

**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 détaillés (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/](http://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

**A 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 !**



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## 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?**

*If yes, please explain:*

YES  NO

**DO YOU TAKE ANY  
MEDICATION?**

YES  NO

*If yes, please explain:*



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## DO YOU HAVE A FIRST AID CERTIFICATE?

*If yes, when does it expire?*

YES  NO



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**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  Vegan

*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:**

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

**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**

**CLEANING**

**KITCHEN**

**DUSTING**

**VACUUMING**

**MAKING BEDS**

**CLOTHES WASHING**


**IRONING CLOTHES**

**MEAL PREPARATION/COOKING**

**COOKING FOR CHILDREN**

**BATHING CHILDREN**

**PLAYING WITH & SUPERVISING CHILDREN**

**DOG WALKING/PET CARE**


**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)**

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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 BELOWW.**

**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





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**HAVE YOU EVER HAD A CAR ACCIDENT?**

YES  NO

*(If yes, please give details):*

**HAVE YOU EVER MADE A TRAFFIC OR PARKING VIOLATION?**

YES  NO

*(If yes, please give details)*

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

YES  NO

*(If yes, please give details)*

**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?**



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**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:**

**Date**

**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
<b>Allergies / Allergies</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Boulimie / Bulimia</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Si oui, quel type / If yes, what type</b>	.....		<b>Diabète / Diabetes</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Anorexie / Anorexia</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Hépatite / Hepatitis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Asthme / Asthma</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Si oui, quel type / If yes, what type</b>	.....	

- 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:**.....

## 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)*

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

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

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

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

## CHILD CARE REFERENCE

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### □ 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)*

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

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

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

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



## 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?**

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

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

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

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**Comment décririez-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)

<b>De confiance :</b> _____ <i>Reliable :</i>	<b>Capacité de communication :</b> _____ <i>Communication skills :</i>	<b>Responsabilité et maturité :</b> _____ <i>Responsibility :</i>
<b>Flexibilité et adaptabilité :</b> _____ <i>Flexibility :</i>	<b>Ponctualité :</b> _____ <i>Punctuality :</i>	<b>Honnêteté :</b> _____ <i>Honesty</i>

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

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

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**Autres commentaires**

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*Other comments*

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



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## 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 Sydney College of English.

### DEMI PAIR APPLICATION

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 Sydney College of English immediately if there are any changes to the information included in my application.

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.

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: \_\_\_\_\_

### A) DEMI PAIR PROGRAM FEES

1. I agree to pay Sydney College of English the following Demi Pair Program fees before my arrival in Australia, as part of my application and I understand that Sydney College of English 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**



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## **Bond Deposit \$600**

**Demi Pair Bond \$300**

2. 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 Sydney College of English 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.



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3. I agree to pay a Homestay Bond Deposit of \$600, which will be held by Sydney College of English 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.
4. I agree to pay a Demi Pair Bond of \$300. Sydney College of English 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 Sydney College of English will keep this bond if I breach any conditions of the Demi Pair placement, including notice period requirements.
5. 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: \_\_\_\_\_

## **B) LIVING WITH YOUR DEMI PAIR FAMILY**

6. 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, Sydney College of English 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.



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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: \_\_\_\_\_

### **C) 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 Sydney College of English 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: \_\_\_\_\_



**SYDNEY  
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OF ENGLISH**

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Level 3, 579 Harris Street,  
Ultimo Sydney 2007

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#### **D) 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 Sydney College of English 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 Sydney College of English 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 Sydney College of English 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 Sydney College of English 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 Sydney College of English.
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 Sydney College of English 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 Sydney College of English.
  - 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: \_\_\_\_\_

#### **E) CANCELLATION AND REFUND**

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



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# SCE ENROLMENT FORM

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Sydney College of English Pty. Ltd. • Level 3, 579 Harris Street, Ultimo, NSW 2007  
Tel: +61-2-9281-5211 • E-mail: info@sce.edu.au

Sydney College of English reserves the right to change any information at any time without notice

