



**COURSE GUIDE 2008**

**SHAFSTON**

# SHAFSTON INTERNATIONAL COLLEGE



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# Welcome to Shafston

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## Mission Statement

Shafston International College is dedicated to providing academic, cultural and social activities which encourage individual growth and cultural awareness in men and women from all nations in order to foster international understanding.

For many, studying at Shafston is a life changing experience. We provide educational experiences of the highest-quality in first-class facilities.

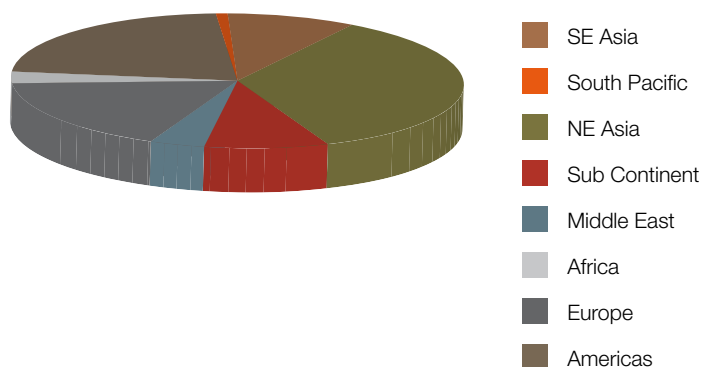
Academic standards are high and students receive individual attention in small classes. Everyone is able to climb their own academic "Everest" at their own pace. The friendly teaching staff are highly qualified and motivated to ensure that students are successful.

The physical surroundings on the banks of the Brisbane River, in the heart of Brisbane are among the most pleasant of any campus in Australia.

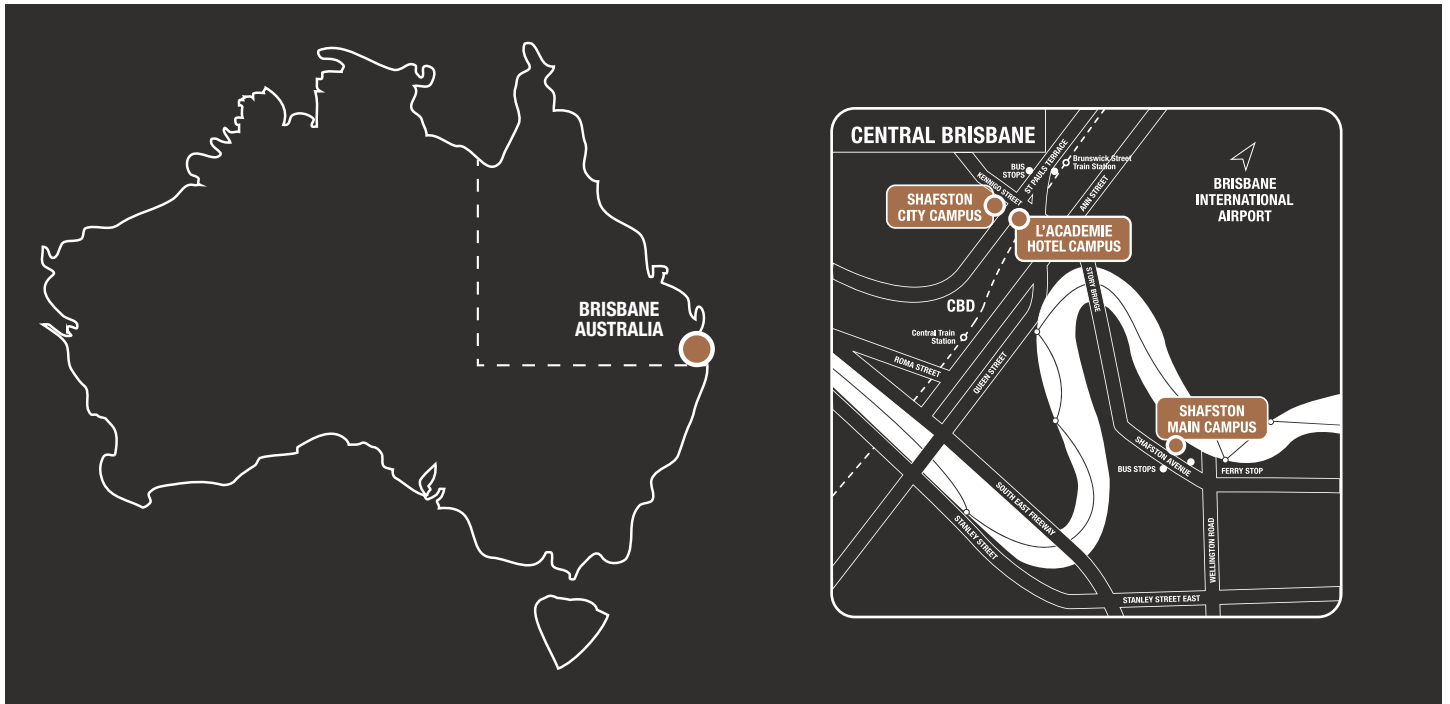
Shafston welcomes students from across Australia and around the world. Currently there are students at Shafston from more than 35 countries in Asia, Europe, The Middle East, North & South America and Africa. Whether you are seeking to develop your English language capability, to find a "pathway" to a major Australian university, or endeavouring to gain an Australian qualification, you will never regret selecting Shafston as your Australian education provider.

## Our students

Shafston students come from around Australia and across the globe to be part of an exciting educational experience. Since commencing programs in 1996, Shafston has hosted over 35,000 students from more than 40 nations, and is proud to boast one of the most diverse student populations in Australia.



# Location



Shafston has three campuses that are all located in the heart of Brisbane, Australia's most liveable city.

**Shafston's main campus is in the exclusive riverside suburb of Kangaroo Point while the other two are located in the busy hub of Spring Hill, in the Brisbane inner city. Travelling time between the two campuses is five minutes.**

## Kangaroo Point Campus

The impressive riverside campus at Kangaroo Point is situated on five acres of beautifully landscaped and maintained lawns and gardens. At the centre is the magnificent heritage listed Shafston House that was built in 1851. This campus is home to Shafston International College where students engage in English language programs from General English to IELTS and Cambridge programs. Also located at the Kangaroo Point Campus is Shafston University Mansions, an eleven-storey tower that provides on-campus accommodation for up to 352 students in either private, twin-share or dormitory style rooms. Other facilities for students include: library, student cafeteria and multiple student computer rooms.

## Shafston International College

PROVIDER NO. 01542F

Australia's Five Star English Language Centre. Why Shafston International College is the only choice:

- Shafston is one of Australia's largest providers of preparation programs for the University of Cambridge ESOL Examinations.
- 'English Speaking Only Zones' are set in designated areas such as classrooms and common areas. This is a strict Shafston Policy.
- Class groups are culturally and linguistically diverse.
- Teachers are highly qualified and experienced.
- Classes are offered at all levels of proficiency – from absolute beginner to advanced.
- The highest quality work books are supplied. This is supplemented by a large range of other learning materials.
- Full-time study at Shafston means 25 hours/week of intensive teaching.
- 100% face-to-face teaching (we do not include 'supervised activities' or 'self study' within scheduled class time).
- Regular testing in all core skills enables students and teachers to monitor progress.
- We offer one of the widest ranges of programs in Australia, including preparation classes for all the major examinations (Cambridge (all levels), Cambridge Business (all levels), IELTS, TOEIC and TOEFL).
- Members of the Shafston Team can speak Japanese, Spanish, Chinese, Korean, Portuguese, Thai, Italian, Albanian, French, Indonesian, Malay, Yoruba (Africa), Dutch, German, Danish, Hungarian and of course, English! Our Team members can help in just about any language.

# Shafston International College

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## English Proficiency Testing – On the first day and prior to arrival

Prior to your arrival at Shafston, we can send you a test that will accurately assess your current level of English. This is a good way of determining how long you should aim to study. It is also useful for students planning to take exam preparation programs such as the Cambridge Certificates. Please ask us to send a pre-entry test to you.

On your first day at Shafston you will undertake orientation followed by testing in all core skills to ensure you are placed in the class that matches your level of English.

