASLES, MUMPS, CHICKEN POX)**

YES NO

I) PERSONALITY PROFILE

I AM SUITABLE FOR THE POSITION AS A DEMI PAIR BECAUSE:

MY FRIENDS WOULD DESCRIBE ME AS:

MY PREVIOUS EMPLOYERS WOULD DESCRIBE ME AS:

MY STRONGEST CHARACTER POINT IS:

POINTS I WOULD LIKE TO IMPROVE ABOUT MYSELF ARE:



**ACCESS
LANGUAGE
CENTRE**

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Sydney NSW 2010, Australia

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YOUR PRIVACY

ACCESS LANGUAGE CENTRE IS COMMITTED TO HANDLING YOUR PERSONAL INFORMATION IN ACCORDANCE WITH THE PRIVACY AMENDMENT (PRIVATE SECTOR) ACT 2000.

ANY PERSONAL INFORMATION THAT WE REQUEST FROM YOU IN YOUR APPLICATION WILL BE USED BY ACCESS LANGUAGE CENTRE AND/OR OUR CHOSEN REPRESENTATIVE TO ASSIST US IN OUR PROVISION OF EDUCATION, ACCOMMODATION, WORK PLACEMENT, PASTORAL AND COUNSELLING SERVICES AND WILL NOT BE PASSED ON TO ANY AGENCY NOT DIRECTLY INVOLVED WITH ACCESS LANGUAGE CENTRE FOR THESE PURPOSES.

Signature

**Print
Name**

Date

CHILD CARE REFERENCE

N'oubliez pas de traduire les réponses en anglais !

□ Informations générales:

- ☞ **Nom du candidat :** _____
Name of the applicant
- ☞ **Comment et quand avez-vous connu le candidat ?** _____
How and since how long have you known her/him ?
- ☞ **De quand à quand le candidat s'est-il occupé du/des enfant(s) ?** _____
For how long have you employed the applicant ?
- ☞ **De combien d'enfant(s) s'occupait-elle/il et quel âge avai(en)t-il(s) ?** _____
How many children was the applicant responsible for and how old were they?
- ☞ **A quelle fréquence s'occupait-elle/il du/des enfant(s) ?** _____
How often does/did the applicant care for these children

□ Le travail du candidat :


- ☞ **Expliquez les tâches qu'elle/il devait accomplir ?**
- _____
- _____
- _____

Please explain the applicant's duties:

- ☞ **Décrivez le type d'activités organisées par le candidat pour occuper les enfants.**
- _____
- _____
- _____

Describe the kind of activities the applicant has organised for the children

□ **La Personnalité du candidat :**

 **Comment décririez-vous le candidat avec les enfants ? Veuillez utiliser une échelle de 1 à 5 (1: faible /2: sous la moyenne /3: satisfaisant /4: très bien /5: excellent)**
How would you describe the applicant with the children ? Please fill in according to a scale of 1 – 5 (1: poor /2: below average /3: satisfactory /4:good /5: perfect)

Amour des enfants : <i>Love for children :</i>	_____	Compréhension des enfants : <i>Understanding of children:</i>	_____	Responsabilité et maturité : <i>Responsibility:</i>	_____
Flexibilité et adaptabilité : <i>Flexibility:</i>	_____	Ponctualité : <i>Punctuality:</i>	_____	Honnêteté : <i>Honesty:</i>	_____
Capacité à travailler avec les adultes : <i>Ability to work with adult:</i>	_____	Sens de l'organisation : <i>Organisation:</i>	_____	De confiance : <i>Reliable:</i>	_____

 **Donnez votre opinion sur la capacité du candidat à s'adapter à de nouvelles situations, au stress, choc de cultures, etc.**

Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock, etc.

Nom du référent : <i>Name of the referee:</i>		Profession :	
Adresse :			
Tél perso.:	Tél pro. :	Mobile :	
Date :		Signature :	

CHILD CARE REFERENCE

N'oubliez pas de traduire les réponses en anglais !