## 1 PERSONAL INFORMATION

First Name:

Family Name:

Current address:   
  
  
Region:  Country:

Email:

Telephone:  Country Code  Area Code  Tel

Emergency Contact Number/s:  Country Code  Area Code  Tel

Nationality:

Visa:  Visitor  Student  Working holiday  Other (TICK)

Date of Birth:  /  /  Passport Number:

Sex:  Male  Female (TICK)

Have you taken an English language test? (e.g. IELTS, TOEFL, Cambridge, AECAS)  
 Yes  No (TICK)

Name of test  Score  Date  /  /   
Day Month Year

## 2 ACCOMMODATION

*\*Please complete Page 3 for Homestay enrolments*

Adults  Homestay\*  Not required  
 Student Residence:

Under 18  Homestay\*  Parent Nominated Guardian (\$400, Student Visa only)  
 Other:

Start date:  /  /  End date:  /  /   
Day Month Year Day Month Year

Airport transfers:  Yes  No

## 3 HEALTH INSURANCE FOR STUDENT VISA

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

Yes, please arrange OSHC:  months, from  /  /   
Day Month Year

No, I will arrange my own OSHC

Non-Student Visa applicants should ensure they arrange sufficient health insurance.

## 4 YOUR COURSE

Start Date:  /  /   
Day Month Year

Number of weeks:  Weeks

Do you want to request any study break? (Student and Working holiday visa only)

Yes  No  
(TICK)    
1 from:  /  /  1 to:  /  /   
Day Month Year Day Month Year  
2 from:  /  /  2 to:  /  /   
Day Month Year Day Month Year

Which course(s) would you like to enrol in? (TICK)

1  Full Time Super Intensive (SU)  Part Time AM Only  
 Full Time Intensive (IN)  Evening Program (EP)

2  EAP 1  EAP 2  EAP 3

3  Cambridge PET  Cambridge FCE  Cambridge CAE  Cambridge CPE  
 IELTS Preparation  PTE Academic - Evening Only  
 OET Day Program (IN)  OET Weekend Cram Course  OET Skills Workshops

**English for Specific Purposes** Subject to entry test  
4  GE + EHP  GE + P&F  
 EHP - PM Only  P&F - PM Only

5  Workplace Experience  Internship  Demi Pair

6  High School Preparation  Primary School Preparation/Young Learners  
Entry year level: Year 7-11 Entry year level: Year 4-6  
 Junior Holiday Program  AEAS Course

Do you plan to attend a particular high school or tertiary institution? If so, which one?

## 5 GUARDIAN DETAILS FOR STUDENT UNDER 18 YEARS

Name:

Relationship:

Current address:

E-Mail:

Telephone:  Country Code  Area Code  Tel





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## 6 ENROLMENT DECLARATION AND SIGNATURE

I understand and accept SCE's enrolment, cancellation and refund policies stated overleaf.

Signed by student:

Signed by Parent/Guardian if the student is under 18 years of age:

Day / Month / Year



## 7 (AU\$) FEES (Office and Agent use only)

Enrolment fee:  Tuition fee:  per week

Material fee:  Accommodation placement:

Homestay/residence:  per week

Airport Transfers:

Uniform:

HSP activities:  per week

Other:  **AU\$ TOTAL**

## 8 WHERE DID YOU HEAR ABOUT SCE?

How did you hear about Sydney College of English:

Did you use an agent?  Yes (please fill out the details below)  No

Agent:  Counsellor:

Email:

Phone:

Address:

