



BOOKING FORM 2026

PERSONAL DETAILS

Family Name: _____ Given Names: _____

Date of birth (dd/mm/yy): _____ Title: Mr Ms Miss Mrs

Nationality: _____ Gender: Male Female

Passport Number: _____ Current level of English _____

Current address: _____

Current phone: _____ Email: _____

English Test (if available): Name of the Test: _____ Test date: _____ Score: _____ ID: _____

Do you have any disabilities and/or chronic conditions that may affect the way you complete the course? _____

VISA & INSURANCE DETAILS

HAVE YOU PREVIOUSLY HELD A VISA FOR AUSTRALIA? No Yes - please detail your immigration history when sending this form back

VISA / PLANNED VISA: Student Working Holiday Tourist / ETA Business Dependent Other - details: _____

Which DHA office will you apply to for your visa? ONSHORE OFFSHORE

Are you currently enrolled at another institution in Australia? YES NO If YES, is this additional study you wish to undertake? YES NO (If No, a letter of release is required)

OSHC (Overseas Student Health Cover - compulsory requirement for student visa holder from arrival in Australia) Why do we recommend BUPA?
 Do you want ALS COLLEGE to arrange OSHC for you? YES NO If Yes, Single Couple Family [See here](#)

COURSE TO APPLY

ELICOS Courses

- General English (CRICOS 062145C) Daytime Evening
- IELTS Preparation Course (CRICOS 062147A) Daytime Evening
- Cambridge Exam Preparation - First Certificate (CRICOS 062149K)
- Cambridge Exam Preparation - Advanced (CRICOS 062148M)

Vocational Courses

- Certificate III in Business (Customer Engagement) (BSB30120 CRICOS:103328H)
 - 27 weeks 55 weeks
- Certificate IV in Business (Leadership) (BSB40120 CRICOS:103329G)
 - 31 weeks 63 weeks
- Diploma of Business (BSB50120 CRICOS:103332A)
- Diploma of Leadership and Management (BSB50420 CRICOS:103331B)
- Advanced Diploma of Business (BSB60120 CRICOS:103333M)
- Advanced Diploma of Leadership and Management (BSB60420 CRICOS:103334K)
- Advanced Diploma of Civil Construction Design (RII60520 CRICOS:116125A)

REQUESTED COURSES START DATE

First course: _____ Start date: _____ Number of weeks: _____

Second course: _____ Start date: _____ Number of weeks: _____

Third course: _____ Start date: _____ Number of weeks: _____

Fourth course: _____ Start date: _____ Number of weeks: _____

HOLIDAY REQUEST? (ELICOS only) YES NO If yes, specific date and weeks _____

ALS COLLEGE can help you with your further study, at our Pathway Partners. Do you plan to study further in Australia? YES NO

If yes, where and which program do you wish to study _____ *There's a surcharge for our Pathway program

ACCOMMODATION & AIRPORT TRANSFER

Do you want ALS COLLEGE to arrange your accommodation? Apply direct at our website (conditions apply)

AHN Homestay
 Weeks to apply (Min 4 weeks): _____
 Check in Date: _____
 Airport Pick: YES NO

Student One Accommodation
 Weeks to apply (Min 4 weeks / Max 24 weeks): _____
 Check in Date: _____



TERMS AND CONDITIONS

1. I have read and agree to following policies, all available in the Student Handbook:

- PRIDE policy
- Attendance requirements
- Privacy policy

and understand failure to follow them may result in my exclusion from ALS College, as detailed in the unacceptable behavior procedure.

I have also read and understood the information regarding

- Leave requests
- Deferment Policy
- Course Changes
- Late payment of fees

2. Indemnity: Neither ALS COLLEGE and its staff nor its representatives, will be held responsible for any loss, damage, illness or injury to people or property which may occur while students are on any activity or excursion organized by ALS COLLEGE. Students are solely responsible for taking out own insurance which we recommend be purchased in their own country.

3. Release of Photography: Photos or images of students participating in ALS COLLEGE school activities, taken by/for ALS COLLEGE staff, remain the property of ALS COLLEGE and can be used for promotional materials. If you do not wish to be photographed or videotaped please inform us in writing as soon as possible.

