



HAWTHORN

M E L B O U R N E



HAWTHORN ENGLISH LANGUAGE CENTRE



THE UNIVERSITY OF
MELBOURNE

Melbourne



inspire



challenge

achieve

Welcome to Hawthorn-Melbourne

Denise Bush, Principal



HAWTHORN
MELBOURNE

Welcome to Hawthorn-Melbourne where students experience many exciting opportunities. Our students experience the rich cultural lifestyle of Melbourne, meet international students from around the world, participate in sporting activities, join social clubs and experience Melbourne's sightseeing highlights through various excursions.

The staff at Hawthorn-Melbourne are dedicated to ensuring that you make significant progress in English. Your studies are supported by our high quality accommodation, counselling and support services. Many of our students go on to study at Australian universities, schools or colleges confident in their English communication skills. Other students come to Hawthorn-Melbourne to improve their English for their future career or for travel. Whatever your reason for studying English, you will find Hawthorn-Melbourne a friendly, supportive and encouraging environment.

Melbourne is a great place to study. It offers everything you would expect from a large cosmopolitan city and it also has a transport system that is easy to use. Most of all, Melbourne people are warm and friendly! They come from all over the world, so there are restaurants and cafes serving food from almost every country.

Melbourne is waiting to make you feel at home, and Hawthorn-Melbourne will assist you in achieving success with your English skills and with absorbing our unique Australian culture. I hope to meet you in person soon.

Denise Bush
Principal
Hawthorn-Melbourne

Welcome





Melbourne is a bustling, cosmopolitan city known for its shopping, restaurants and theatres, while at the same time offering beautiful river views, peaceful parks and colourful gardens.



Melbourne and Victoria

Melbourne is the capital city of the state of Victoria. Although it has one of the largest populations in Australia, Victoria is the second smallest state in size. Victoria's compact size means that it is easy to visit the many attractions that it has to offer. Historic country towns, scenic mountain ranges, beautiful ocean beaches, ski resorts and wineries are all easily accessible by the extensive public transport system.

Melbourne

Melbourne is a lively, cosmopolitan and safe city. It is Australia's second largest city and the capital for arts and culture, restaurants, shops and international sporting events. It is also known as the Education Capital of Australia.

In addition to the many modern museums, galleries, cinemas and theatres, Melbourne also features beautiful riverside trails, peaceful parks and gardens and is home to many of Australia's top businesses and universities.

People from all over the world have made Melbourne their home and helped to create the city's multicultural atmosphere. Their influence on the city's culture can be seen in the many examples of fine food in Melbourne's restaurants and cafes. It is easy to explore Melbourne using the city's public transport system.

Hawthorn-Melbourne

The Hawthorn-Melbourne campus is located in the suburb of Hawthorn, a peaceful and attractive residential area. The centre is serviced by Melbourne's trains, trams and buses making it quick and easy to reach the city centre and neighbouring suburbs.



Hawthorn-Melbourne is located in a peaceful, tree-lined residential area just eight kilometres from the city centre.



Why Hawthorn-Melbourne?

Established in 1986, Hawthorn-Melbourne has provided students with high quality English language training for twenty years. Our graduates have gone on to study in universities and colleges across Australia and abroad. Our highly qualified teaching staff, campus facilities and services are known for their excellence and are the basis of our reputation internationally.

Teaching excellence

The most important factor for successfully improving English is the quality of the teachers. Hawthorn-Melbourne teachers:

- are fully qualified and experienced
- provide helpful and supportive English instruction
- are dedicated in helping you achieve your goals
- use the latest, most effective teaching methods

Support

We understand that learning English in a new country can be challenging. That's why we offer you support before you leave your country, and it continues throughout your stay.

Before you leave home

- pre-departure assistance and information

When you arrive:

- a full campus orientation and briefing
- introduction to all student services
- accurate placement testing
- optional introductory tour of Melbourne

Accommodation

- expert and careful placement with one of our registered homestay families
- assistance with independent accommodation, short-term and hostel accommodation

Student Health, Welfare and Counselling

- first aid, advice on health insurance, general health and wellbeing are all available
- confidential student welfare counselling provided by a qualified counsellor
- regular information sessions covering issues related to international students

Further Studies Advice

- advice about course planning, university placement and enrolment procedures
- a resource room stocked with the latest publications from further studies institutions across Australia



Studying overseas is more than just the formal lessons. Hawthorn-Melbourne's facilities, support services and extra-curricular activities are well known for their excellence.





Facilities

Computer Assisted Language Learning (CALL)

- a variety of computer-based English exercises
- a CALL lesson each week

Open access to computers

- more than 100 computers located in several computer labs and in our library

Library & Independent Learning Centre (ILC)

- borrow books, videos and DVDs from our extensive collection
- read the daily newspapers, journals and other publications
- conduct research for assignment work or personal development
- graded materials in print, audio and computer formats

Sports

- our extensive sporting facilities include a gymnasium, squash courts, indoor soccer, badminton, basketball and volleyball
- separate games room with a variety of table games and machines

Cafeteria

- serving a wide range of dishes as well as coffee, cakes, cold drinks and snacks
- separate kitchen area with microwave ovens and hot water for student use