TIME	FIRST DAY: SAMPLE ORIENTATION
08:00	Student Interviews
09:15	Test Explanation
09:30	Test
10:30	Accommodation information
11:30	Campus Tour
12:00	FREE 'Welcome' BBQ at the River
01:00	<b>Activities Centre Presentation</b> Talk "Living in Brisbane" Orientation and safety messages
	<b>Lesson</b> "Getting to know you" Conversation Activities
02:45	Class allocations
03:00	Finish

## Free Afternoon Clubs

Shafston offers a range of free and optional clubs to all Shafston International College Students!

### Cooking Club

Try cooking real Aussie food and learn authentic Aussie recipes. Eat it all at the end!

### Music Club

This is a popular club – come join our talented teacher musicians and join the musical journey singing some of your favourite English songs.

### Pronunciation Club

This is a session for all levels and nationalities. Specialised practice exercises are designed to target specific pronunciation problems. It's fun and a great way for you to meet other students.

### Cambridge Club (during Cambridge sessions)

Students are able to receive more assistance as the countdown towards the examination creeps closer. There will be additional grammar and writing workshops and time for you to seek more assistance if you need it.

### Sports Club

Play soccer, volleyball, basketball and other team sports with fellow Shafston students.

### Film Club

Students all meet in the Cafe Renoir to watch all types of films...New films, Classics, Australian films and more, all on the Big Screen TV. Students can request films they would like to see by talking to the teacher running the club.

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# General English

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## (CRICOS 021673G)

General English prepares students for the kind of English they will need in everyday situations. Class programs are designed to effectively develop communication skills and fluency in Speaking, Listening, Reading, Grammar, Pronunciation and Writing (core skills). You can enter at any level and progress at your own pace. You can join the program and study from as little as two weeks to as long as fifty weeks.

Our teaching styles encourage interactive language use so you will have many opportunities to practise the skills you are learning.

The morning classes focus intensively on core skills. In the afternoon, students in beginner and elementary levels continue a theme-based program which focusses on all the core skills. Students in pre-intermediate through to advanced have a choice of the electives below:

- Academic English
- Speaking
- Business English
- TOEIC
- TOEFL
- Travel & Tourism
- Vocational English
- Cambridge Skills

'Level Up' tests are conducted regularly. Students can monitor their own progress and elect to take the test when they choose. Students must pass in order to graduate to the next level. Usually five weeks of concentrated study is recommended before attempting the test. It is expected that all students attend at least 85% or more of their classes, complete all homework and gain a thorough knowledge of the curriculum.

## General English Sample Timetable : Intermediate

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00 – 11:00	<b>Introduction to new theme.</b> Listening and speaking: Understanding fast speech. Homework check.	<b>Grammar</b> Direct and Indirect Questions. Tenses.	<b>Pronunciation and Speaking</b> Intonation: Showing interest and surprise.	<b>Vocabulary</b> Expressing abstract ideas.	<b>Reading and Writing</b> Summarising newspaper articles.
11:00 – 11:15	MORNING BREAK				
11:15 – 12:15	<b>Vocabulary</b> Recording and remembering vocabulary	<b>Discussion</b> Giving feedback. Listening: Model analysis. Vocabulary: role plays.	<b>Study skills development:</b> Working with monolingual dictionaries.	<b>Listening and Speaking</b> Tell a story from two points of view. Talking about our embarrassing experiences.	<b>Review and Consolidation</b>
12:15 – 13:15	LUNCH BREAK				

## Beginner and Elementary Levels

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
13:15 – 15:15	<b>Pronunciation and Speaking</b>	<b>Grammar Focus</b>	<b>Writing Workshop</b>	<b>Listening</b>	<b>Theme Work</b>

## Intermediate, Upper-Intermediate and Advanced Level Electives

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
13:15 – 15:15	Core Skills (Focus on Grammar, Speaking/Pronunciation, Writing) Academic English Speaking Business English TOEIC TOEFL Travel & Tourism Vocational English Cambridge Skills				

## Homework

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>Quiz:</b> Are you a risk-taker? (from text book).	<b>Language summary</b> in text book.	<b>Project:</b> Prepare interviews for Friday.	<b>Prepare writing exercise</b> from text book for next Tuesday.	<b>Language summary</b> in text book.

## After School Clubs

FREE & OPTIONAL		
	Cooking Club	Music Club
	Pronunciation Club	Cambridge Club (during Cambridge sessions)
	Sports Club	Film Club

# Academic English Full Time

## (CRICOS 021674F)

The Academic English program is a full-time IELTS test preparation course for students at intermediate level or above.

A prescribed IELTS (International English Language Testing System) score is now required by many Australian and British universities and colleges as a qualification for entry into a formal program. It is a comprehensive test of English language proficiency designed to assess the ability of non-native speakers. It is highly recommended for those who need to use English in an Academic or Professional context. IELTS exams are held every four weeks in Brisbane. We can assist you to register for the exam.

This program thoroughly and systematically prepares the student for all aspects of the IELTS examination – Reading, Writing, Listening and Speaking.

Other skills covered include:

- Listening and Note Taking;
- Academic Reading and Writing;
- Vocabulary Extension;
- Study Skills;
- Report and Essay Writing;
- Library and Research Skills.

Students have regular exam practice sessions using past IELTS papers. They learn IELTS exam techniques and strategies for achieving the best possible result.



## Academic English: Sample Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:30 – 11:30	<b>Speaking/ Discussion</b>	<b>Reading</b>	<b>Writing</b>	<b>Reading</b>	<b>Speaking</b>
11:30 – 11:45	MORNING BREAK				
11:45 – 12:45	<b>Writing</b>	<b>Listening</b>	<b>Writing Workshop</b> Writing academic English.	<b>Grammar</b> Grammar in context.	<b>Listening Workshop</b>
12:45 – 13:45	LUNCH BREAK				
13:45 – 15:45	<b>Reading</b> Scanning for detail.	<b>Listening/ Discussion</b> Looking at lecture transcripts.	<b>Listening</b> Listening for specific information.	<b>Speaking Workshop</b>	<b>Testing, Review and Consolidation</b>

## Homework

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>Vocabulary review activity.</b>	<b>Question Formation:</b> Preparation for reading activity.	<b>Complete video review.</b>	<b>Proofing your writing.</b> Error-correction (writing).	<b>Diary or Writing Task.</b>

# Evening Classes

## General & Academic English Programs

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### (CRICOS 021673G and 021674F)

With the aim to offer our students greater study options, Shafston International College has introduced evening classes for our General and Academic English programs. Both programs are operated in a shorter format of 20 hours per week face-to-face. Evening classes are available for all visa holders permitted to study a full-time course, including student visa holders.

TIME	
16:00 – 18:00	<b>Night Class Session</b>
18:00 – 18:30	BREAK
18:30 – 20:30	<b>Night Class Session</b>

### Sample Evening Timetable: General English – Upper Intermediate

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
16.00 – 18:00	<b>Grammar Review:</b> Test Your Grammar Telling Lies - Questions and negatives - Language focus	<b>Speaking / Discussion Practice</b> - Asking for more information - Negative questions - Forming negative structures - Spoken English	<b>Reading and Speaking</b> Diana and Elvis shot JFK! - Pre-reading discussion - Comprehension check - Vocabulary work - What do you think?	<b>Vocabulary</b> Saying the opposite – - Antonyms and Prefixes Writing (p114) Linking ideas - Conjunctions	<b>Everyday English</b> Being polite Grammar Workshop
18:00 – 18:30	BREAK				
18.30 – 20.30	<b>Reading, speaking and listening activity</b> What's the story? - To find factual discrepancies between two newspaper stories	<b>Listening and Speaking</b> My most memorable lie! Uncertainty card game language activity Speaking activity – Play a card game with prefixes and suffixes	<b>Speaking, listening, reading and writing activity</b> So you think you're honest? - To devise a questionnaire to assess how honest a person is	<b>Song - 'I never loved you anyway'</b> Vocabulary building exercise (20-square: Opposites Activity 28 – Vocabulary Games and Activities 2)	<b>Review Test</b> Review Test Check and Correct / Consolidation

# Preparation for TOEIC Full Time



## (CRICOS 051820G)

Shafston provides full time 10 week TOEIC (Test of English for International Communication) preparation for students at Intermediate, Upper Intermediate and Advanced levels of English.