4. Contact details: Students are required to notify ALS COLLEGE within 5 working days of any changes to residential address, mobile, email or emergency contact, through their student portal; failure to do so may result in automatic visa cancellation.

5. Training locations – your training is to be delivered at 116 Adelaide Street, Brisbane, 4000.

6. Personal information provided to ALS COLLEGE is confidential, but by law, may be provided by ALS COLLEGE to appropriate parties. ALS COLLEGE is required to share information about its students with the Australian Government and other designated authorities, such as the TPS. ALS COLLEGE has the right to share information on your progress and attendance with your sponsor or educational agent.

REFUND, ENROLMENT & CANCELLATION POLICY

Request for Refund

- o Request for refund must be made on a Request For Refund Form (download from our website www.alscollege.com.au) with appropriate supporting documentations (e.g. the letter from the Department of Homeland Affairs and bank details) and submitted to enrol@alscollege.com.au.
- o A refund can only be paid if ALS has received the money and it has been entered into its accounts, and all debts to ALS have been paid.
- o Refund payments will be made in Australian currency within 4 weeks of submitting the completed Request for Refund Form and all required supporting documentations.
- o All refunds will be made payable to the students only, except for formally approved sponsored students or education agents who paid on behalf of the students (students must send us an authorization letter)
- o Requests for refunds of Overseas Student Health Cover (OSHC) must be made directly to the student's OSHC provider.
- o Promotional discount will not be applicable in any refund cases.

Refund Policy – there are 5 refund categories at ALS; these will be applied to **each and every course** applied for:

1. **Cancellation due to Visa refusal - Before course start date:** \$300 Admin Fee per course. Tuition, Material and Airport Reception Fees refunded. Enrolment, Payment Plan and Accommodation Placement Fees not refunded.
2. **Cancellation due to Visa refusal - After course has commenced:** \$300 Admin Fee per course. Unused Tuition and Material Fees refunded. Enrolment, Payment Plan and Accommodation Placement Fees not refunded.
3. **Cancellation notice given more than 4 weeks prior to the course start day:** \$350 Admin Fee per course. Tuition, Material and Airport Reception Fees refunded. Enrolment, Payment Plan and Accommodation Placement Fees not refunded.
4. **Cancellation notice given less than 4 weeks prior to the course start day:** \$1200 Admin Fee first course, and \$350 Admin Fee per subsequent course. Tuition, Material and Airport Reception Fees refunded (if more than 48 hours notice given). Enrolment, Payment Plan and Accommodation Placement Fees not refunded.
5. **Cancellation after course has commenced:**
 - a. Vocational courses: No refunds eligible
 - b. ELICOS courses – 24 tuition weeks or shorter: No refunds eligible.
 - c. ELICOS courses – 25 tuition weeks or longer with 12 weeks or longer remaining; a flat fee of \$1500 will be refunded.

Course Commencement means the first working day of the week the student is enrolled to start.

Change of Enrolment. Where possible, ALS COLLEGE is happy to help you make changes to your course of study, but fees will apply.

- Changes to start date - no charge will be made for the first change, afterwards \$40.00 admin fee will be charged for each subsequent change. Any refund request after making a change will be as case 4 except in case of visa refusal.
- Penalty chargeable for transfers to different courses (not including tuition / material fees differences)

	Equal or lower value		Higher value	
	>4 weeks before start date	<4 weeks before start date	>4 weeks before start date	<4 weeks before start date
Within the same sector	\$250	\$500	No charge	\$0 / \$500 (From Cambridge English only)
To a different sector	\$250	\$250 / \$500 (From Cambridge English only)	\$0	\$0 / \$500 (From Cambridge English only)

Failure to commence – ALS is required to report any student default within 5 working days.

Pre-requisites – courses at ALS require a pre-requisite level of English, age and previous study, which can be found on the website and promotional material. Students who do not meet these requirements will not be able to commence study in this course, but will be offered a place in a different course. Any difference in fees will be the sole responsibility of the student.

ALS disclaims all liability for any direct or indirect loss arising out of using a 3rd party service.

Course Cancellation - If ALS is unable to deliver a course, a full refund of unused portion of prepaid tuition fees, material fees, and enrolment fee will be made within 2 weeks of the day on which the course ceased being provided. You may be offered enrolment in an alternative course at no extra cost, and have the right to choose whether you would prefer a refund of fees or to accept a place in another course, which must be done in writing.