□ Informations générales:

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Name of the applicant
- ☞ **Comment et quand avez-vous connu le candidat ?** _____
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For how long have you employed the applicant ?
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How many children was the applicant responsible for and how old were they?
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How often does/did the applicant care for these children

□ Le travail du candidat :


- ☞ **Expliquez les tâches qu'elle/il devait accomplir ?**
- _____
- _____
- _____

Please explain the applicant's duties:

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Amour des enfants : <i>Love for children :</i>	_____	Compréhension des enfants : <i>Understanding of children:</i>	_____	Responsabilité et maturité : <i>Responsibility:</i>	_____
Flexibilité et adaptabilité : <i>Flexibility:</i>	_____	Ponctualité : <i>Punctuality:</i>	_____	Honnêteté : <i>Honesty:</i>	_____
Capacité à travailler avec les adultes : <i>Ability to work with adult:</i>	_____	Sens de l'organisation : <i>Organisation:</i>	_____	De confiance : <i>Reliable:</i>	_____

 **Donnez votre opinion sur la capacité du candidat à s'adapter à de nouvelles situations, au stress, choc de cultures, etc.**


Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock, etc.


Nom du référent : <i>Name of the referee:</i>		Profession :	
Adresse :			
Tél perso.:	Tél pro. :	Mobile :	
Date :		Signature :	



CHARACTER REFERENCE

N'oubliez pas de traduire les réponses en anglais !

 **Nom du candidat :** _____
Applicant's name:

 **Avez-vous un lien de parenté avec le candidat ?**
Are you related to the applicant? Yes No

 **Comment et quand avez-vous connu le candidat?**

How and since how long have you known her/him?

 **Recommanderiez-vous le candidat pour un placement au pair ? Pourquoi ?**

Would you recommend the applicant as an au pair? Why?



Comment décrieriez-vous le candidat ? Veuillez utiliser une échelle de 1 à 5 (1 : faible /2: sous la moyenne /3 : satisfaisant /4 : très bien /5 : excellent)

How would you describe the applicant ? Please fill in according to a scale of 1 – 5 (1: poor /2: below average /3: satisfactory /4:good /5: perfect)

De confiance :

Reliable : _____

Capacité de

communication :

Communication skills : _____

Responsabilité et

maturité :

Responsibility : _____

Flexibilité et adaptabilité :

Flexibility : _____

Ponctualité :

Punctuality : _____

Honnêteté :

Honesty : _____



Donnez votre opinion sur la capacité du candidat à s'adapter à de nouvelles situations, au stress, choc de cultures, etc.

Please give your opinion of the applicant's ability to handle new situations and possible stress, culture shock, etc.



Autres commentaires

Other comments

Nom du référent : <i>Name of the referee :</i>		Profession :	
Adresse :			
Tél perso.:	Tél pro. :		Mobile :
Date :		Signature :	

**CERTIFICAT MEDICAL /
MEDICAL FORM**

Nom du patient
Applicant's name /

.....

Né(e) / Born
...../...../.....

Sexe / Sex
.....

Taille / Height
.....

Poids / Weight
.....

1. **Est-ce que le/la patient(e) a, ou a déjà eu une des maladies suivantes ?**
Does the applicant now have or has he/she ever had any of the following diseases?

	Yes	No		Yes	No
Allergies / Allergies	<input type="checkbox"/>	<input type="checkbox"/>	Boulimie / Bulimia	<input type="checkbox"/>	<input type="checkbox"/>
Si oui, quel type / If yes, what type		Diabète / Diabetes	<input type="checkbox"/>	<input type="checkbox"/>
Anorexie / Anorexia	<input type="checkbox"/>	<input type="checkbox"/>	Hépatite / Hepatitis	<input type="checkbox"/>	<input type="checkbox"/>
Asthme / Asthma	<input type="checkbox"/>	<input type="checkbox"/>	Si oui, quel type / If yes, what type	

2. **Est-ce que le/la patient(e) a déjà été hospitalisé ?** Oui / Yes Non / No
Has the applicant ever been hospitalized?
Si oui, expliquez pourquoi / If yes, please explain:

.....
.....