Barbecue & Courtyard

- large outdoor patio with barbecue facilities available for student use

Prayer Room

Student lounges, Cinema, Drama Studio and Stage available for a variety of uses

Activities – English beyond the classroom

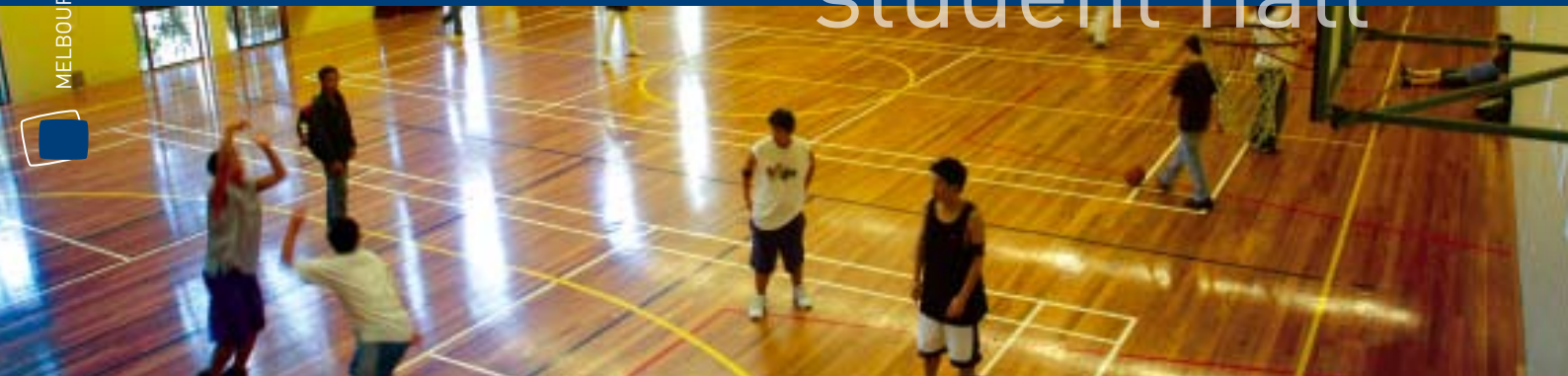
SCOPE Program

Sporting, Cultural, Outdoor Programs and Excursions

- excursions are integrated into the course curriculum
- visits to areas of interest in Melbourne and its surrounds
- conversation club, music, movies, sports and other activities available after class
- optional weekend day trips are organised regularly
- course break camps organised each 10 weeks
- up to date information on events in Melbourne and at Hawthorn

SCOPE can help you to practise English, meet new friends, see new places, try new experiences and meet native English speakers.

student hall



gym



computer lab



library



ILC

Courses

Hawthorn-Melbourne provides both general and academic English training, examination preparation, business English and a high school preparation program. Our ELICOS programs comprise a ten-week curriculum with entry points for new students at either week one or week six.

Hawthorn-Melbourne also specialises in group programs for specific purposes. These tailor-made programs cover a variety of topics and areas of professional interest.

Hawthorn-Melbourne teachers use a range of resources, including:

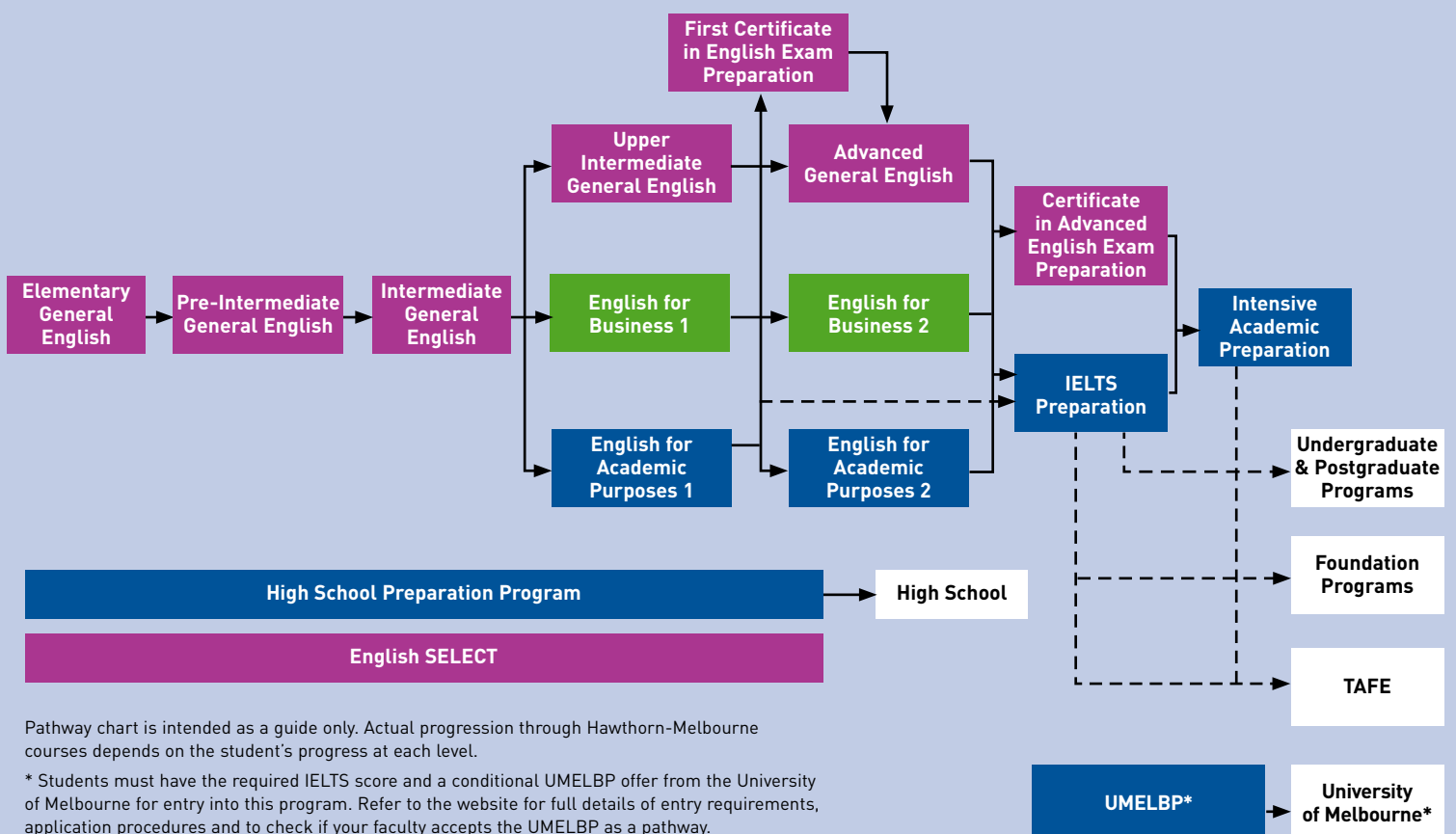
- Computer Assisted Language Learning
- Independent Learning Centre
- planned activities and trips related to classroom curriculum