- o In the unlikely event that ALS ceases to operate and is unable to offer you a place in another course or a refund, for student visa holders the TPS will place you in a similar course at no charge. Any refund due to a default of ALS as the registered provider is covered by the provisions of the Education Services of Overseas Students Act 2000 (the ESOS Act) (as amended).

Complaints and Appeals – students are able to submit a complaint or appeal in person to their trainer or at reception or by email to enrol@alscollege.com.au; we will respond in 10 working days or less, and you will be informed in writing of the outcome. If you are unhappy with the outcome, you can take your complaint or appeal to an external body, such as the student ombudsman. Submitting a complaint does not affect your enrolment.

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take an action under the Australian Consumer Law if the Australian Consumer Law applies.

For further information please read the Student Handbook at [www.alscollege.com.au / als-certificates.com](http://www.alscollege.com.au/alscertificates.com)

DISPUTE RESOLUTION

If you are unhappy with anything at ALS COLLEGE, please talk with one of our staff. You can bring a friend with you at any time.

ALS COLLEGE has a Dispute Resolution process but you also have the right to take action under Australia's consumer protection laws or to pursue other legal remedies. See full details on www.alscollege.com.au. Personal information provided to ALS COLLEGE is confidential, but by law, may be provided by ALS COLLEGE to appropriate parties

STUDENT DECLARATION <ul style="list-style-type: none"> • I have read and understood the ALS COLLEGE Student Handbook viewed at www.alscollege.com.au • I understand and accept the above conditions of enrolment and Refund and Course change policy of ALS COLLEGE <p>Signature: _____ Date: ____/____/____</p>	AGENT STAMP
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2026 ELICOS start dates

COURSE	COE	START DATES	LEVEL	OTHER INFORMATION
General English Full-time <small>CRICOS Code 062145C (20 hrs / week + 4 hrs optional included)</small>	✓	05/01,26/01, 16/02, 09/03, 30/03, 20/04, 11/05, 01/06, 22/06, 13/07, 03/08, 24/08, 14/09, 05/10, 26/10, 16/11	6 levels - Elementary to Advanced.	ALS COLLEGE has formal testing for General English students every 3 weeks from July
General English Part-time <small>(12 hrs / week) Not for student visa holders</small>	X		6 levels - Elementary to Advanced.	ALS COLLEGE has formal testing for General English students every 3 weeks
General English Full-time (Evening) <small>CRICOS Code 062145C (20 hrs / week)</small>	✓	05/01,26/01, 16/02, 09/03, 30/03, 20/04, 11/05, 01/06, 22/06, 13/07, 03/08, 24/08, 14/09, 05/10, 26/10, 16/11	Pre-Intermediate level is the lowest level available.	ALS COLLEGE has formal testing for General English students every 3 weeks
IELTS Exam Preparation Full-time <small>CRICOS Code 062147A (20 hrs / week + 4 hrs Optional included)</small>	✓	Any Monday (Tuesday, if Monday is a public holiday)	Mock test weeks: 09/02, 23/03, 04/05, 15/06, 27/07, 07/09, 19/10, 30/11 It is <u>not recommended</u> to start on these weeks	3 levels - Intermediate, Upper-Intermediate and Advanced. ALS COLLEGE has formal testing for IELTS every Friday
IELTS Exam Preparation Full-time (Evening) <small>CRICOS Code 062147A (20 hrs / week)</small>	✓	Any Monday (Tuesday, if Monday is a public holiday)	Mock test weeks: 09/02, 23/03, 04/05, 15/06, 27/07, 07/09, 19/10, 30/11 It is <u>not recommended</u> to start on these weeks	Please check levels available. ALS COLLEGE has formal testing for IELTS every Friday
ALS College TESOL <small>(Teaching English to Speakers of Other Languages)</small>	X	Please contact us		Low Intermediate Admission to TESOL courses requires a minimum English level of Intermediate
Business English Intermediate Full-time <small>CRICOS Code 076650D (20 hrs / week + 5 hrs optional included)</small>	✓	Please contact us		Intermediate and above ALS COLLEGE has formal testing for this course every 4 weeks.
Cambridge Exam Preparation First Certificate in English FCE <small>CRICOS Code 062149K</small> Certificate in Advanced English CAE <small>CRICOS Code 062148M</small>	✓	FCE Day 30 March (12 weeks) 22 June (12 weeks) 14 September (12 weeks) *with a minimum of 6 students		Upper-Intermediate Admission to Cambridge courses requires a minimum English level of Upper intermediate.
		CAE Day Contact to the school *with a minimum of 6 students		Advanced
Private tuition Not for student visa holders	X	Start anytime.		6 levels – Beginner to Advanced. Contact ALS COLLEGE to arrange