3. **Est-ce que le/la patient(e) est sous traitement (autre que la pilule contraceptive) ?**
Is the applicant taking any medications? Oui / Yes Non / No
Si oui, expliquez / If yes, please explain:

.....
.....

Date / Date:.....

Lieu / Place:.....

Signature du docteur / Doctor's signature:.....



DEMI PAIR PROGRAM STUDENT TERMS AND CONDITIONS

We require that all applicants of the Demi Pair Program agree to abide by the terms and conditions set out in this document. Demi Pairs will be asked to re-sign these conditions on the first day at Access Language Centre.

A) DEMI PAIR APPLICATION

1. I confirm that I have answered all questions honestly and that all information in the application, introduction letter and references is true and correct. I shall notify Access Language Centre immediately if there are any changes to the information included in my application.
2. I understand that if my level of English proves to be different from the results of the entry test on arrival, I will not be accepted into the program and I may be asked to undertake additional English lessons at my own expense and also pay for accommodation until my English level is suitable for the Demi Pair Program.
3. I have read all the Demi Pair Student Guidelines, in particular those regarding the number and distribution of working hours, duties, free time, holidays, language course, transportation costs, insurance and the termination of my Demi Pair Program with the family. I will abide by these guidelines.

Signature: _____

B) DEMI PAIR PROGRAM FEES

4. I agree to pay Access Language Centre the following Demi Pair Program fees before my arrival in Australia, as part of my application and I understand that Access Language Centre will not begin recruiting a Demi Pair family until the Demi Pair Placement Booking Fee (\$200) has been received.

Demi Pair Placement Booking Fee \$200

Demi Pair Program Support Fee \$250

Homestay Bond Deposit \$600

Demi Pair Bond \$300

5. I agree that the above Demi Pair Placement Booking and Program Support fees ensure one (1) Demi Pair family placement and are non-refundable. I will accept a family placement given to me and understand that the family arranged has been found suitable by Access Language Centre and fulfils the family requirements. If I refuse a placement, without reasonable grounds, I agree that I will be required to pay another Demi Pair Placement Booking Fee of \$200.
6. I agree to pay a Homestay Bond Deposit of \$600, which will be held by Access Language Centre for the duration of my placement. The Homestay Bond Deposit is equivalent to two (2) weeks of rent with a Homestay family and will be used to arrange alternative accommodation should this be required at any point during the program.



7. I agree to pay a Demi Pair Bond of \$300. Access Language Centre will hold this bond on behalf of my Demi Pair family for the duration of my placement in case I cause any damage to the family's home or property during my stay. I understand that Access Language Centre will keep this bond if I breach any conditions of the Demi Pair placement, including notice period requirements.
8. If I am eligible to have the Homestay and Demi Pair bonds refunded to me at the end of my placement, I will make sure that I have the appropriate documentation as per the three options set out in the *Demi Pair Student Guidelines*.

Signature: _____

C) LIVING WITH YOUR DEMI PAIR FAMILY

9. I agree to abide by the house rules set out by the Demi Pair family (including use of mobile devices, internet usage, visitors, curfew and smoking). During my stay, I shall behave in a manner which does not reflect badly upon my Demi Pair family, Access Language Centre and myself.
10. I will perform my childcare and housekeeping duties carefully. I agree to keep my bedroom and bathroom clean and tidy and make a contribution to the cleanliness of the "common areas" of my family's home (e.g. emptying the dishwasher, keeping the kitchen and lounge room tidy).
11. I shall discuss the desired approach towards disciplining the children with their parents before doing so. Under no circumstances shall I hit or smack the children, shout or communicate inappropriately, leave them unsupervised or leave them in a car. I shall seek advice and written permission from the Demi Pair family before giving the children any medicine.
12. I understand that I must familiarise myself with sun and water safety and the driving road rules in Australia and understand that special care must be taken with children (e.g. holding the children's hands when crossing the road, supervising children around water and applying sunscreen to children).
13. I shall not have another job unless agreed by my Demi Pair family and allowed under the terms of my visa.
14. In the event that I wish to take a holiday during my placement, I agree to discuss with my Demi Pair family and the Demi Pair Coordinator prior to booking a trip. I agree to provide four (4) weeks' notice to my Demi Pair family and will not make travel arrangements before seeking approval from my Demi Pair family.
15. I will keep all information related to my Demi Pair family confidential while I am living with them as well as after my placement has ended. I will not discuss personal details or issues with other students or contact previous Demi Pairs without the permission of my host family. I will not post any information or photographs of the children on social media (Facebook, Instagram, Snapchat, Twitter, personal blogs and vlogs).