Not only does this make learning at Hawthorn-Melbourne interesting and exciting—it is also a much more effective way to ensure that students maximise their learning potential.



Hawthorn-Melbourne teachers use a range of resources, including Computer Assisted Language Learning, language laboratories and a cinema for presentation work.

ENGLISH LANGUAGE PATHWAYS



General English Courses

Full-time Intensive General English

Levels: Elementary to Advanced

Duration: 5–45 weeks

Hours: 25 hours per week

The general English curriculum focuses on:

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



Student Profile



Shih-Yun Lo, Taiwan

“I am glad that I chose to study English at Hawthorn-Melbourne. I never thought that I could speak English with so many people from different countries. I also liked the activities on the weekend, they were great fun. The other amazing place at Hawthorn is the library, it has lots of information for self learning and I would say it’s a treasure for students. If I have enough time and the chance, I would come back again!”

Student Profile

English SELECT

Levels: Elementary to Advanced

Duration: 1–17 weeks

Hours: 18 hours per week

For those students wanting a more flexible approach, ‘English SELECT’ is a general English program delivered in weekly units which students can join on any Monday. English SELECT is perfect for students who would like to study briefly while visiting Australia for tourism or working holiday reasons. Part time study options are also available. See the English SELECT brochure for details or visit our website: www.hawthornenglish.com

Note: English SELECT is not available to Student Visa holders



SAMPLE WEEKLY TIMETABLE **General English (Upper Intermediate)**

	Monday	Tuesday	Wednesday	Thursday	Friday
9.00-10.00	Speaking: Discuss what kind of holidays you prefer, give reasons and discuss tourism	Speaking/Listening: Prioritising items for a holiday. Predict information, listen for detail in advice and opinions	Speaking: Choose a holiday venue and items to take.	Speaking/Listening: Decide which items to take on a camping holiday – prioritising/giving opinions	Speaking: Decide on possible problems encountered on holiday
10.00-11.00	Listening: Listening Lab (Prediction-fill information to identify preferences)	Reading: Choose headings and answer multiple choice questions	Speaking: Listen for specific information/opinions/identify speakers	Reading: Match multiple statements related to the topic	Reading: Read and discuss an extract from an English novel
11.30-12.30	Independent Learning Centre	Independent Learning Centre	Independent Learning Centre	Independent Learning Centre	Independent Learning Centre
1.30-2.30	Reading: Identify preferences from a written text	Writing: Draft a letter on plans (in pairs)	Reading: Place the paragraphs of a jumbled text in the correct order (pair work activity)	CALL	Listening: Gap-fill-listening for specific information
2.30-3.30	Writing: Complete a plan for a letter asking for specific information related to preferences for a holiday package. Discuss plan with other students	Writing activity: Group activity: Students in pairs/groups complete a letter related to the topic	Writing activity: Error correction: students correct a draft that another student has written and then explain reasons for corrections	Writing: Assessment task: Student to plan a letter related to the topic. Once the plan has been completed, students individually complete a letter using correct format	Writing: Students, in pairs, are asked to plan a piece of writing advising other students about what they need to consider before travelling to a foreign country

BREAK
LUNCH

English For Academic Purposes

English for Academic Purposes

Levels: Upper Intermediate & Advanced

Duration: 10 weeks

Hours: 25 hours per week

English for Academic Purposes prepares students for study at Australian universities, colleges and schools. In addition to vocabulary extension, writing for academic purposes and academic reading techniques, students are trained in:

- how to conduct research
- study techniques
- assignment preparation
- computer literacy
- presentations
- note taking
- listening to lectures

University of Melbourne English Language Bridging Program (UMELBP)

Level: Advanced

Duration: 10 weeks

Hours: 25 hours per week

The UMELBP provides a direct English language pathway from Hawthorn-Melbourne to specific courses at the University of Melbourne. Students who have achieved an overall IELTS band 0.5 lower than their University of Melbourne course entry requirement may be eligible to join the UMELBP and directly enter the University upon successful completion of the UMELBP.

Visit our website for full details at www.hawthornenglish.com/UMELBP

Intensive Academic Preparation (IAP)

Level: Advanced

Duration: 10 weeks

Hours: 25 hours per week

An advanced level intensive program designed to prepare students for university study in Australia. The course develops skills including:

- critical thinking and analysis techniques
- managing a university workload
- preparing and presenting university oral presentations and research assignments
- computer literacy

Student Profile

Hideki Kato, Japan

"I have enjoyed every moment of my time at Hawthorn-Melbourne. The IAP program is very challenging and has been an excellent way for me to prepare for my future Post Graduate studies at the University of Melbourne. Every week we go to the main university campus to complete our research, I believe that I have developed so many skills that will help me to be successful at university."