QLD Public holidays: 01/01, 26/01, 03/04, 06/04, 04/05, 12/08, 05/10, 25/12, 26/12

Staff training day: 06/03, 29/05, 21/08, 13/11

2026 Christmas holidays: ALS COLLEGE will be closed from 25 December 2026 to 01 January 2027 inclusively

* ALS COLLEGE management reserved the right to change any course without notice

* The available levels and dates mentioned above may vary depending on numbers.

**ALS COLLEGE makes every effort to provide courses as advertised.
However, we reserve the right to alter timetables and start dates when necessary.**

HOW DO I ENROL?

1. Complete and sign your ALS COLLEGE booking form. Send it direct to ALS COLLEGE or via one of our Education Agents. Send Booking form to enrol@alscollege.com.au
2. ALS College will send you (or your agent) a Letter of Offer.
3. Complete the **Letter of Offer** & return with your payment information.
4. ALS College will send you a **Confirmation of Enrolment (COE)** so you can apply for your Australian Student Visa. (if applicable)
5. Book your flight to Brisbane!

For information about studying as an International Student in Australia, see <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>



2026 VOCATIONAL COURSE START DATES

COURSE	COE	START DATES	English level
Certificate III in Business (Customer Engagement) BSB30120 CRICOS:103328H	✓	12/01,9/2, 9/3, 6/4, 4/5, 1/6, 29/6, 27/7, 24/8, 21/9, 19/10, 16/11, 14/12	IELTS 5.5 or equivalent
Certificate IV in Business (Leadership) (BSB40120 CRICOS:103329G)	✓	26/01, 23/02, 23/03, 20/04, 18/05, 15/06, 13/07, 10/08, 07/09, 05/10, 02/11, 30/11 ,28/12	IELTS 5.5 or equivalent
Diploma of Business BSB50120 CRICOS:103332A	✓	26/01, 02/03, 06/04, 11/05, 15/06, 20/07, 24/08, 28/09, 02/11, 07/12	IELTS 5.5 or equivalent
Diploma of Leadership and Management BSB50420 CRICOS:103331B	✓	26/01, 02/03, 06/04, 11/05, 15/06, 20/07, 24/08, 28/09, 02/11, 07/12	IELTS 5.5 or equivalent
Advanced Diploma of Business BSB60120 CRICOS:103333M	✓	12/01, 23/02, 06/04, 18/05, 29/06, 10/08, 21/09, 02/11, 14/12	IELTS 5.5 or equivalent
Advanced Diploma of Leadership and Management BSB60420 CRICOS:103334K	✓	12/01, 23/02, 06/04, 18/05, 29/06, 10/08, 21/09, 02/11, 14/12	IELTS 5.5 or equivalent
Advanced Diploma of Civil Construction Design RII60520 CRICOS:116125A	✓	23/03, 01/06, 10/08, 19/10, 23/11	IELTS 6.0 or equivalent

QLD Public holidays: 01/01, 26/01, 03/04, 06/04, 04/05, 12/08, 05/10, 25/12, 26/12

Staff training day: 06/03, 29/05, 21/08, 13/11

2026 Christmas holidays: ALS COLLEGE will be closed from 25 December 2026 to 01 January 2027 inclusively

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3. Complete the **Letter of Offer** & return with your payment information.
4. ALS College will send you a **Confirmation of Enrolment (COE)** so you can apply for your Australian Student Visa. (if applicable)
5. Book your flight to Brisbane!