Signature: _____



D) LEAVING YOUR DEMI PAIR FAMILY DURING THE PROGRAM

16. I shall speak to the Demi Pair Coordinator and ask for assistance if I have any problems or questions, which cannot be discussed and resolved with the Demi Pair family.
17. I will make reasonable efforts to ensure the successful completion of the program with the support of the Demi Pair Coordinator. If I decide to leave the Demi Pair family and end the placement prematurely, I agree to give the family a notice period of four (4) weeks and make myself available until the time it takes them to make alternative childcare arrangements. During this period, I will perform my duties as per the *Demi Pair Program Terms and Conditions*. Failure to provide notice will result in the loss of your Demi Pair Bond.
18. If I am asked to leave the family, I understand that Access Language Centre will assist me in making alternative arrangements if needed and I am responsible for my own accommodation and transportation costs. The Homestay Bond Deposit may be used in this instance.
19. If I request to be placed with a new Demi Pair family, and the first family was complied with program requirements, I understand that I must pay another Demi Pair Placement Booking Fee of \$200. I understand that this may take some time to organise and placements are subject to availability.
20. I agree to bring emergency funds with me to cover any unexpected eventualities.
21. I understand that I will not be asked to pay a new placement fee or provide notice to leave in the event that I decide to leave the family due to unlawful or criminal action, or if the family is found to be in breach of the *Demi Pair Program Placement Agreement*.

Signature: _____

E) PROGRAM END

22. I agree to cover all costs and debts incurred by me whilst staying with the family (i.e. telephone bills, car bills or internet bills). I agree to pay the debts immediately, otherwise the money can be deducted from my Demi Pair Bond and/or another mutually acceptable agreement.
23. I understand that Access Language Centre will not be liable or responsible for any loss, damage or harm caused by me as a result of any act, omission, statement or representation. I also agree that I will not hold Access Language Centre responsible for any claims as a result of any such act, omission, statement or representation made by any person associated with the Demi Pair Program. I understand that Access Language Centre and its staff cannot be held liable for accidents or loss while I am in Demi Pair accommodation.
24. I understand that the Demi Pair Program is offered by Access Language Centre and is only available in conjunction with an English course. I agree to make arrangements to leave my Demi Pair family within one (1) week of my course end date. I understand that an extension with my Demi Pair family is only allowed with an extension of my English course at Access Language Centre.



25. I understand that the \$300 Demi Pair Bond will be held if I decide to stay in the family without an extension of my English course at Access Language Centre or if I leave my family early, without providing the required notice period.

26. I understand that I shall be expelled from the program if:

- I fail to abide by the terms and conditions set out in this agreement, particularly in the relation to the safety and care of the children.
- I falsify information in my application (regarding: smoking, childcare experience, health etc.)
- I disobey the laws during my stay in Australia.
- I continue the arrangement with the Demi Pair family without the involvement of Access Language Centre.
- I am not performing my duties to an acceptable standard or fulfilling the reasonable expectations of my host family and the Demi Pair Program.

Signature: _____

F) CANCELLATION AND REFUND

27. Should I decide to cancel my application, after the payment of fees, I understand that I shall inform Access Language Centre immediately and any refunds are subject to the Access Language Centre Cancellation and Refund policy.