The TOEIC test score shows how well people communicate in English with others in the workplace. This full-time course prepares students in TOEIC test taking skills and English for workplace purposes. The course focuses on the main thematic areas covered in the TOEIC test – General Business themes such as: Marketing, Shipping, Finance, Management, Product Development, Travel, Technology, Corporate Development, Personnel, Entertainment, Health, Offices, and Technical Areas.

Included in the course are regular practice tests. A thorough understanding of the curriculum will allow you to:

- understand the test structure;
- have confidence in taking the test;
- develop test strategies;
- improve your test outcome;
- improve your Business English and General English proficiency;
- improve your skills to reach the TOEIC score you are aiming for.

The TOEIC test is a two part, seven section multiple choice test which consists of 200 questions.

### Section 1 – Listening Comprehension

Students answer questions on a variety of statements, short conversations and short talks. There are four parts in the Listening section: Listening Comprehension – Photographs, Question-Response, Short Conversations and Short Talks.

### Section 2 – Reading Comprehension

Students read a selection of materials and answer 100 questions. There are 3 parts in the Reading section: Incomplete Sentences, Error Recognition and Reading Comprehension.

Shafston is a TOEIC Testing Centre so students can sit for the TOEIC exam at Shafston on a regular basis.





## Preparation for TOEIC Exam: Sample Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:30 – 11:30	<b>Vocabulary Development</b> Shipping	<b>Vocabulary Development</b> Hiring and Firing	<b>Vocabulary Development</b> Events	<b>Vocabulary Development</b> Media	<b>Oxford 2</b> Practice Test 4
11:30 – 11:45	MORNING BREAK				
11:45 – 12:45	<b>TOEIC Test Strategies and Development</b>				
	<b>Part I/II</b>	<b>Part III/IV</b>	<b>Part V/VI</b>	<b>Part VII</b>	<b>Grammar Workshop</b> Prepositions of Place and Time
12:45 – 13:45	LUNCH BREAK				
13:45 – 15:45	<b>Speaking</b> Culture shock Business meetings	<b>Grammar</b> Workshop Idioms	<b>English for</b> Business Studies Listening task Listening for gist Business negotiations	<b>Functional</b> Grammar Phrasal verbs	<b>Test Review</b> Correction Reviewing targets

## Homework

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>Vocabulary review activity.</b>	<b>Question Formation:</b> Preparation for reading activity.	<b>Complete video review.</b>	<b>Proofing your writing.</b> Error correction (writing).	<b>Diary or Writing Task.</b>

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# Preparation for TOEFL Full Time

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## (CRICOS 051819A)

Shafston provides full-time, 10 week TOEFL (Test of English as a Foreign Language) exam preparation for students at Intermediate, Upper-Intermediate and Advanced levels of English.

The TOEFL test is accepted as an admission requirement by universities and colleges in Canada and the USA. It is also accepted for university admission in Australia and the United Kingdom. The course prepares students in TOEFL test taking skills for: Reading, Listening, Grammar and Writing.

The TOEFL test has three sections:

- Listening Comprehension;
- Structure and Written Expression; and
- Reading Comprehension.

The Listening Comprehension section tests the student's ability to understand English as it is spoken in the USA and Canada. The Structure and Written Expression section tests the student's ability to recognise standard written English. The Reading Comprehension section tests the student's ability to understand passages on non-technical subjects.

An integral part of the TOEFL course is teaching students the key testing points. Students are taught key test-taking strategies, and how to improve test performance under time limits. Students are taught strategies which enable them to take the real test and succeed. Students are taught strategies for the computer-based test. In addition to teaching the specific test strategies for the TOEFL test, the course highlights the importance of learning and understanding new items of vocabulary. Another key and essential part of the program focuses on improving listening skills so students are prepared for the listening section of the test.

Shafston is a TOEFL Testing Centre and so students can sit for the TOEFL exam at Shafston on a regular basis.

**ETS AUTHORIZED**  
**TOEFL® iBT CENTER**



## Preparation for TOEFL Exam Sample Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:30 – 11:30	<b>Topic:</b> School Performance Vocabulary Development. Talking about school experiences. Giving an oral presentation.	<b>Practice Listening Test</b>	<b>Check homework</b> Reading and speaking (newspaper). Identifying arguments for and against. Asking for and giving opinions.	<b>Check homework</b> Practice writing test.	<b>Check homework</b> TOEFL reading comprehension - understanding exceptions - understanding complex structures
11:30 – 11:45	MORNING BREAK				
11:45 – 12:45	<b>TOEFL Listening</b> (conversations) - Implications - Problems - Topics	<b>Grammar</b> Problems with prepositions	<b>Listening (AV)</b> TTN/current affairs	<b>Speaking</b> Preparation for seminar	<b>Review Test</b> Consolidation
12:45 – 13:45	LUNCH BREAK				
13:45 – 15:45	<b>Reading EAP</b> "Intelligence" reading article - discussion - comprehension	<b>TOEFL Reading</b> Using context to determine meanings of simple and difficult words	<b>Writing</b> Comparison/contrast essay	<b>Academic Writing</b> Writing an argument for/against	<b>Speaking and Seminar Skills</b>

## Homework

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<b>Reading activity</b> Speed-reading activity	<b>Cumulative review</b> Exercise for pronouns	<b>Review</b> Count and non-count nouns	<b>Cumulative review exercise</b> A verbs and adverb-related structures	

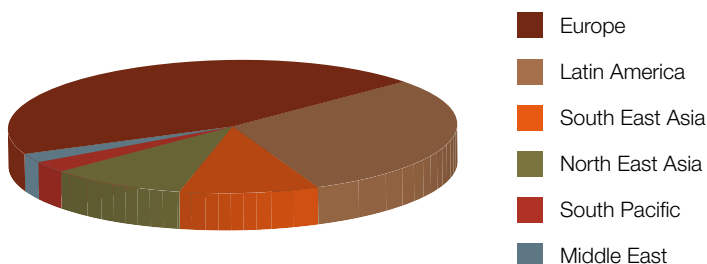
# Cambridge Exam Preparation Programs



Shafston is one of Australia's largest providers of preparation programs for the University of Cambridge ESOL Examinations. They are highly valued by employers in many countries, especially Europe.

**Shafston offers a very wide range of Cambridge preparation programs including all levels of the main suite exam preparation programs (PET, FCE, CAE and CPE) as well as the full suite of Cambridge Business Certificate (BEC Vantage and Higher) exam preparation programs.**

## **Nationality Mix in Shafston Cambridge Programs:**



**We guarantee to offer every Cambridge program that we advertise!**

## **Specialised Cambridge Teachers**

Among the specialist teaching staff are a number of Cambridge examiners, who teach on the programs and give individual feedback and advice to students throughout their program.

Shafston students consistently score highly on Cambridge examinations. Preparation is rigorous. Included in every program is a full day of mock practice exams once every month for all papers.

There are three classes of passing grade available for the main-suite exams: A, B and C, and two classes of failing grade, D and E. All candidates are provided with a Statement of Results which includes a graphical display of the candidate's performance in each paper. These are shown against the scale Exceptional – Good – Borderline – Weak and indicate the candidate's relative performance in each paper. Passing candidates are awarded a certificate.

# The only place to study Cambridge!

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## Preparation for Cambridge Preliminary English Test (PET)

**(CRICOS 046000J)**

The Preliminary English Test is an Intermediate level exam. It is ideal for students who need a basic qualification in English. PET graduates can generally communicate satisfactorily in most everyday situations.

### The PET exam comprises three papers.

- Paper 1 – Reading & Writing
- Paper 2 – Listening
- Paper 3 – Speaking

Students wishing to take the Shafston PET preparation program must firstly undertake a Cambridge pre-entry test which will indicate a student's current level of proficiency. We can do this either prior to the student's arrival (via fax) and/or on their first day.