Test Preparation

Intensive IELTS Preparation

Levels: **Advanced**

Duration: 10 weeks

Hours: 25 hours per week

The course prepares students for success in the IELTS test, including:

- reading – strategies for speed reading
- writing – question interpretation, content organisation and grammatical accuracy
- listening – for specific information
- speaking – training by way of simulated speaking tests

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

Cambridge First Certificate of English (FCE) Preparation

Levels: **Upper Intermediate - Advanced**

Duration: 10 weeks

Hours: 25 hours per week

This is a full-time intensive program to help students prepare for the FCE exam. The program includes:

- familiarisation with the assessment tasks of the FCE exam
- development of writing skills related to specific written genres
- strategies for faster and more efficient reading
- vocabulary building for improved comprehension
- listening for information, meaning and intent
- expressing attitudes and opinions

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

Student Profile

SEO Jong-Hwan, Korea

"I enjoyed the IELTS class because I gained a lot of skills to prepare for the test, especially time management skills for writing. I spent a lot of time in the library at Hawthorn-Melbourne, it has some great resources for IELTS practice. The teachers were very helpful and my class mates were also very motivated in achieving their IELTS results, so I felt challenged in the class"



Cambridge Certificate of Advanced English (CAE) Preparation

Levels: **Advanced**

Duration: 10 weeks

Hours: 25 hours per week

This intensive program will help students prepare for the CAE test. The program includes:

- reading strategies for skimming, scanning and reading for detail
- writing letters, essays and reports including editing skills
- listening for information, attitudes and opinions
- interactive speaking activities and authentic tasks

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



English For Business

Levels: Upper Intermediate & Advanced

Duration: 10 weeks

Hours: 25 hours per week

Development of accuracy and fluency in the use of written and spoken English specifically for business. This includes the development of:

- business communication and negotiation skills
- research and presentations
- import and export procedures
- computer programs and their applications
- e-commerce

Student Profile

Laurent Anne, France

"At Hawthorn I met outstanding teachers, staff and students. They not only helped me develop my linguistic skills, but they also stimulated my interest in business through learning about marketing, advertising, finance and all different topics that you need to know about a company's structure and organization. In the English for Business course we also had interviewing practice, learnt how to write a curriculum vitae, gave presentations and we went on company visits for business interviews."



High School Preparation Program

Levels: Elementary to Advanced
- for students wishing to enter high school

Duration: 10 - 20 weeks

Hours: 25 hours per week

This program provides students with language and study skills to maximise learning and personal development within the Australian high school system. The program includes:

- general English
- high school specific research skills
- Australian culture



English and Internship Program

Hawthorn-Melbourne, in partnership with Australian Internships, offers you the opportunity to undertake a Professional Internship or a Hospitality Intern Program in Australia following your English language program.

The Professional Internships are training placements available in a wide range of fields generally from 6 weeks to 12 months. Internships can be completed in any major Australian city.

Combining English language studies with an internship can:

- improve your career options
- develop your workplace English skills
- internationalise your resume
- lead to credit for your existing studies

Applicants must satisfy the requirements specified by Australian Internships to be accepted into the Internship component of the course.

For further information refer to our website
www.hawthornenglish.com

ENGLISH LANGUAGE PROGRAMS

Study for 5 weeks or more in:

- General English
- English for Academic Purposes
- Test Preparation Courses
- English for Business

ENGLISH SELECT

Study for 1 – 17 weeks with entry any Monday.

Refer to the English SELECT brochure for more details and to apply.

PROFESSIONAL INTERNSHIPS

choose one of the following fields:

- | | |
|---------------------------------|-------------------------------|
| Accounting | Human Resources |
| Aged Care and Child Care | Information Technology |
| Agriculture | Law and Politics |
| Architecture | Linguistics |
| Arts | Sales and Marketing |
| Banking and Finance | Media and Journalism |
| Education | Marine Science |
| Engineering | Photography |
| Environmental Science | Political studies |
| Forestry | Retail |
| Government | Sociology |
| Graphic Design | Sport |
| Health | Telecommunications |
| Hospitality and Tourism | ... plus many more |



Group Programs

Levels: Elementary to Advanced

Duration: Flexible

Group programs (Short Courses and Study Tours) are designed to meet the specific needs of particular clients. Programs can be arranged for university groups, high school students, executives, retired people, - in fact anyone with a particular interest.

Some examples of our programs are:

- Professional Development programs for teachers of English
- English for specific purposes (ESP) for example banking and finance, nursing, legal work etc
- English and volunteer work
- English and cultural activities programs
- Study abroad programs for university students

A group of marine cadets with NGSCO (National Gas Shipping Company), Abu Dhabi. After completing their English studies at Hawthorn-Melbourne, the group will then go on to complete degrees in Maritime Engineering at the Australian Maritime College, Launceston.



Further Study Options

Hawthorn-Melbourne provides a range of English language programs designed to assist students to meet the English language requirements of Australian universities, TAFE colleges and high schools. Many of Hawthorn-Melbourne's students enrol in an award program after studying at the centre. The most popular further study destinations for Hawthorn-Melbourne students are the University of Melbourne and the University of Melbourne's Trinity College Foundation Studies Program.