28. Should I decide to cancel my application, I will not continue to negotiate with Demi Pair families who have been introduced to me previously or who have contacted me in the past or who will contact me in the future as arranged through Access Language Centre.

Signature: _____



**ACCESS
LANGUAGE
CENTRE**

ENROLMENT FORM



1. PERSONAL INFORMATION

Family Name:

First Name:

Postal Address in home country:

Telephone:

Country code () Area code Tel

Emergency contact number:

Country code () Area code Tel

Address in Sydney (if known):

Phone number in Sydney if known:

Email:

Nationality: Country of Birth:

Passport Number: Date of Birth:

Occupation:

Gender (tick ✓): Male Female

Visa (tick ✓): Visitor Student Working holiday Other

Have you taken an English language test? (e.g. IELTS, TOEFL, Cambridge)

Yes or No

Name of test: Score: Date:

2. ACCOMMODATION

Do you need us to find accommodation for you? Yes No

How many weeks?

Which type of accommodation? (Tick below ✓):

HOMESTAY FAMILY ACCOMMODATION

Single Room with Meals Twinshare Room with Meals
(Only available for students travelling together)
 Single Room Only (No meals provided) Shared Room Only (No meals provided)

Do you have additional needs? Please specify
(includes dietary, medical, religious, etc.)

Do you smoke? Yes No

Do you have any allergies? Yes No (includes food, pets etc.)

If yes, please specify

HOSTEL/GUESTHOUSE/RESIDENCE

Single Room Double/Twin

Do you need the airport meeting service? Arrival Departure No

If known, list your airport arrival flight details:

3. YOUR COURSE

Preferred Start Date: / /

How many weeks?

Do you want to request any study breaks? (Study periods longer than 12 weeks only)

Yes → 1 from to

No 2 from to

Which course(s) are you interested in? (tick ✓):

1 General English (GE)

Full Time Super Intensive (SU) (23hrs + 2hrs bonus) Part Time - Mini Intensive (MI) (16hrs/week)
 Full Time Intensive (IN) (20hrs/week) Private Lessons

2 Business English

Full Time Super Intensive (SU) (23hrs + 2hrs bonus) Full Time Intensive (IN) (20hrs/week)

3 Examination Preparation

3.1 Cambridge Preparation

Full time Super Intensive (SU) (23hrs + 2hrs bonus) Full Time Super Intensive SU B2 First (FCE) (23hrs+2hrs bonus)

3.2 IELTS Preparation

Full time Super Intensive (SU) (23hrs + 2hrs bonus) Full time Intensive (IN) (20hrs/week)

4 English for Academic Purposes (EAP)

Full time Super Intensive (SU) (23hrs + 2hrs bonus)

5 Evening Program

Full time General English Intensive (IN) (20hrs/week) Full time Cambridge Intensive (IN) (20hrs/week) Preparation for B2 First and C1 Advanced

6 English Plus Programs

Demi Pair Internship Work Placement Experience

7 Super Sessions (Additional Classes - for Super Intensive Students Only)

<input type="checkbox"/> 1 Beginner/Elementary <input type="checkbox"/> Power Speaking - Fluency, conversation & confidence <input type="checkbox"/> Power Pronunciation - Producing English sounds naturally	<input type="checkbox"/> 2 Pre-Int & Above <input type="checkbox"/> Pronunciation & Fluency - Individual sounds - Syllables & stress - Connected speech	<input type="checkbox"/> 3 Pre-Int & Int <input type="checkbox"/> Language Skills - Using grammar in context - Reducing errors and improving understanding - Targeted materials including PET tasks
<input type="checkbox"/> 4 Strong Pre-Int/Int <input type="checkbox"/> Speak Easy - Communicating with confidence - Improving fluency & vocabulary - Expressing ideas	<input type="checkbox"/> 5 Strong Pre-Int/Int <input type="checkbox"/> English for Hospitality - English for hotels, restaurants & cafes - Communicating with customers on the phone and through emails - Preparing for the workplace	<input type="checkbox"/> 6 Int/Upper Int <input type="checkbox"/> Business Made Easy - Business vocabulary - Communicating with colleagues & customers - Introduction to business life
<input type="checkbox"/> 7 Upper/Advanced <input type="checkbox"/> Global Citizen - TED Talks, Breaking News & Current Affairs - Listening, discussion & debates	<input type="checkbox"/> 8 Upper/Advanced <input type="checkbox"/> Entrepreneurship - Start-up scenarios, projects & presentations - Business vocabulary & topical discussion	<input type="checkbox"/> 9 Upper/Advanced <input type="checkbox"/> Academic Skills - Academic training in Reading, Writing, Listening and Speaking - Study and research skills