## Preparation for Cambridge First Certificate in English (FCE)

**(CRICOS 021672G)**

The First Certificate in English is an upper-intermediate level exam. It is ideal for students who need to be able to communicate confidently in English in most situations. FCE is one of the most widely recognised English language qualifications for employers and educational institutions around the world.

By the end of the course, students will be able to communicate successfully in day to day situations.

### The FCE exam comprises 5 parts:

- Paper 1 – Reading
- Paper 2 – Writing
- Paper 3 – Use of English (Grammar/Vocabulary)
- Paper 4 – Listening
- Paper 5 – Speaking

Students wishing to take the Shafston FCE preparation program must firstly undertake a Cambridge pre-entry test which will indicate a student's current level of proficiency. We can do this either prior to the student's arrival (via fax) and/or on their first day.

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# Cambridge Exam Preparation Programs

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## Preparation for Cambridge Certificate in Advanced English (CAE)

**(CRICOS 033999G)**

The Certificate in Advanced English is an upper-intermediate to advanced level exam. It is a challenging exam preparation course which allows students to prepare for the five papers of the exam.

By the end of the course students will be able to operate successfully in professional or academic environments.

It is particularly suitable for students who need to use English at work or for study. CAE is recognised by most British universities for entrance level language requirements.

### **The CAE exam comprises 5 parts:**

- Paper 1 – Reading
- Paper 2 – Writing
- Paper 3 – Use of English (Grammar/Vocabulary)
- Paper 4 – Listening
- Paper 5 – Speaking

Students wishing to take the Shafston CAE preparation program must firstly undertake a Cambridge pre-entry test which will indicate to us their current level of proficiency. We can do this either prior to the student's arrival (via fax) and/or on their first day.

Ask us to send you an official Cambridge Exam Preparation Placement Test.

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## Preparation for Cambridge Certificate of Proficiency in English (CPE)

**(CRICOS 038097F)**

The Certificate of Proficiency exam is an advanced level exam for candidates who have an advanced level of English already. The course is challenging and rigorous. Our experienced teachers will help you to understand the intricacies of the CPE exam.

This is the highest Cambridge certification level and indicates a high level of English competence in any academic or professional situation. Students who reach this level are approaching the linguistic competence of an educated native speaker enabling access to the press and other media, and to areas of culture such as film, drama and literature. CPE is also recognised by most British universities for entrance level language requirements.

### **The FCE exam comprises 5 parts:**

- Paper 1 – Reading
- Paper 2 – Writing
- Paper 3 – Use of English (Grammar/Vocabulary)
- Paper 4 – Listening
- Paper 5 – Speaking

Students wishing to take the Shafston CPE preparation program must firstly undertake a Cambridge pre-entry test which will indicate a student's current level of proficiency. We can do this either prior to the student's arrival (via fax) and/or on their first day.

### **Course books and learning materials**

All students are supplied with the latest exam preparation course books and other supplementary materials for the course. Students are also encouraged to purchase an Advanced Learners Dictionary.



## Preparation for Cambridge FCE Exam Sample Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:30 – 11:30	<b>Integrated Core Skills</b> Theme based - Unit 7. The Price of Fame incorporating Use of English/Reading/Writing/Listening/Speaking. Giving advice: Vocabulary development (Entertainment)				
11:30 – 11:45	MORNING BREAK				
11:45 – 12:45	<b>Speaking</b> Interview practice/ discussion	<b>Listening Strategies</b> Key word recognition practice	<b>Reading Strategies</b> Inference	<b>Test</b> Strategies Time management and key words	<b>Review and Consolidation</b> Unit 7 review exercises
12:45 – 13:45	LUNCH BREAK				
13:45 – 15:45	<b>Writing</b> Part 2 (report writing)	<b>Use of English</b> Present perfect	<b>Listening</b> The psychology of fame (multiple matching)	<b>Reading</b> Gapped text: paragraphs	<b>Speaking</b> Talking about fears. Role play: Giving advice

## Homework

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Collocations worksheet	Phrasal verbs worksheet	Spelling changes worksheet	Negative prefixes	Exam practice similar meanings

## After School Clubs

FREE & OPTIONAL		
	Cooking Club	Music Club
	Pronunciation Club	Cambridge Club (during Cambridge sessions)
	Sports Club	Film Club

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# Preparation for the Cambridge BEC Programs

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## Preparation for the Cambridge BEC Programs

### **(CRICOS 038098E)**

The Business English Certificate (BEC) preparation courses prepare students in BEC test taking strategies through the four skills of Reading, Writing, Listening and Speaking. A comprehensive range of themes is explored: Buying and selling, company structures, products and services, using the telephone, business issues and travel. Additional course themes may include: International trade; Meeting and negotiation skills; Teamwork & team-building; Human resources; Stock market; and E-business and E-commerce. The course focuses on English as it is used in today's global business world. A business background is an advantage, but not essential for BEC.

The BEC examinations are offered by Cambridge examinations three times each year in March, June and November.

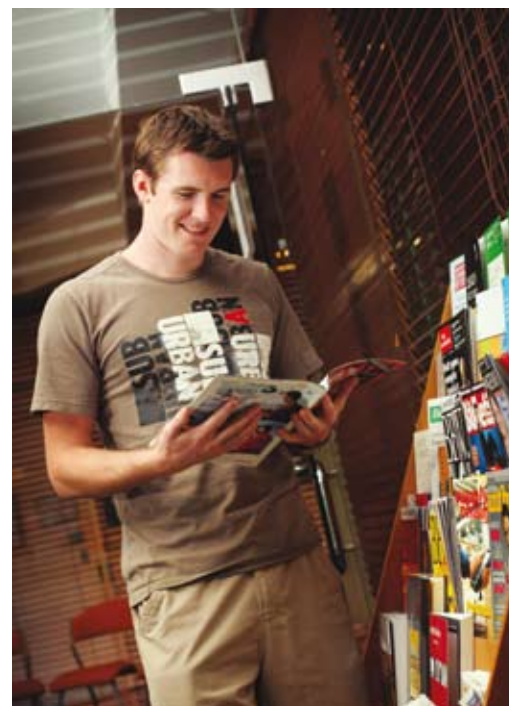
Three classes of passing grade are available, A, B and C, and two classes of failing grade, D and E. All candidates are provided with a Statement of Results which includes a graphical display of the candidate's performance in each paper. These are shown against the scale Exceptional – Good – Borderline – Weak and indicate the candidate's relative performance in each paper. Passing candidates are awarded a certificate.

## **Preparation for Cambridge Business English Certificate Vantage (BEC Vantage)**

BEC Vantage is a test aimed at people preparing for a career in business whose level of English is intermediate to upper-intermediate. BEC Vantage assesses language ability used in the context of business at the Council of Europe's Vantage Level (B2) for general language proficiency.

## **Preparation for Cambridge Business English Certificate Higher (BEC Higher)**

BEC Higher is a proficiency test of Business English at an advanced level. Success means proof of a high level of competence in English for the workplace. BEC Higher assesses language ability used in the context of business at the Council of Europe's Effective Operational Proficiency Level (C1) for general language proficiency.