Trinity College (CRICOS Provider Code: 00709G) has had an outstanding record of academic success, dating from its establishment in 1872. The Trinity College Foundation Studies Program is a special course which qualifies overseas students for Australian university entrance at the undergraduate level. It also gives them the intellectual and cultural skills necessary to make the transition from school in their own country to university in Australia successful and happy.

The University of Melbourne (CRICOS Provider Code: 00116K) is an international research-based university offering undergraduate and postgraduate education of the highest quality. The University opened in 1855 becoming Victoria's first and Australia's second university.

There are 11 faculties, a School of Graduate Studies, the award winning Melbourne Business School and the affiliated Victorian College of the Arts.




The University offers a highly specialised graduate degree course in professional English, comprising a Graduate Certificate, Graduate Diploma and Master of English as an International Language.


The degree prepares international students to communicate and negotiate with confidence, and to critically evaluate academic and business materials at the highest professional level.

Entry to the course requires a recognised undergraduate degree and an English level of IELTS 5.5. The first six months of the program, the Graduate Certificate is comprised entirely of intensive language study, to prepare students for academic study at the Graduate Diploma and Masters level. The Graduate Programs in English as an International Language are programs of the Faculty of Education at the University of Melbourne.



Hawthorn English Language Centres are located in Melbourne, Muscat and Singapore

 **Hawthorn-Melbourne** offers a range of English programs and is well regarded as a quality provider of academic English courses that prepare students for further study in Australia. It also has a broad range of facilities, including a large library, modern computer facilities, a gym, squash courts and basketball court. Hawthorn-Melbourne is also an IELTS test centre.

 **Hawthorn-Muscat** is located in Oman in the Middle East. The purpose-designed premises have state-of-the-art facilities, including computer and language labs, spacious classrooms and an Independent Learning Centre. It offers a range of general and academic programs as well as business English targeted at company and government employees. It is also an IELTS test centre.

 **Hawthorn-Singapore** specialises in preparing students for further study in Singapore and overseas through general and academic English programs. The centre is in the heart of the city and has excellent computer and independent learning facilities. Hawthorn-Singapore is part of TMC Holdings, an education provider in Singapore for the last 20 years, and offers direct entry into TMC certificate and diploma courses.

APPLICATION PROCEDURE

1. Send the following to Hawthorn-Melbourne's Admissions office:
 - Your completed enrolment form
 - A copy of the page from your current passport that includes your personal details (name, date of birth, passport number etc.)
 - A copy of your current visa (if you hold one).
 - Any Further Studies offer to an Australian institution (University, Foundation Studies, TAFE, High School)
 - IELTS or TOEFL test results (if available)
2. Hawthorn-Melbourne will send you a "Letter of Offer" quoting fees, payment methods and confirming the dates of your course and your Student Acceptance Form. The Student Acceptance Form is your enrolment agreement with Hawthorn-Melbourne.
3. Complete and return the Student Acceptance Form with your payment.
4. Hawthorn-Melbourne will arrange for the electronic "Confirmation of Enrolment" to be sent to your nearest Australian diplomatic post. A copy can be faxed or emailed to you.

PROVIDING QUALITY AND PROTECTING YOUR RIGHTS:

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

ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000 and the National Code. Visit the following web-site for more details: http://aei.dest.gov.au/AEI/ESOS/QuickInfo/ESOS_FrameWork_pdf.pdf

COMPLAINTS AND APPEALS PROCEDURE

If you are not satisfied with any of the following:

- A decision by Hawthorn-Melbourne that affects you,
- A service (teaching or support), or
- A facility at Hawthorn-Melbourne

you are asked to notify the appropriate person at the centre.

If you are not satisfied with the response you receive, you should put your concern in writing to:

The Principal
Hawthorn-Melbourne
UMEE Ltd
442 Auburn Rd
Hawthorn VIC 3122

Each complaint will be treated in confidence and with respect. An appointment will be made for you to meet the Principal. Students have the right to be represented by another person at this meeting if they wish.

You will receive a written response to your complaint, including the reasons for the outcome. If you are still dissatisfied with the outcome of this process, we will refer the matter to the following organization:

Institute of Arbitrators and Mediators Australia
PO Box 4134 Law Courts
Melbourne VIC 3000
Ph: (03) 9607 6908

The chair of the Institute will appoint an appropriate mediator to assist with the process of mediation.

The costs of mediation will be dealt with as follows:

- a) the costs of each party will be carried by the party that incurred them; and
- b) the fees and expenses of the mediator will be paid for equally by the parties.

While this process is taking place, you will remain enrolled as a student of Hawthorn-Melbourne.



THE UNIVERSITY OF
MELBOURNE

Contact Details

Admissions Office
Hawthorn-Melbourne
T: +61 3 9810 3218
F: +61 3 9810 3242
E: enquiries@helc.unimelb.edu.au

Postal address:
Locked Bag 12
Hawthorn Vic
Australia 3122

www.hawthornenglish.com



study



socialistic

experience

FEES	2007	2008
Enrolment	\$180	\$190
Tuition		
English Language Programs ^Δ University of Melbourne English Language Bridging Program (UMELBP)	\$350	\$360 per week
	\$370	\$380 per week
Student Services*	\$200	\$200
Airport Transfer	Free (arrival only)	Free (arrival only)
Overseas Student Health Cover**		
Single	\$28.50	\$29 per month
Family	\$57	\$58 per month
Homestay Accommodation†		
Students over 18yrs	\$225	\$225 per week
Students under 18yrs	\$250	\$250 per week

2007 fees will apply for all applications received before 21st Dec 2007.