Do you plan to attend a particular tertiary Institution? If so, which one? When?

4. INSURANCE (STUDENT VISA ONLY)

Would you like Access to arrange Overseas Student Health Cover (OSHC)?

Yes, please arrange OSHC

No, I will make my own OSHC arrangement



**ACCESS
LANGUAGE
CENTRE**

ENROLMENT FORM



5. FEES (AU\$)

(Office and Agent use only)

Enrolment Fee:

Tuition Fee (____ weeks):

Material Fee:

Accommodation/Demi Pair Placement:

Internship Placement Fee:

Homestay/Hostel (____ weeks):

Demi Pair Bond:

Airport Meeting Service:

OSHC (Medical Health Cover):

Other:

AU\$ TOTAL

6. WHERE DID YOU HEAR ABOUT ACCESS?

Where did you hear about us?

Did you use an agent? Yes No

If yes, please fill out the details below:

Agent:

Agent's email:

7. ENROLMENT DECLARATION & SIGNATURE

I understand and accept Access Language Centre's enrolment, cancellation and refund policies stated below:

Signed by student

Date / /

ENROLMENT PROCEDURES, TERMS & CONDITIONS

HOW TO ENROL

- Fill in this enrolment form and send it by e-mail to Access Language Centre (hereinafter referred to as ALC).
 - ALC will send you a letter of acceptance, enrolment agreement (student visa) and invoice upon acceptance of your enrolment by ALC.
 - When ALC receives back the signed enrolment agreement (student visa), fees can be paid either via credit card, (Mastercard or Visa only and surcharge fee may apply and ALC will send you the credit card payment authority), or via electronic transfer to the bank listed below. It is also possible to send an International Bank Cheque in Australian Dollars made payable to Access Language Centre.
- Account name:** Access Language Centre
BSB (Branch Number): 082-356 **Account Number:** 686834690
Swift code: NATAAU 3302S
Bank Name: National Australia Bank **Branch Name:** Marrickville
Bank Address: 85-95 Marrickville Rd, Marrickville NSW 2204 Australia
Please make sure that the student name and ID No. are included as the reference on the transfer, so ALC can trace the money received.
- When your payment is confirmed and if you are applying for a student visa, ALC will then issue an Electronic Confirmation of Enrolment Letter (eCoE) for the purpose of applying for the student visa.
 - Contact the nearest Australian Embassy or Consulate to find out the correct procedure for applying for your type of visa.
 - Send your full flight details or travel arrangements to ALC. Homestay or Hostel details will be forwarded to you once payment and bookings have been confirmed within 4 weeks of the commencement date. Airport meeting service details will be confirmed on receipt of flight details. **Neither service (Accommodation or Airport Meeting) will be provided without full payment and arrival details.**
 - If your first choice of accommodation is not available, ALC will arrange alternative accommodation until the first choice is available.

COMMUNICATION

- Students are required to provide ALC with current contact details, including email address, phone number, home address in Sydney and who to contact in an emergency. Students must immediately notify ALC of any changes to their contact details. ALC will primarily use the email address you provided to communicate important information regarding courses and visa compliance, including breaches of visa conditions relating to attendance and satisfactory performance. It is your responsibility to check emails regularly.