## Preparation for Cambridge BEC-Vantage Sample Timetable

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:30 – 11:30	<b>Integrated Core Skills</b> – Theme based				
	<ul style="list-style-type: none"> <li>- Rights in the workplace</li> <li>- Risk assessment.</li> </ul>	<ul style="list-style-type: none"> <li>- Smoking memo.</li> <li>- Talking about problems at work</li> <li>- Understanding multi-word verbs.</li> </ul>	<b>Rights at work</b> <ul style="list-style-type: none"> <li>- Injuries in the workplace.</li> </ul>		<b>Review and Consolidation</b> <ul style="list-style-type: none"> <li>- Weekly unit review test.</li> <li>- Letter writing test.</li> <li>- Grammar assessment task.</li> </ul>
11:30 – 11:45	MORNING BREAK				
11:45 – 12:45	<b>Report writing</b> <ul style="list-style-type: none"> <li>- Assessing safety practices in a company.</li> </ul>	<b>Listening</b> <p>Interview between company CEO and health department officials.</p>	<b>Reading</b> <ul style="list-style-type: none"> <li>- How safe is your workplace?</li> <li>- Risk assessment.</li> </ul>	<b>Speaking</b> <ul style="list-style-type: none"> <li>- Working environment survey.</li> </ul>	<b>Business grammar</b> <p>Modal verbs Vocabulary review: study the unit word list review activity.</p>
12:45 – 13:45	LUNCH BREAK				
13:45 – 15:45	<b>Speaking</b> <p>Expressing obligation; permitting; emphasising; urging. Writing Mini-report with recommendations to improve safety standards.</p>	<b>Reading/Speaking</b> <p>Stress management in the workplace</p> <ul style="list-style-type: none"> <li>- discussion</li> <li>- reading comprehension activity.</li> </ul>	<b>Listening</b> <p>A day in the life of (unit 12)</p> <ul style="list-style-type: none"> <li>- informal monologues</li> <li>- work.</li> </ul> <p>Listening for gist and specific information.</p>	<b>Vocabulary: Labour relations</b> <ul style="list-style-type: none"> <li>- vocabulary development.</li> <li>- the right to strike.</li> </ul> <p>Listening Trade unions</p> <ul style="list-style-type: none"> <li>- listening for key points.</li> </ul>	<b>Speaking</b> <p>Unusual job interview. Speaking activity</p> <p>Exam strategy focus: timing.</p>

## Homework

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Write a memo advising staff of smoking policy in the workplace	Completion of reading comprehension for homework.	<b>Interview preparation</b> An Unusual Job (completion of pre-speaking worksheet for Friday activity).		<b>Review activity</b> Unit 7B student book.

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# Holiday programs

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Students enjoying a Shafston International College holiday English program are able to take full advantage of the 6 acre campus and all its facilities. When students are not participating in on-campus activities they will be visiting many exciting attractions around Brisbane, and at the famous Gold and Sunshine Coasts. Shafston International College Study Tours offer a wide range of programs for individual students and groups. Our riverside campus is just 5 minutes from the centre of Brisbane city and is perfect for adults, teenagers and juniors on short-term group programs. We offer Homestay accommodation or on-campus, dormitory accommodation for the students and chaperones. We will arrange everything, from arrival to departure, very carefully and to your exact requirements. We are flexible and understand the needs of the students and their parents.

## ‘Summer Camp’ for Individuals

**Shafston ‘Summer Camp’ is designed for individual students wishing to undertake English tuition and be involved in a range of cultural, social and recreational activities.**

The Summer Camp is open every year in January, February, July and August. Please contact Shafston Study Tours for further information.

## Study Tour Program for Groups

**Shafston Study Tours offers specially designed itineraries for groups of students.**

To receive a quotation simply email, fax or call Shafston with details of your tour. Please tell us the following:

- approximate number of students;
- approximate arrival and departure dates;
- the age group; and
- special requests or interests of the group.

You will receive a quotation with your requested itinerary. Please contact Shafston Study Tours for further information and a Shafston Study Tours brochure.



### Sample Holiday Program Itinerary

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>8.30 - 11.45</b> English Classes	<b>8.30 - 11.45</b> English Classes	<b>8.30 - 11.45</b> English Classes	<b>8.30 - 11.45</b> English Classes	<b>8.30 - 11.45</b> English Classes		
Shopping in the Queen St Mall Pick-up 4.30	Lone Pine Koala Sanctuary Pick-up 4.30	Ten Pin Bowling Pick-up 4.30	Indoor Rock Climbing Pick-up 4.30	BBQ party at Southbank Pick-up 4.30	Day trip to Dream World Pick-up 5.00	Free day with homestay families
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>8.30 - 11.45</b> English Classes	<b>8.30 - 11.45</b> English Classes	<b>8.30 - 11.45</b> English Classes	<b>8.30 - 11.45</b> English Classes	<b>8.30 - 11.45</b> English Classes		
Learn to play the didgeridoo and paint a boomerang Pick-up 4.30	Queensland Museum and Art Gallery Pick-up 4.30	Brisbane Forest Park Pick-up 4.30	Australian Woolshed Pick-up 4.30	Sports in the park Pick-up 4.30	Day trip to Wet'n'Wild Water Park Pick-up 5.00	Free day with homestay families
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>8.30 - 11.45</b> English Classes	<b>8.30 - 11.45</b> English Classes	<b>8.30 - 11.45</b> English Classes	<b>8.30 - 11.45</b> English Classes	<b>8.30 - 11.45</b> English Classes		
Visit an Australian School Pick-up 4.30	Botanical Gardens – Australian Bush Lesson Pick-up 4.30	Westfield Shopping Town at Chermide Pick-up 4.30	Low Ropes Action Course New Farm Park Pick-up 4.30	BBQ party and sports Pick-up 4.30	Day trip to Sea World Pick-up 5.00	Free day with homestay families

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# Shafston Services and Facilities

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Shafston is one of Australia's premier English Language Colleges. We are proud to provide a wide range of services and facilities for the exclusive use of our students.

## **Some facilities currently on offer to students:**

- Tennis court
- Basketball court
- Swimming pool
- Shafston University Mansions
- Shafston University Mansions GYM
- Library
- Café Renoir
- Café Einstein
- L'Academie Hotel restaurant
- Shafston Travel Centre
- Shafston Job Club
- Computer Labs
- Free WiFi access
- Landscaped Tropical Gardens
- River Terrace
- Visitors car park



## Job Club

**Job Club offers you a great opportunity to earn money as you learn, enrich your professional career and internationalise your resume.**

Membership includes job placements, on-going support, resume writing, tax file number and general taxation advice. Finding your work is guaranteed if you are committed to working!

### Job Club Membership includes:

- guaranteed job interview
- initial job assessment and consultation
- assistance with application for work permit
- assistance with tax file number application
- Australian resume preparation
- job interview training
- access to job search resources
- assistance with OSHC
- help with the opening a student bank account

Shafston has placed over 10,000 students into paid work over the past ten years and our Job Club Manager holds strong relations with scores of large companies and small businesses throughout Southeast Queensland. Types of work include hotels, restaurants, functions, sporting events, farm work, office work, retail outlets, food and beverage and more. There is an initial Membership Fee for Job Club with no further costs to you for the duration of your course. The Shafston Job Club also offers volunteer work experience (eg. Red Cross, Greenpeace) and farm stay placements.

Check out some of the currently available offers of Job Club:  
[www.shafston.net/forum/](http://www.shafston.net/forum/)

## Sample wage information

### Student & Working Holiday visas

AREAS OF WORK	APPROX. GROSS WAGE
<b>Hospitality</b>	<b>Waiter/waitress</b> \$12 to \$18 per hour <b>Bar</b> \$17 to \$20 per hour
<b>Cleaning Services</b> (Full and Part-time, Casual)	\$15 to \$20 per hour
<b>General Labour</b>	\$16 to \$20 per hour
<b>Farm Work</b> (Seasonal)	\$10 to \$12 per hour or \$80 per day.

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# Accommodation

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Photo by Steve Hender – Ray White Real Estate



## Homestay Family Accommodation

**Homestay Family Accommodation is a great way to be introduced to Australian life and culture.**

With over 400 Homestay families hosting Shafston students we are able to meet just about any request. Please tell us your hobbies and interests, do you like dogs or cats? Smoking or non-smoking? We will find the best family for YOU! Our Homestay staff are always available to help you settle into your 'new home' and help you understand the Australian way. Every Homestay Family has been interviewed and their home inspected by one of our team. And every member of the household must hold an Queensland Government issued Blue Card showing that they meet Government standards for suitability to live with students and children. Choose our Airport Transfer Service and our friendly staff will take you right to the front door to introduce you to your Australian Family.

## Shafston University Mansions

*(Independently owned and operated)*

**Enjoy breathtaking views of the Brisbane River and Brisbane City!**

This on-campus accommodation is located right above your classrooms and offers first class facilities. Each room has its own bathroom with toilet and shower. The kitchen is equipped with all cooking utensils, crockery, hot plate, microwave oven and refrigerator. A student lounge on the fourth floor has a big screen TV with leather couches and a large outdoor balcony. The fully equipped gym offers running machines, cycling machines and a variety of weights and exercise equipment completely free of charge for all residents 24 hours a day. There really is no better accommodation for a student in Brisbane! Ask us about our Fixed Term Rates and low prices.