## 9 STUDY PLAN

Course Name	Start Date	Weeks

## 10 ENROLMENT PROCEDURES, TERMS & CONDITIONS

### HOW TO ENROL

- Fill in this enrolment form and send it by e-mail to Sydney College of English (hereinafter referred to as SCE).
- SCE will send you a letter of acceptance, enrollment agreement (student visa) and invoice upon acceptance of your enrollment by SCE.
- When SCE receives back the signed enrollment agreement (student visa), fees can be paid either via credit card, Mastercard or Visa only (SCE 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 Sydney College of English.  
**Account name:** Sydney College of English  
**BSB No:** 082-356 **Account No:** 039372709  
**Swift Code:** NATAAU3302S  
**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 SCE can trace the money received.*
- When your payment is confirmed and if you are applying for a student visa SCE 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 SCE. 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. **"Either service (Accommodation or Airport Meeting) will not be provided without full payment or arrival details."**
- If your first choice of accommodation is not available, SCE will arrange an alternative accommodation until the first choice is available.
- If the course enrolled in is 24 weeks of study or less, SCE offers one study period. If the course is more than 24 weeks of study, SCE offers a first study period of 12 weeks and from the second study period, the student can elect to enrol in multiple study periods (minimum 12 weeks and maximum 30 weeks). Within a 30 week study period composed of 24 weeks of study, the student can elect to take a scheduled study break of up to 6 weeks, subject to the student's study plan and government regulations.

### CANCELLATION AND REFUND POLICY

- Notices of cancellation are not effective until written notification is received by Sydney College of English (hereinafter referred to as SCE). 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 SCE 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 tuition fees will be retained by SCE.

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.



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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 SCE's receipt of written notification as per the ESOS Act 2000. Bank charges are deducted from the refund.

SCE 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 SCE on your behalf, the refund will be made to your agent. However, SCE 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 SCE.

Under the ESOS Act 2000 Amended, 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 2 weeks before the start of the second study period. If the student wishes to pay the total course tuition fees in order to save international bank fees, SCE can receive the payment and will keep 50% of the course tuition fees in credit for the student until 2 weeks before the start of the second study period.

If SCE 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 SCE terminates any course after the course commencement date, SCE 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 SCE 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 ESOS Act 2000.

If SCE 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, no tuition fees will be refunded.

## **GRIEVANCE STATEMENT**

SCE 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.

## **SCE PRIVACY STATEMENT**

For all student visa holders, information provided by the students to SCE may be made available to Commonwealth and State agencies and the director of the Tuition Protection Service (TPS), pursuant to the ESOS Act 2000 amended and the National Code. SCE 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 YEARS OLD STUDENTS**

SCE meets all requirements required by the Australian government to ensure the safety of under 18 years 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).



## 11 HOMESTAY FORM - STUDENT DETAILS

1. Are you okay with animals in the house?

▪ Dogs  Yes  No      ▪ Other  Yes  No  
 ▪ Cats  Yes  No      Details:

2. Are there any foods you don't eat?  Yes  No

Details:

3. Do you smoke?  Yes  No

If yes, you must agree not to smoke in your homestay house and/or garden if requested.

4. Is it okay if other people smoke inside the house?  Yes  No

5. Is it okay if other people smoke outside the house?  Yes  No

6. Do you have any medical conditions, including allergies?  Yes  No

Details:

7. Have you ever been convicted of a crime or offence?  Yes  No

Details:

8. Do you have any special requests?  Yes  No

Details:

9. What are your interests and hobbies?

10. Describe your personality.

11. What are your favourite foods?

12. Write a greeting to your future homestay family.

## 12 HOMESTAY TERMS & CONDITIONS

By submitting this application, students acknowledge and agree to the following terms and conditions:

- I will need to travel on public transport between my homestay and SCE.
- My homestay may be located up to 60 minutes from SCE.
- Internet will be available in the home and Host Families may charge up to \$10 per week for access.
- I will treat my Host Family with respect and gratitude and I will not treat the home like a hotel.
- The food eaten in the home will be different to what I am used to, but I will make an effort to try new food.
- I will follow the rules set out in the SCE Homestay Student Agreement.
- I will follow any further rules that SCE or the Host Family deem necessary for my welfare.
- I will keep my room clean and tidy as well as common areas in the house including the bathroom and kitchen.
- I am liable for any damage caused to my Host Family's property, be it accidental or intentional.
- I understand that the SCE Homestay Program is not limited to a traditional family structure (mother, father and children) and that Host Families have pets.
- I understand that Australia is a multicultural and diverse society and I will not discriminate on the grounds of race, gender, sexual orientation or religion.
- I will not make any private accommodation arrangements with the Host Family. All extension requests will be made through SCE.
- I will discuss and try to resolve any issues that may arise directly with the Host Family and I understand that SCE may not agree to any requests to change Host Families until I have done so.
- I will give at least 2 weeks' notice to SCE and my Host Family if I wish to move families or end my placement.
- I will pay a change fee of \$200 if I wish to change Host Families.
- SCE reserves the right to terminate my involvement in the SCE Homestay Program and remove me from my Host Family without further responsibility to relocate me if I do not abide by these rules and the SCE Homestay Student Agreement.
- During the period of my homestay placement, my person and property will be at my own risk and I will not hold SCE or my Host Family liable for any personal injury or loss of property caused by any actor or omission of SCE.
- SCE will take into account any special requests, but they will not be guaranteed.

Signed by student:       Signed by Parent/Guardian if the student is under 18 years of age:       Day / Month / Year



# SYDNEY COLLEGE OF ENGLISH

## General English Placement Test

Please write your answers on the Answer Sheet provided.

Answer as many questions as you can.

You may stop at any time.

Do NOT use a dictionary.

You have 60 minutes to complete all parts of the test.

## Questions 1 – 5

Where can you see these notices?

For questions 1 to 5, mark **one** letter **A**, **B** or **C** on your Answer Sheet.

1. **A** in a shop  
**B** in a hotel  
**C** in a taxi

Please leave your  
room key at  
Reception

2. **A** in a library  
**B** in a bank  
**C** in a police station

Foreign Money  
Exchanged Here

3. **A** outside a theatre  
**B** outside a supermarket  
**C** outside a restaurant

AFTERNOON SHOW  
BEGINS AT 2PM

4. **A** at a travel agent's  
**B** at a music store  
**C** at a restaurant

CLOSED FOR HOLIDAYS  
*Lessons start again  
on 8<sup>th</sup> January*

5. **A** at a cinema  
**B** in a hotel  
**C** at a camp-site

Price per night:  
\$10 a tent  
\$5 a person

## Questions 6 – 10

In this section you must choose the word which best fits each space in the text. For questions **6** to **10**, mark **one** letter **A**, **B** or **C** on your Answer Sheet.

### Scotland

Scotland is the north part of the island of Great Britain. The Atlantic Ocean is on the west and the North Sea is on the east. Some people **(6)**.....Scotland speak a different language called Gaelic.

There are **(7)**..... five million people in Scotland, and Edinburgh is **(8)** .....most famous city.

Scotland has many mountains; the highest one is called 'Ben Nevis'. In the south of Scotland, there are a lot of sheep. A long time ago, there **(9)** ..... many forests, but now there are only a **(10)** .....

Scotland is only a small country, but it is quite beautiful.

6.     **A** on            **B** in            **C** at
7.     **A** about        **B** between    **C** among
8.     **A** his            **B** your        **C** its
9.     **A** is             **B** were        **C** was
10.    **A** few           **B** little       **C** lot

## Questions 11 - 15

In this section you must choose the word which best fits each space in the texts. For questions 11 to 15, mark **one** letter **A**, **B**, **C** or **D** on your Answer Sheet.

### Alice Guy Blache

Alice Guy Blache was the first female film director. She first became involved in cinema whilst working for the Gaumont Film Company in the late 1890s. This was a period of great change in the cinema and Alice was the first to use many new inventions, (11).....sound and colour.

In 1907 Alice (12).....to New York where she started her own film company. She was (13) ..... successful, but, when Hollywood became the centre of the film world, the best days of the independent New York film companies were (14) ..... When Alice died in 1968, hardly anybody (15).....her name.