COURSE DATES

2007 ENGLISH LANGUAGE PROGRAMS

Course	Registration Day	Start Date	End Date	Length
077	30 Aug	3 Sep	5 Oct	5 weeks
Course break: 8 October – 12 October				
078	11 Oct	15 Oct	16 Nov	5 weeks
079	15 Nov	19 Nov	21 Dec	5 weeks

2008 ENGLISH LANGUAGE PROGRAMS

Course	Registration Day	Start Date	End Date	Length
081	3 Jan	7 Jan	15 Feb	6 weeks
Course break: 18 February – 22 February				
082	21 Feb	25 Feb	28 Mar	5 weeks
083	27 Mar	31 Mar	2 May	5 weeks
Course break: 5 May – 9 May				
084	8 May	12 May	13 Jun	5 weeks
085	12 Jun	16 Jun	18 Jul	5 weeks
Course break: 21 July – 25 July				
086	24 Jul	28 Jul	29 Aug	5 weeks
087	28 Aug	1 Sep	3 Oct	5 weeks
Course break: 6 October – 10 October				
088	9 Oct	13 Oct	14 Nov	5 weeks
089	13 Nov	17 Nov	19 Dec	5 weeks

2009 ENGLISH LANGUAGE PROGRAMS

Course	Registration Day	Start Date	End Date	Length
091	2 Jan	5 Jan	13 Feb	6 weeks
Course break: 16 February – 20 February				
092	19 Feb	23 Feb	27 Mar	5 weeks
093	26 Mar	30 Mar	1 May	5 weeks
Course break: 4 May – 8 May				
094	7 May	11 May	12 Jun	5 weeks
095	11 Jun	15 Jun	17 Jul	5 weeks
Course break: 20 July – 24 July				
096	23 Jul	27 Jul	28 Aug	5 weeks
097	27 Aug	31 Aug	2 Oct	5 weeks
Course break: 5 October – 9 October				
098	8 Oct	12 Oct	13 Nov	5 weeks
099	12 Nov	16 Nov	18 Dec	5 weeks

* Fees are inclusive of 10% GST (Goods and Services tax).

† Homestay rate depends on distance travelled between homestay and the centre. Homestay fees are paid directly to the host.

≠ This fee is compulsory for all students entering Australia on a student visa. Medibank Private is the preferred Overseas Student Health Cover Provider of Hawthorn-Melbourne. Details of all OSHC providers can be found at the following web-site: www.health.gov.au

Δ English language programs refers to Intensive General English; Test Preparation Courses; English for Academic Purposes (excluding the UMELBP); English for Business and High School Preparation.

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

Fees are correct at the time of printing. However, they may be subject to change without further notice. All fees quoted in Australian dollars.

UMELBP

Course	Start Date	End Date	Length
4	19 Nov	15 Feb 2008	10 weeks

Classes will not be held on the following days in 2007:

2007 Public Holidays: 6 November

Curriculum Day: 27 September

UMELBP

Course	Start Date	End Date	Length
1	25 Feb	2 May	10 weeks
2	12 May	18 Jul	10 weeks
3	28 Jul	3 Oct	10 weeks
4	17 Nov	13 Feb 2009	10 weeks

Classes will not be held on the following days in 2008:

2008 Public Holidays: 28 January, 10 March, 21 March, 24-25 March, 25 April, 9 June, 4 November

Curriculum Day: 19 September

UMELBP

Course	Start Date	End Date	Length
1	23 Feb	1 May	10 weeks
2	11 May	17 Jul	10 weeks
3	27 Jul	2 Oct	10 weeks
4	16 Nov	12 Feb 2010	10 weeks

Classes will not be held on the following days in 2009:

2009 Public Holidays: 26 January, 9 March, 10 April, 13-14 April, 8 June, 3 November

Curriculum Day: 17 September

IMPORTANT INFORMATION

Registration Day:

Students must attend the centre from 8:30 am until 1:00 pm on the registration day of their course to have an interview and a test.

Class Times:

Monday to Friday 9:00 am - 3:30 pm.

Break: 11:00 am - 11:30 am Lunch 12:30 - 1:30 pm

Class Sizes:

Classes may have between: 12-18 students

Average class size: 15

Assessment:

Students undergo the following forms of assessment:

- placement test and interview on arrival
- monitoring of progress during the course through tests, level of participation and quality of assignments
- comprehensive assessment on language proficiency every five weeks

Living Expenses

The following table shows estimated annual costs for one student living in Homestay accommodation. Costs are quoted in Australian dollars.

Approximate cost	per week	per year (52 weeks)
Homestay Accommodation	\$225	\$11,700
Public Transport Ticket	\$26	\$1,352
Telephone Calls: [local]	\$5	\$260
Telephone Calls: 2 x10 minute international calls	\$40	\$2,080
Miscellaneous expenses	\$70	\$3,640
TOTAL:	\$366	\$19,032

Climate

Melbourne has a temperate climate. The summer heat is dry rather than humid, while winter can be cold, wet and windy. Autumn and spring are milder.

MONTH	AVERAGE MAXIMUM CELSIUS	AVERAGE MINIMUM CELSIUS
January	26	14
February	26	14
March	24	13
April	20	11
May	17	8
June	14	7
July	13	6
August	15	6
September	17	8
October	19	9
November	22	11
December	24	13

The information provided in this brochure is correct at the time of printing but may change without notice.

STUDENTS WITH FAMILIES

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

Visa issues

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

Schooling of dependants

School-age children of international students must go to school while they are in Australia. Children who have their fifth birthday before 1 April of that calendar year are eligible to start school in Victoria.

You will need to enrol your children in a school before you leave your home country and you will normally have to pay the school fees one semester in advance.