## Airport Greeting

To ensure a convenient and comfortable arrival to Brisbane choose Shafston's airport greeting service. A member of the Shafston team will be waiting for you in the arrivals hall with your name clearly printed on a sign displaying the Shafston logo. You will then be taken directly to your accommodation where our driver will ensure you are settled in your new home.

# Shafston Activities and Travel Centre

COURSE GUIDE 2008



The Shafston Activities and Travel Centre offers a wide range of services from Phone Cards to Adventure Weekends.

**Students may book accommodation, holiday packages, or simply receive good ideas for fun and excitement in Brisbane city.**

With the Activities and Travel Centre there is something to do every weekend! Choose from Scuba Diving, Surfing, Animal Parks, Rainforest tours, Skydiving, Camping and much more! Located on-campus they are open every school day and the activities never stop. Ask us for the latest Activities Schedule.

Wide range of social events are being organised by Shafston staff on a regular basis. These events are excellent opportunities to make new friends and learn about other cultures. Here are some examples:

- Shafston Soccer Tournament (Three times a year)
- Student Barbeque (Grill party next to the river)
- Open-air Market (buy & sell market)
- Regular student parties throughout the year
- Sport Day
- Shafston College Birthday Party

And many more.

# Shafston Activities and Travel Centre



## Sample Activities

DAY	ACTIVITY	DESCRIPTION	COST
Friday - Sunday	<b>Fraser Island 4WD Adventure</b>	Fraser Island, the World's Largest Sand Island is one the great must see destinations in Australia. A unique PARADISE of golden beaches, crystal clear lakes and lush rainforest. This tour covers all the major attractions!	<b>\$349</b>
Saturday	<b>Dolphins Snorkelling Cruise</b>	Spend a fantastic day on a boat, discovering the beauty of Moreton Bay. Experience dolphins, snorkelling amongst shipwrecks, colourful fish & coral, walking on sandy white beaches, and enjoy a delicious seafood lunch.	<b>\$117</b>
Friday	<b>STUDENT PARTY</b>	Shafston hosts regular students parties and social events on campus and at nearby venues. Keep a look out for what's next!	<b>FREE</b>
Saturday - Sunday	<b>2 Day Moreton Island 4WD Tour</b>	During this 2-day Moreton Island adventure you will experience 4WD-touring, sandboarding, snorkeling, sandy white beaches, Blue Lagoon and much more. GO TO PARADISE	<b>\$209</b>
Sunday	<b>Sunshine Coast Tour</b>	Come on a drive & enjoy the beautiful Sunshine Coast! Visit the famous Noosa & its magnificent white beaches; Go koala & goanna spotting in Noosa National Park and much more...	<b>\$89</b>
Saturday	<b>Skydiving</b>	Do something crazy – jump out of an airplane from 14,000ft!!!! Total adrenalin rush!!!! The price includes tandem skydive, transport, BBQ lunch and certificate.	<b>\$299</b>
Wednesday	<b>Aboriginal Culture</b>	Discover the true history of Aboriginals and their way of life. Learn how to play a didgeridoo, paint your own boomerang and learn how to throw it!	<b>\$45</b>
Sunday	<b>Byron Bay &amp; Nimbin</b>	Join us on a wonderful day visiting famous Byron Bay and alternative Nimbin! Enjoy colourful markets, beautiful beaches, Cape Byron Lighthouse, great shopping and more. A day full of fun & adventure!	<b>\$72</b>
Wednesday	<b>Brisbane by night</b>	A tour around the city, seeing some of the more colourful areas, stopping at Mt Coot-tha, South Bank, Kangaroo Point Cliffs, Story Bridge and New Farm Park before finishing at a secret lookout overlooking the city.	<b>\$39</b>

## SHAFSTON

## ENGLISH (ELICOS)

## Courses, Dates and Fees Jan - Dec 2008

Courses offered by Shafston House College Ltd

Trading as Shafston International College

CRICOS Provider Code: 01542F



SHAFSTON

INTERNATIONAL COLLEGE

\* Price includes GST

Course	Start Dates	Fees (SAUD)
<b>APPLICATION FEE (ALL COURSES)</b>		<b>\$195</b>
<b>GENERAL PROGRAM</b> (CRICOS 021673G) Intensive General English Full time 25 hours "face to face"/week: Enrolments of 1 - 11 weeks Enrolments of 12 - 24 weeks Enrolments of 25 - 40 weeks Enrolments of 41 weeks or more Part time 15 hours "face to face"/week: <b>Evening Classes Full Time 20 hours "face to face"/week</b> Enrolments of 1-11 weeks Enrolments of 12 weeks or more Work Books and Learning Materials	<b>Every Monday</b> <b>Orientation 8.30 am</b> <i>If the intake date falls on a public holiday as listed below the intake will be on the following Business Day.</i>  <b>Every Monday</b> <b>Orientation 4 pm</b>	\$310/week \$300/week \$280/week \$260/week \$220/week  \$260/week \$240/week  \$12/week*
<b>IELTS PREPARATION COURSE</b> (CRICOS 021674F) Full time 25 hours "face to face"/week: Enrolments of 1 - 11 weeks Enrolments of 12 - 24 weeks Enrolments of 25 - 40 weeks Enrolments of 41 weeks or more <b>Evening Classes Full Time 20 hours "face to face"/week</b> Enrolments of 1-11 weeks Enrolments of 12 weeks or more Work Books and Learning Materials	<b>Every Monday</b> <b>Orientation 8.30 am</b> <i>If the intake date falls on a public holiday as listed below the intake will be on the following Business Day.</i>  <b>Every Monday</b> <b>Orientation 4 pm</b>	\$310/week \$300/week \$280/week \$260/week  \$260/week \$240/week  \$12/week*
<b>TOEIC PREPARATION</b> (CRICOS 051820G) Full time 25 hours "face to face"/week:	(10 weeks) 7 January 2008, 26 May 2008, 13 October 2008	Tuition \$3,100 Books \$120*
<b>TOEFL iBT PREPARATION</b> (CRICOS 051819A) Full time 25 hours "face to face"/week:	(10 weeks) 17 March 2008, 4 August 2008	Tuition \$3,100 Books \$120*
<b>CAMBRIDGE EXAM PREPARATION PROGRAMS</b> Full time 25 hours "face to face"/week: Cambridge Preliminary English Test (PET) (CRICOS 046000J) Exam Dates: 15 March 2008 30 May 2008 5 December 2008 Cambridge First Certificate in English (FCE) (CRICOS 021672G) Exam Dates: 8 March  10 June 2008  9 December 2008 Cambridge Certificate in Advanced English (CAE) (CRICOS 033999G) Exam Dates: 8 March 2008  11 June 2008  10 December 2008 Cambridge Certificate of Proficiency in English (CPE) (CRICOS 038097F) Exam Dates: 12 June 2008 11 December 2008	<b>PET Start Dates</b> 2 January 2008 (11 weeks) 17 March 2008 (11 weeks) 22 September 2008 (11 weeks)  <b>FCE Start Dates</b> 2 January 2008 (10 weeks)  17 March 2008 (12 weeks) 16 June 2008 (12 week "no-exam" course) 15 September 2008 (12 weeks)  <b>CAE Start Dates</b> 2 January 2008 (12 weeks)  17 March 2008 (12 weeks) 16 June 2008 (12 weeks "no-exam" course) 15 September 2008 (12 weeks)  <b>CPE Start Dates</b> 17 March 2008 (12 weeks) 15 September 2008 (12 weeks)	<b>PET Fees</b> Tuition \$3,410 Books \$132* Exam \$230*  <b>FCE Fees</b> Tuition \$3,100 Books \$120* Exam \$345*  Tuition \$3,720 Books \$144* Exam \$345*  <b>CAE Fees</b> Tuition \$3,100 Books \$120* Exam \$350*  Tuition \$3,720 Books \$144* Exam \$350*  <b>CPE Fees</b> Tuition \$3,720 Books \$144* Exam \$358*
<b>CAMBRIDGE BUSINESS EXAM PREPARATION PROGRAMS</b> Full time 25 hours "face to face"/week: Business English Certificate (BEC) (CRICOS 038098E)  Cambridge BEC - Vantage Exam Dates: 14 March 2008 6 June 2008 29 November 2008 Cambridge BEC - Higher Exam Dates: 12 March 2008 4 June 2008 22 November 2008	<b>Vantage Start Dates</b> 7 January 2008 (10 weeks) 31 March 2008 (10 weeks) 22 September 2008 (10 weeks)  <b>Higher Start Dates</b> 2 January 2008 (10 weeks) 25 March 2008 (10 weeks) 15 September 2008 (10 weeks)	<b>BEC Fees</b> Tuition \$3,100 Books \$120*  Exam \$357*  Exam \$360*
<b>Holiday Programs</b> Study Tour Program for Groups "Summer Camp" for Individuals (Part-time English and Activities)	Any Date "Runs during January, February and July, August".	By Quotation \$460/week
<b>PRIVATE TUITION</b> (Minimum Booking 5 hours)	<b>Every Monday</b>	\$90/hour