CANCELLATION AND REFUND POLICY

- Notices of cancellation are not effective until written notification is received by ALC. All refunds are in Australian dollars.
- If you must withdraw from a course because the Australian Government will not issue you with a visa, tuition fees will be refunded in full on presentation of the letter from the relevant Australian authority stating that the visa application has not been successful.
- If you withdraw from the course for any other reason and notify ALC in writing 28 days or more before the course begins, 90% of tuition fees will be refunded.
- If you withdraw from the course less than 28 days before the course begins, an amount no greater than 8 weeks of tuition fees will be retained by ALC.
- If you withdraw after you have started your course, no tuition fees will be refunded.

- A cancellation fee equivalent to two weeks' homestay fee will apply if less than 2 weeks' notice is given for cancelling homestay either before the course starts or after the course has started.
- In all cases above, the enrolment fee, the accommodation placement fee and other service fees are not refundable.
- In such cases above, the refund will be made within 4 weeks of ALC's receipt of written notification as per the ESOS Act 2000. Bank charges are deducted from the refund.
- ALC adheres to the policy of refunding fees to the person who originally paid the fees. If you appoint your agent for this enrolment process and your agent pays the fees to ALC on your behalf, the refund will be made to your agent. However, ALC will consider onshore refund payments to the student if your agent agrees. In either case, this is determined at the discretion of the Principal Executive Officer of ALC.
- Under the ESOS Act 2000 Amendment, from 1st July 2012, if the course is more than 24 weeks of study 50% of the course tuition fees will be payable before the course start date and the remaining 50% will be payable before the start of the second study period. If the student wishes to pay the total full course tuition fees in order to save international bank fees, ALC can receive the payment before the course start date.
- If ALC cancels any course before its commencement, tuition fees will be refunded in full within 2 weeks of notification of cancellation as per the ESOS Act 2000.
- If ALC terminates any course after the course commencement date, ALC will arrange for the transfer of the student to another institution offering a similar course at no extra expense to the student or refund the student the unused portion of the tuition fees if ALC can not arrange the transfer within 2 weeks of the course termination. The refund will be made within 2 weeks of notification of termination as per the ESOS Act 2000.
- If ALC cancels a student's course enrolment and eCoE due to the student's default, such as failure to start the course on the agreed course start date, failure to pay the tuition fee on the due date, failure to maintain 80% attendance, failure to make academic progress, failure to comply with visa conditions, or misbehaviour as determined by ALC's Code of Conduct, no tuition fees will be refunded.

GRIEVANCE STATEMENT

- ALC has in place appropriate arrangements for independent grievance dispute resolution. However, these dispute resolution processes do not circumscribe your right to pursue other legal remedies and you have the right to be represented by a nominee of your own choice.

ALC PRIVACY STATEMENT

- For all student visa holders, information provided by the students to ALC may be made available to Commonwealth and State agencies and the Director of the Tuition Protection Service (TPS), pursuant to the ESOS Act 2000 amendment and the National Code. ALC is required under this act to report to the relevant government department certain changes to the student visa conditions relating to attendance or satisfactory academic performance.

THE SAFETY OF UNDER 18 YEAR OLD STUDENTS

- ALC meets all requirements required by the Australian government to ensure the safety of under 18 year old students in terms of screening staff, teachers and guardians for working with children. In addition, the complaints and appeals process includes procedures to deal with alleged abuse and/or bullying and these procedures are communicated to staff, students under 18 years old, parent(s), suitable nominated relative(s) and/or homestay parent(s).

Access Language Centre reserves the right to change any information at anytime without notice

Access Language Centre

DEMI PAIR PROGRAM

English Entry Test



Student Name:		Date:	
Nationality:			

Pre Course Entry Assessment – DEMI PAIR PROGRAM

This test is designed for students wishing to enter our Demi Pair Program. Students should be given 60 minutes to complete the test under examination conditions. This means the student should be given a quiet workspace in which to take the test. No aids such as electronic or book dictionaries may be used. The test needs to be invigilated by a member of staff and under no circumstances should any assistance be given to the student to complete the test. The test should not be completed in electronic format, i.e. the student is required to write her/his answers on the paper provided and the completed test should be scanned and emailed to Access Language Centre.