There are two education systems in Victoria: state government and private. Schools charge fees in both systems. The following are approximate fees* charged by state schools for dependants of international students:

Primary	\$8,000 per year
Junior Secondary	\$10,600 per year
Senior Secondary	\$11,850 per year

Some schools in the private education system are affiliated with religious organisations and others are not. Fees charged by schools in the private system vary considerably. Please contact the schools directly for information about fees and charges.

Visit the Victorian Department of Education's web site for more information: www.study.vic.gov.au

* All fees are quoted in Australian dollars and current at time of printing.

USEFUL WEBSITES

Australian Customs Service	www.customs.gov.au
Australian Taxation Office	www.ato.gov.au/individuals
Cambridge Exams	www.cambexams.com.au
Hawthorn English Language Centre	www.hawthornenglish.com
IELTS	www.ielts.org
Information about Melbourne	www.melbourne.vic.gov.au www.melbourne.citysearch.com.au
Melbourne Airport	www.melair.com.au
National Parks in Victoria	www.parkweb.vic.gov.au
Overseas Student Health Cover (OSHC)	www.medibank.com.au
Public Transport in Melbourne	www.metlinkmelbourne.com.au
Students with Families	www.study.vic.gov.au
Study in Melbourne	www.studymelbourne.vic.gov.au
The Age Newspaper	www.theage.com.au
The University of Melbourne	www.futurestudents.unimelb.edu.au
Tourism Victoria	www.visitvictoria.com.au
Visa Information	www.immi.gov.au

Conditions of Enrolment English Language Programs and UMELBP

Definitions:

- I. "Course" means your total period of study
- II. "Commencement of the Course" means registration day

STUDENTS ENROLLING IN ANY COURSE AT HAWTHORN-MELBOURNE MUST OBSERVE THE FOLLOWING REQUIREMENTS:

- Attend at least 80% of all classes
- Complete all assigned work as directed by teaching staff in order to maintain satisfactory progress

CODE OF CONDUCT

Students are expected to behave appropriately at all times. Hawthorn-Melbourne may suspend or cancel your course if you:

- refuse to maintain approved care arrangements (only for students under 18 years of age);
- engage or threaten to engage in behaviour that is reasonably believed to endanger you or others within Hawthorn-Melbourne;
- are at risk of committing a criminal offence;
- behave in a way that is unacceptable, inside or outside the classroom

Refer to the Student Code of Conduct policy available at www.hawthornenglish.com/policies

If your enrolment is suspended or cancelled by Hawthorn-Melbourne there will be no refund of any remaining fees.

REFUNDS

Fees will be refunded under the following conditions:

- The enrolment fee is not refundable.
- If you cancel your course 28 days or more days before the commencement of the course, 80% of your tuition fees, plus 100% of your OSHC fee & Student Services fee will be refunded.
- If you cancel your course less than 28 days before the commencement of the course 70% of the tuition fees, plus 100% of your OSHC fee & Student Services fee will be refunded
- If you cancel your course on or after the date of commencement of the course no refund will be given.
- If you cancel your course because you were refused a student visa, all course fees will be refunded as per sections 28-29 of the ESOS Act (supporting documentation confirming this is required).
- In the unlikely event that Hawthorn-Melbourne cancels or is not able to run a course for which you have enrolled (subject to your placement test results and whether a suitable alternative course at Hawthorn-Melbourne can be offered), any remaining tuition fees will be refunded within two weeks.

All requests for refunds, deferrals or transfers must be made in writing addressed to:

Manager – Admissions
Hawthorn-Melbourne, 442 Auburn Road, Hawthorn VIC 3122

Supporting documents should be included with the request. If you are under 18 years of age, the written request must be made by the parent or legal custodian who signed the original enrolment form.

Hawthorn-Melbourne will:

- Notify you in writing of the outcome of the request within 10 working days and where necessary, give reasons for the outcome.
- Notify the Department of Immigration and Citizenship (DIAC) of any change to your study plan for which a student visa has been granted.
- If successful, refunds will be processed within four weeks, transfers will be processed within two weeks.

DEFERRALS

Tuition fees may be deferred under the following conditions:

- If you give at least 28 days notice before the commencement of the course (you will have to pay any increase in tuition fees) **or**
- If you cannot start your course because there is a delay in receiving your student visa before your course commences, **or**
- If you have compassionate or compelling circumstances, such as:
 - death in your immediate family (father, mother, child, sibling, spouse only), natural disaster in your home country, you or your dependant family member is seriously ill, if you become pregnant or if you become a victim of a serious crime or trauma.

Documented evidence in support of your application for deferral is required. If approved, deferral may be granted for a maximum of six months. You will not be entitled to any further deferral, refund or transfer of fees.

TRANSFERS

Hawthorn-Melbourne will transfer your remaining tuition fees (less an administration charge of 30%) to a formal award course at another Australian institution if you satisfy conditions 1 to 3 listed below:

1. you have achieved the published IELTS or TOEFL score for the course you want to study, **or**
 - you have achieved a satisfactory level of English through Hawthorn's agreed pathways with Holmesglen TAFE or William Angliss TAFE, **or**
 - you have completed the University of Melbourne English Language Bridging Program (UMELBP);
2. you have a valid enrolment offer from that institution;
3. your current attendance is 80% minimum.