# Courses, Dates & Fees Jan - Dec 2008



## Shafston School of Hospitality

Courses offered by Shafston Nursing Pty Ltd (CRICOS Provider Code: 02687C)

\* Price includes GST

Course	Start Dates	Fees (\$AUD)
<b>APPLICATION FEE (ALL COURSES)</b>		<b>\$195</b>
<b>Certificate III in Hospitality (Commercial Cookery)</b> (CRICOS 062418E) + <b>Diploma of Hospitality Management</b> (CRICOS 062417F) (92 weeks in total over both courses)	10 March 2008 (Orientation 7th & 10th March) 19 May 2008 (Orientation 16th & 19th May) 28 July 2008 (Orientation 25th & 28th July) 6 October 2008 (Orientation 3rd & 6th Oct) 15 December 2008 (Orientation 12th & 15th Dec)	\$21,960

## University Mansions (Independently owned and operated)

Placement Fee		\$198*					
		Short Term (Standard Rates)		Long Term (12 - 23 Weeks)		Long Term (24 Weeks or more)	
		Daily	Weekly	Weekly	12 Weeks Full Rate	Weekly	24 Weeks Full Rate
Near Front	Premier Deluxe Private	\$100 first night then \$65	\$360	\$320	\$3,840	\$300	\$7,200
	Premier Deluxe Twin Share	\$70 first night then \$35	\$190	\$175	\$2,100	\$160	\$3,840
Mid Rear Front	Deluxe Private	\$90 first night then \$60	\$340	\$310	\$3,720	\$280	\$6,720
	Deluxe Twin Share	\$60 first night then \$35	\$180	\$165	\$1,980	\$150	\$3,600
Rear Front	Dormitory Triple Share Private	NA	NA	\$420	\$5,040	\$390	\$9,360
	Dormitory Triple Share	NA	\$160	\$150	\$1,800	\$140	\$3,360

**Conditions:** Confirmation of reservation is subject to FULL upfront payment. Full payment must be received 2 weeks prior to check in date for ALL bookings. Short Term Bookings: CC Details or a \$100 refundable Bond is payable on arrival. A cancellation Fee of 2 week's accommodation applies to any reservation cancelled less than 14 days prior to the reserved check in date. Long Term Bookings are not refundable. A \$200 refundable bond is payable.

## Shafston Homestay Services

Placement Fee	\$198*
Homestay Accommodation - Half Board (2 meals/day weekdays, 3 meals/day weekends)	\$196/week (\$28/day)
Homestay Accommodation - Full Board (3 meals/day every day)	\$217/week (\$31/day)
Homestay Accommodation - Extra Care (3 meals/day every day, transport to and from college, laundry) **	\$245/week (\$35/day)

## Shafston Services

<b>Shafston Student Employment</b>	
Job Club Membership (paid part-time work)	\$220*
Volunteer/Work Experience (e.g. Red Cross, Greenpeace)	\$220*
Farmstay	\$495
Airport Pick-Up	\$99*
Airport Pick-Up and Return	\$165*
Overseas Student Health Cover (OSHC) <i>Required by law for all Student Visa Holders</i>	\$31/month

\* Price includes GST

\*\* Compulsory for all students under 18 years of age

\*\*\* Subject to accreditation and issuing of CRICOS Code

### HOLIDAYS 2008

Shafston International College is open every weekday except the following public holidays

Monday 31st December 2007  
Tuesday 1st January  
Monday 28th January  
Friday 21st March  
Monday 24th March  
Friday 25th April

New Year's Eve  
New Year's Day  
Australia Day  
Good Friday  
Easter Monday  
Anzac Day

Monday 5th May  
Monday 9th June  
Wednesday 13th August  
Thursday 25th December  
Friday 26th December  
Thursday 1st January 2009  
Friday 2nd January 2009

Labour Day  
Queen's Birthday  
RNA Show  
Christmas Day Holiday  
Boxing Day  
New Years Day Holiday  
New Years Day Holiday



SHAFSTON

PLEASE FAX, POST or EMAIL THIS PAGE

## PERSONAL DETAILS

Family Name: \_\_\_\_\_ Given Names: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Male: ☐ Female: ☐  
 Overseas Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
 Nationality (as shown on passport): \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Passport #: \_\_\_\_\_  
 Do you hold a visa to stay in Australia? If yes, which type? \_\_\_\_\_ If no, which type will you apply for? \_\_\_\_\_  
 If you have a student visa, when does your OSHC expire? \_\_\_\_\_ OSHC Membership #: \_\_\_\_\_  
 Do you have any medical conditions? \_\_\_\_\_

## PREVIOUS EDUCATION AND ENGLISH PROFICIENCY DETAILS

What is your highest qualification? \_\_\_\_\_ Institution Attended: \_\_\_\_\_ Year Awarded: \_\_\_\_\_  
 Do you have an English proficiency level rating (e.g., IELTS, TOEFL)?  
 Test Name: \_\_\_\_\_ Date test taken: \_\_\_\_\_ Result: \_\_\_\_\_  
 Supporting documents attached: ☐

## COURSE DETAILS

## Course 1:

Course: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Length: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Tuition Cost: \_\_\_\_\_  
 Text Books and Learning Materials Cost: \_\_\_\_\_ Exam Cost: \_\_\_\_\_ Total Cost: \_\_\_\_\_

## Course 2:

Course: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Length: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Tuition Cost: \_\_\_\_\_  
 Text Books and Learning Materials Cost: \_\_\_\_\_ Exam Cost: \_\_\_\_\_ Total Cost: \_\_\_\_\_

## Course 3:

Course: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Length: \_\_\_\_\_ Application Fee: \_\_\_\_\_ Tuition Cost: \_\_\_\_\_  
 Text Books and Learning Materials Cost: \_\_\_\_\_ Exam Cost: \_\_\_\_\_ Total Cost: \_\_\_\_\_

## SHAFSTON SERVICES:

Job Club Membership: \_\_\_\_\_ Volunteer/Work Experience: \_\_\_\_\_ Airport Pick-up: \_\_\_\_\_ Airport Pick Up and Return: \_\_\_\_\_  
 OSHC Total Cost: \_\_\_\_\_ Total Cost: \_\_\_\_\_

## SHAFSTON STUDENT ACCOMMODATION:

## Shafston University Mansions

Placement Fee: \_\_\_\_\_ Number of Weeks: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
 Type of Room: \_\_\_\_\_ Fixed Long Term: ☐ Standard Rate: ☐ (Please tick one) Total Cost: \_\_\_\_\_

## Homestay

Placement Fee: \_\_\_\_\_ Number of Weeks: \_\_\_\_\_ Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_  
 Do you smoke?: \_\_\_\_\_ Are pets ok?: \_\_\_\_\_  
 Do you have any allergies/illnesses?: \_\_\_\_\_ Total Cost: \_\_\_\_\_