All tests are to be returned to Access for correction and assessment as to the suitability of entry based on the student's English language proficiency.

To the student:

This test consists of TWO (2) PARTS:

- Part 1 is a Grammar and Vocabulary test.
- Part 2 is a WRITING task.

You have one hour to complete these tasks.

Please read all instructions carefully and good luck!

Please spend **1 hour only** completing this test. **Do NOT use a dictionary.** Do not use the help of a book or another person completing this test. Please note that if your level of English when you arrive at Access proves to be different from the results of this test, you will not be accepted in the program or you may be asked to undertake additional English lessons at your expense.

Part 1: Grammar Fill in the gaps **one** word for each line or gap.

Students from all over the world come (0) to study English ___(1) Australia. Many overseas students choose to come _____(2) Sydney. There _____(3) fun places to visit in the city. Sydney (4) so beautiful and there is _____(5) lot to do. Most students _____(6) shopping or like to go (7) the beach. It is one of the _____ (8) beautiful cities in the world.

Australian people _____(9) polite and most students have nice stories to tell. For example, Caroline _____ (10) a student at Access about one year _____(11). She said that _____(12) homestay family was _____(13) kind. She _____(14) speak English very well now and she _ (15) still living in Australia. She is not with her homestay family anymore but she _____(16) sees them on the weekends.

Caroline _____(17) like to have a job using English in _____(18) future. She told me that if she were Australian, maybe she _____(19) teach English to foreigners in Australia. Caroline (20) already lived in Australia _____(21) over one year but she _____(22) return to France (23) week. She is _____(24) to see her friends and family the day she arrives in France.

Caroline _____(25) buying lots of gifts for her friends lately. . _____(26) week, _____(27) of Caroline's Australian friends said that she would visit Caroline in France. Other friends _____(28) also want to visit Caroline in France, but are not sure because _____(29) is a very expensive flight. She will most likely write to all of _____(30). Next week, Caroline will go to the Olympic Stadium, which _____(31) built for the 2000 Olympic Games. She bought tickets to a rugby game. She hopes that she _____(32) like it.

Another student who _____(33) study at Access _____(34) the last Olympics actually became an Olympic volunteer, so he was was _____(35) to see the games for free. The highlight of his experience was _____(36) the Olympics' Opening Ceremony.

Even _____(37) the Olympics will not be _____(38) in Sydney again for a long _____(39), the Olympic Stadium is a great place _____(40) visit.

(test continues next page)

Having _____(41) their English studies in Australia, the _____(42) of students _____(43) their goals. Some students' goals include _____(44) university, while other students choose to _____(45) an internship with an Australian company.

By _____(46) end of their time here in Sydney, most students _____(47) achieved their goals and it is without question that _____(48) successful in one's pursuits is very rewarding.

Total: ____ /48

Part 2: Writing

You have seen this advertisement for a holiday job in an English-language magazine and want to find out more.

Read carefully the advertisement and the notes you have made. Then write a letter to Mrs Malone, telling her a little bit about yourself and why you want the job, and including all your questions.

	Energetic person needed to join in family holiday.	
<i>What kind of help?</i>	WE need help with our two lively children during a three-week summer holiday in Scotland.	<i>ages?</i> <i>dates?</i>
	YOU need to practise your English.	
<i>Hours of work?</i>	Can we help each other? If you think we can, write for further details to Mrs Anne Malone, 30 Pond Road, London SW9 0TT	
<i>Pay?</i>		

Write a **letter** of **120-180** words in an appropriate style. Do not write any addresses.

Adapted from Harrison M, Kerr R .*First Certificate Practice Tests Five tests for the new Cambridge First Certificate in English* , OUP 1996