Please note:

- A. The date of the transfer will be calculated from the Friday of week 10 of your current course (or week 6 of the January course) OR from the commencement date for the course you want to study if you have a minimum of 5 weeks remaining. Fees will only be transferred in full weeks.
- B. Students under 18 years of age must have written evidence that your parent or legal guardian supports the transfer and written confirmation that the new institution will accept responsibility for approving your accommodation, support and general welfare arrangements if you are not being cared for in Australia by a parent or suitable nominated relative. You must also satisfy conditions 2 & 3 listed above.
- C. Fees will not be transferred to another English language centre nor from one student to another.

Exceptions

If you are sponsored by your government, and your government considers the transfer to be in your best interests, then your fees may be transferred. Your government must provide written support for that change. You must also satisfy conditions 2 and 3 above. Fees will not be transferred from one student to another. Fees will only be transferred in full weeks. See clause A above for the date from which fees will be transferred.

A refund, transfer, deferral, suspension or cancellation of your course may affect your student visa. The Department of Immigration and Citizenship (DIAC) will assess your situation individually in accordance with the DIAC student visa policies. You are advised to seek advice from DIAC before making any changes to your course. For more information visit the DIAC website www.immi.gov.au or telephone the DIAC helpline on 131 881.

Detailed information on all of the Hawthorn-Melbourne policies and procedures can be found at www.hawthornenglish.com/policies. Please refer to Hawthorn-Melbourne's Complaints and Appeals Procedure, if you wish to appeal against a decision made by Hawthorn-Melbourne staff.

This agreement, and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws. Hawthorn-Melbourne's dispute resolution processes do not circumscribe your rights to pursue other legal remedies.

Enrolment Form

English Language Programs and UMELBP

1. Personal Details

PLEASE WRITE CLEARLY

Family Name				Given name(s)			
Date of birth	Day	Month	Year	Sex	M	F	Language Spoken
Nationality				Country of Birth			
Student's address in home country (not agent's office) Street (no P.O. Box addresses)							
City				Country			
Telephone	()	Fax	()	Email			
Address in Australia (if known)							
Telephone	()	Fax	()				

2. Visa Information

Are you currently studying in Australia?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Have you studied in Australia during the past year?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please provide the following information: Institution									
Course				Date completed:	Day	Month	Year		
If you are in Australia - What type of visa do you currently have? eg. Student Visa, Visitor Visa. (Include a copy of your passport and current visa with your application)									
What type of visa will you apply for to study at Hawthorn? eg. Student Visa, Visitor Visa.									
If you are applying for a Student Visa, where will you lodge your application?									
Country				City					

3. English course requested

Please indicate which course(s) you wish to apply for:

<input type="checkbox"/> General English	<input type="checkbox"/> FCE Exam Preparation
<input type="checkbox"/> English for Academic Purposes	<input type="checkbox"/> CAE Exam Preparation
<input type="checkbox"/> Intensive Academic Preparation	<input type="checkbox"/> High School Preparation Program
<input type="checkbox"/> IELTS Preparation	<input type="checkbox"/> English for Business
<input type="checkbox"/> UMELBP	<input type="checkbox"/> English and Internship

Start date: Day Month Year

Weeks of study

(Entry to courses other than General English will depend upon the results of a placement test held on registration day)

4. English language proficiency

Have you completed an IELTS or TOEFL test? If yes:

IELTS score	Day	Month	Year
TOEFL score	Day	Month	Year

5. Overseas Student Health Cover

If you currently have or previously have had Overseas Student Health Cover, please state your

Provider: _____

Membership number: _____

Expiry date: Day Month Year

*Hawthorn-Melbourne reserves the right to withdraw any offer made in error. The information provided by the student may be made available to Commonwealth and State agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code. The provider is required, under S19 of the ESOS Act 2000, to tell the Department of:

- certain changes to the student's enrolment; and
- any breach by the student of a student visa condition relating to attendance or satisfactory academic performance.

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6. Accommodation and airport transfer

Do you wish to apply for homestay/hostel accommodation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If no to the above, will you require temporary accommodation upon arrival in Melbourne?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you wish to be met at Melbourne airport and transferred to your accommodation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

7. Survey - How did you find out about Hawthorn-Melbourne?

<input type="checkbox"/> The University of Melbourne/Trinity College	<input type="checkbox"/> Study guide
<input type="checkbox"/> Internet	<input type="checkbox"/> AusAID
<input type="checkbox"/> Friend or relative	<input type="checkbox"/> Agent
<input type="checkbox"/> Education exhibition (Please specify which one)	<input type="checkbox"/> Other (Please specify)

DECLARATION

This application is not valid unless it is signed in English, signed in your own language and dated. Agents must not sign the declaration on behalf of any student. I have read, understood and agree to abide by the Conditions of Enrolment on page 3 of this form.

For students UNDER 18

Applications for students under the age of 18 years old must be signed by their parent/legal guardian.

Parent/Legal Guardian (for students UNDER 18): Father Mother Guardian (tick one)

Signature in English:

Signature in own language:

Date: Day Month Year

For students 18 YEARS AND OVER

Signature in English:

Signature in own language:

Date: Day Month Year

442 Auburn Road
Hawthorn Victoria Australia 3122

Correspondence to:
Locked Bag 12

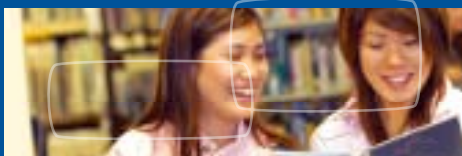
Hawthorn Victoria Australia 3122

T +61 3 9810 3218

F +61 3 9810 3242

E enquiries@helc.unimelb.edu.au

www.hawthornenglish.com



THE UNIVERSITY OF
MELBOURNE

Melbourne

HAWTHORN ENGLISH LANGUAGE CENTRE

AGENT:



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