TOTAL AMOUNT DUE: \_\_\_\_\_

## PAYMENT DETAILS

Cash / Bank Draft / Telegraphic Transfer / Mastercard / VISA / AMEX

Please make Bank Drafts payable to: Shafston

Please make Telegraphic Transfers payable to: Shafston House College Ltd

ANZ Banking Group LTD, Brisbane QLD

BSB: 01 4002 Account Number: 8376 33387 (Student Visa)

BSB: 01 4002 Account Number: 8376 33395 (All other Visas)

Swift Number: ANZBAU3M

## Credit Cards \*

Type: \_\_\_\_\_ Name on Card: \_\_\_\_\_

Card No:                 Signature: \_\_\_\_\_

Expiry date: \_\_\_\_ / \_\_\_\_ \* Payments made by credit card will incur the following charges: Mastercard/Visa/Bankcard of 1.5% and American Express of 3.5%

## AGENT DETAILS:

# Refund Policy



**SHAFSTON HOUSE COLLEGE Ltd** (CRICOS Provider Code: 01542F) (ELICOS Programs) Terms and Conditions of Refunds, Deferrals or Transfers

1. Notification of cancellation or withdrawal from individual units or a program must be made in writing to Shafston prior to the start of the program.
2. Application and Accommodation Placement fees are not refundable.
3. High School Placement fee is not refundable if a letter of offer was obtained for visa purposes or approaches have been made to schools on behalf of the student.
4. Cancellation in writing at least 4 weeks before the student's original program start date attracts a full refund of fees paid except as in 2 and 3 above.
5. Cancellation in writing less than 4 weeks before the student's original program start date but prior to the start date attracts a refund except as in 2 and 3 above and less \$350 cancellation fee.
6. Cancellation after the student's original program start date will not attract a refund.
7. If you notify us of your intention to withdraw before your original start date and are eligible for a refund as per 4 and 5 above, then the refund will be paid to you within four weeks of Shafston receiving your notification of withdrawal.
8. In the case of visa refusal, a refund will be given up to the original program start date as long as written proof is presented, minus the application fee.
9. No refunds will be given to students who are expelled for unacceptable behaviour or non-compliance with visa conditions.
10. There are no refunds for public holidays or days you miss due to sickness or other reasons.
11. Fees are not transferable between students.
12. It is a course requirement that all fees as invoiced must be paid in full.
13. In the case of a student needing to return home urgently, the remainder of their course may be deferred and the fees may be held for up to one year in trust.
14. Your program is indicated by the start and end dates on your Shafston acceptance letter.
15. All fees and charges are payable upon invoice. Students may be precluded from sitting exams, receiving results or attending classes if tuition fees are not paid by the date specified on the invoice.
16. In the case of provider default, refunds cannot be covered by a written agreement. Such situations are covered by the ESOS Act 2000 and the ESOS Regulations 2001.
17. Any refund will be paid to the person or entity that originally paid the course fees and, where possible, in the same currency in which the fees were paid.
18. Cambridge Preparation course candidates must pay all exam fees applicable!

## Transfer Policy

1. Tuition fees remaining, less \$350 transfer fee, will be transferred to another institution if a student reaches the required IELTS score for higher studies entry before the end of their Shafston enrolment. The transferable amount will be adjusted so that the weekly fee rate paid is in accordance with the actual number of weeks studied. The new course must not have an ELICOS component.
2. All tuition fees from a Shafston ELICOS course may be transferred to other Shafston programs (i.e., Shafston Nursing or Shafston Institute of Technology program). No transfer fee will be incurred for the first transfer. The transferable amount will be adjusted so that the weekly fee rate paid is in accordance with the actual number of weeks studied.
3. Tuition fees cannot be transferred to other services.

**SHAFSTON INSTITUTE OF TECHNOLOGY Pty Ltd** (CRICOS Provider Code: 02691G) **AND SHAFSTON NURSING Pty Ltd** (CRICOS Provider Code: 02687C)

(Higher Education and VET Programs) Terms and Conditions of Refunds, Deferrals or Withdrawals

1. Notification of cancellation or withdrawal from individual units or a program must be made in writing to Shafston before your arrival in Australia (on a visa granted to study at Shafston).
2. Application fees are non-refundable.
3. If you notify us of your intention to withdraw from individual units or a program before your arrival in Australia (on a visa granted to study at Shafston) then you are eligible to receive a refund minus a \$350 administration charge.
4. No refunds will be given for notification of withdrawal which occurs after your arrival in Australia (on a visa granted to study at Shafston). The exception to this is noted in paragraph five.
5. Once you have arrived in Australia (on a visa granted to study at Shafston), no refund is available to participants who withdraw unless the student can provide a medical certificate or show extreme personal hardship. In that case, fees may be refunded on a pro-rata basis, minus the administrative fee/deposit. However, should participants wish to resume their studies at a later date, the original fee payment can be used as credit towards that course within twelve months of initial payment. Refund requests should be made in writing.
6. If you notify us of your intention to withdraw before your arrival in Australia (on a visa granted to study at Shafston) you are eligible for a refund as per 3 above, then the refund will be paid to you within four weeks of Shafston receiving your request for refund.
7. No academic penalty will be incurred if you notify us of your intention to withdraw from individual units or a program before the end of week 4 of the semester.
8. All fees and charges are payable upon invoice. Students may be precluded from sitting exams, receiving results or attending classes if tuition fees are not paid by the date specified on the invoice.
9. Where an international student obtains residency/citizenship status then local fees will apply from the semester following the date of their residency/citizenship.
10. Any refund will be paid to the person or entity that originally paid the course fees and, where possible, in the same currency in which the fees were paid.
11. In the case of provider default, refunds cannot be covered by a written agreement. Such situations are covered by the ESOS Act 2000 and the ESOS Regulations 2001.
12. Fees may be subject to change without notice.
13. All units offered subject to sufficient numbers.

## ACCOMMODATION Terms and Conditions

### Homestay

1. One week's written notice to the Homestay Manager is required if you wish to leave your homestay. A \$59 placement fee applies when moving to a new family.
2. One week minimum booking. There is no refund if you leave your homestay before this.
3. No additional placement fee will be charged if the College agrees that your Homestay is unable to provide a satisfactory environment.

### Shafston University Mansions

1. A copy of the Shafston University Mansions terms and conditions will be given to residents upon check-in and is also available on our website.

### Confidentiality and Privacy Policy

The College is not permitted or authorised to give out your private addresses or the address of other students unless requested within the law. Your personal information may be made available by the provider (Shafston House College Ltd, Shafston Institute of Technology Pty Ltd or Shafston Nursing Pty Ltd) to Commonwealth and State agencies and the ESOS Assurance Fund Manager. The College is not permitted to give out personal information or the contact addresses of staff members.

### RETURN APPLICATION TO

**BY POST:** SHAFSTON INTERNATIONAL COLLEGE, SHAFSTON AVENUE, KANGAROO POINT QLD 4169

**BY FAX:** ATTENTION ADMISSIONS DEPARTMENT +61 7 3391 0943

## Courses, Dates and Fees Jan - Dec 2008

### Shafston School of Hospitality

Courses offered by Shafston Nursing Pty (CRICOS Provider Code 02687C)

\*Price includes GST

Course	Start Dates	Fees (\$ AUD)
<b>APPLICATION FEE (ALL COURSES)</b>		<b>\$195</b>
<b>Certificate III in Hospitality (Commercial Cookery)</b> (CRICOS 062418E) + <b>Diploma of Hospitality Management</b> (CRICOS 062417F) (92 weeks in total over both courses)	10 March 2008 (Orientation 7th & 10th March) 19 May 2008 (Orientation 16th & 19th May) 28 July 2008 (Orientation 25th & 28th July) 6 October 2008 (Orientation 3rd & 6th Oct) 15 December 2008 (Orientation 12th & 15th Dec)	<b>\$21960</b>

I have read and agree to abide by, Shafston's terms and conditions (including Refund Policy).

As a Commercial Cookery/Hospitality management student, I understand I will be required to handle, prepare and taste meat products.

I agree to advise Shafston when my address and/or contact details change during the course of my enrolment.

Signature (Parent to sign if under 18)..... Date: .....





**SHAFSTON**  
INTERNATIONAL COLLEGE