For information about studying as an International Student in Australia, see <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

2026 ELICOS FEES AND CHARGES

Enrolment Fee	\$250 - This is the cost of processing an application	
Material Fee	\$18 per week for all courses except TESOL and Cambridge (Up to a maximum of 24 weeks) These material fees include loan of any all relevant books for your courses	
Tuition Fees		
General English (Full-time)	1 - 72 weeks	\$410 per week
IELTS Exam Preparation (Full-time)	1 - 36 weeks	\$410per week
<i>We often offer special promotions for students, please contact us for details.</i>		
General English (part-time) Not for student visas - 12 hrs/week		\$300 per week
General English / IELTS Exam Preparation Full-time Evening Classes		\$300 per week
Cambridge Exam Preparation		
Cambridge First or Cambridge Advanced	10 weeks	\$4,200 + \$260 material
	12 weeks	\$5,000 + \$300 material
Cambridge exam fees		\$390/\$395
Business English	4 / 8 weeks	\$410 per week
Private tuition:		\$105 per hour
Other Fees		
OSHC: STUDENT VISA HOLDERS ONLY		See prices below
Under 18 years old management fee		\$120 – every 12 weeks enrol
Pathway management fee		\$150
Homestay Fees		
Placement fee		\$550
Airport pick up (Brisbane airport)		\$170
Gold Coast airport pick up surcharge		\$100
Accommodation* - 15 years & over		From \$280 to \$430 per week
For more accommodation options please visit https://alscollege.com.au/student-accommodation-2025/		

* All fees are in AUD\$ and include GST where applicable.

* Price is subject to change depends on ALS COLLEGE management decision without notice.

2026 Vocational Course FEES and CHARGES

Enrolment Fee	\$250 - This is the cost of processing an application
Material Fee	Up to \$500 per course
Tuition Fees	
Certificate III in Business (Customer Engagement) <small>BSB30120 CRICOS:103328H</small>	\$11,000
Certificate IV in Business (Leadership) <small>(BSB40120 CRICOS:103329G)</small>	\$12,600
Diploma of Business <small>BSB50120 CRICOS:103332A</small>	\$11,800
Diploma of Leadership and Management <small>BSB50420 CRICOS:103331B</small>	\$11,800
Advanced Diploma of Business <small>BSB60120 CRICOS:103333M</small>	\$11,800
Advanced Diploma of Leadership and Management <small>BSB60420 CRICOS:103334K</small>	\$11,800
Advanced Diploma of Civil Construction Design <small>RII60520 CRICOS:116125A</small>	\$30,000

INSURANCE: OSHC (Overseas Student Health Cover)

If you are applying for an Australian Student visa, you will be required by Department of Immigration and Border Protection to have Overseas Students Health Cover (OSHC) for the duration of your stay in Australia. ALS College can arrange OSHC to cover your visa duration. OSHC is not available for other visa categories. ALS COLLEGE currently use BUPA.

See www.overseasstudenthealth.com for more information, including other forms of medical insurance for non-student visa holders.

2026 Premiums (single cover in AUD\$, prices are subject to change without notice). Minimum purchase is 3 months.

Single rate	\$72 per month	Couple rate	\$348 per month	Family rate	\$901 per month
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BUPA (insurance provider) may revise their price list in February 2026

ALS COLLEGE recommends all students obtain personal travel insurance in your own country.

PAYING FOR YOUR COURSE *Fees and charges must be paid in advance

When we receive your BOOKING FORM, we will send you a LETTER of OFFER. Please complete all the details on and return to ALS COLLEGE with your payment.

ALS COLLEGE accepts bank draft, International telegraphic transfer, credit card (MasterCard or VISA only) and EFTPOS.

Credit card payments attract a 3.1% payment processing fee and EFTPOS attract 1.45% payment processing fee to reflect the bank fees charged to ALS College – ALS.

Bank cheque: Please make payable in AU\$ to
"AUSTRALIAN LANGUAGE SCHOOLS"
 Australian Language Schools
 PO Box 13393 George St
 Brisbane, Queensland 4003 Australia

Bank transfer:
 Bank Name: **ANZ Bank** Swift Code: **ANZ BAU 3M**
 Account Name: **Australian Language Schools**
 Branch Address: **146 Queen Street Mall, Brisbane**
 BSB: **014010** Account Number: **491553135**

Mastercard **Visa** (unfortunately AMEX is not accepted)

Credit card payments attract a 3.1% payment processing fee to reflect the bank fees charged to ALS COLLEGE. This can only be done in person at ALS COLLEGE.