11.    **A** bringing            **B** including            **C** containing            **D** supporting
12.    **A** moved                **B** ran                    **C** entered                **D** transported
13.    **A** next                    **B** once                    **C** immediately            **D** recently
14.    **A** after                    **B** down                    **C** behind                    **D** over
15.    **A** remembered    **B** realised                **C** reminded                **D** repeated



## Questions 16 - 20

In this section you must choose the word which best fits each space in the text. For questions **16** to **20**, mark **one** letter **A**, **B**, **C** or **D** on your Answer Sheet.

### UFOs – Do they exist?

UFO is short for ‘unidentified flying object’. UFOs are popularly known as flying saucers, **(16)** ..... that is often the **(17)**..... they are reported to be. The **(18)** ..... ‘flying saucers’ were seen in 1947 by an American pilot, but experts who studied his claim decided it had been a trick of the light. Even people experienced at watching the sky, **(19)**..... as pilots, report seeing UFOs.

In 1978 a pilot reported a collection of UFOs off the coast of New Zealand. A television **(20)** ..... went up with the pilot and filmed the UFOs. Scientists studying this phenomenon later discovered that in this case they were simply lights on boats out fishing.

16.   **A** because           **B** therefore           **C** although           **D** so
17.   **A** look               **B** shape               **C** size               **D** type
18.   **A** last               **B** next               **C** first               **D** oldest
19.   **A** like               **B** that               **C** so               **D** such
20.   **A** cameraman   **B** director           **C** actor               **D** announcer

## Questions 21 - 40

In this section, choose the word or phrase which best completes each sentence. For questions **21** to **40**, mark **one** letter **A**, **B**, **C** or **D** on your Answer Sheet.

22. The teacher encouraged her students.....to an English pen-friend.  
**A** should write    **B** write            **C** wrote            **D** to write
23. They spent a lot of time ..... at the pictures in the museum.  
**A** looking            **B** for looking        **C** to look            **D** to looking
24. Shirley enjoys science, but all her experiments seem to .....wrong.  
**A** turn                **B** come                **C** end                **D** go
25. ....from Michael, all the group arrived on time.  
**A** Except            **B** Other                **C** Besides            **D** Apart
26. She.....her neighbour's children for the broken window.  
**A** accused            **B** complained        **C** blamed            **D** denied
27. As I had missed the lesson, my friend went .....the homework with me.  
**A** by                **B** after                **C** over                **D** on
28. Whether she's a good actress or not is a ..... of opinion.  
**A** matter            **B** subject                **C** point                **D** case
29. The decorated roof of the ancient palace was.....up by four columns.  
**A** built                **B** carried                **C** held                **D** supported
30. Would it .....you if we came on Thursday?  
**A** agree            **B** suit                **C** like                **D** fit
31. This form .....be handed in until the end of the week.  
**A** doesn't need    **B** doesn't have    **C** needn't            **D** hasn't got

32. If you make a mistake when you are writing, just ..... it out with your pen.  
**A** cross            **B** clear            **C** do            **D** wipe
33. Although our opinions on many things..... , we're good friends.  
**A** differ            **B** oppose            **C** disagree            **D** divide
34. This product must be eaten ..... two days of purchase.  
**A** by            **B** before            **C** within            **D** under
35. The newspaper report contained ..... important information.  
**A** many            **B** another            **C** an            **D** a lot of
36. Have you considered ..... to London?  
**A** move            **B** to move            **C** to be moving            **D** moving
37. It can be a good idea for people who lead an active life to increase their ..... of vitamins.  
**A** upturn            **B** input            **C** upkeep            **D** intake
38. I thought there was a ..... of jealousy in his reaction to my good fortune.  
**A** piece            **B** part            **C** shadow            **D** touch
39. Why didn't you ..... that you were feeling ill?  
**A** advise            **B** mention            **C** remark            **D** tell
40. James was not sure exactly where his best interests .....  
**A** stood            **B** rested            **C** lay            **D** centred
41. He's still getting.....the shock of losing his job.  
**A** across            **B** by            **C** over            **D** through