

**PLEASE COMPLETE ALL FIELDS**

**Details of Legal Entity (Provider) making this submission**

Legal Entity Name

ACN (if company - Australia)

Registered Address of Legal Entity

CRICOS provider code (if registered - Australia)

Number of NEAS member centres owned by the Legal Entity

Regulator (Australia)  ASQA  TEQSA  State

Industry membership  ACPET  English Australia

Other

**Signature of Principal Administrator of Provider**

I certify that the information contained in this submission is complete and correct.

Date

**PAYMENT**

**Please indicate method of payment:**

- CHEQUE (payable to NEAS)  
 EFT (BSB 032-099 ■ Acct No 187624 ■ Account Name NEAS)  
 CREDIT CARD ([www.neas.org.au/formsandguides/payments](http://www.neas.org.au/formsandguides/payments))

**Please quote INVOICE NUMBER when making payment.**

**Indicate date of payment:**

NEAS Ltd  
 ABN 29 003 980 667  
 Level 2, 189 Miller Street  
 North Sydney NSW 2060

T (02) 9954 6077  
 E [neas@neas.org.au](mailto:neas@neas.org.au)  
 W [neas.org.au](http://neas.org.au)

**SUBMISSION OF DOCUMENTS**

Send documents to [neas@neas.org.au](mailto:neas@neas.org.au) or to your NEAS Account Manager.

**CONFIDENTIALITY:** The information contained in this submission remains confidential to the Directors and Staff of NEAS and to individual NEAS Quality Assessors who are under contract of confidentiality to NEAS. The information may also be made available to governments.

**Please attach the following documents for the ELT Centre:**

- [List of teachers \(click to download\)](#)
- Course evaluation and review activities conducted in the last 12 months
- Course evaluation and review activities planned for the next 12 months
- Syllabus documents (as indicated by NEAS)
- Timetable for each shift showing hours of instruction and breaks
- Professional development activities offered over the last 12 months
- Professional development activities planned for the next 6 months and rationale
- Promotional material and/or URL address if online
- Pre-enrolment information
- Written agreement between ELT Centre and student
- Student manual and/or URL address if online
- Teachers' manual
- Sample copy of statement of attendance
- Copy of complaints and appeals procedures in the form in which they are made known to students
- Sample end-of-course document for each NEAS endorsed course
- Schedule of when the following staff are on-site at the ELT Centre:
  - The Academic Manager
  - The person responsible for student welfare counselling
  - The person(s) responsible for counselling on academic matters and future educational opportunities

## PREMISES

### 1. Name and Contact Details of ELT Centre

<b>Trading / Business Name</b>
<input type="text"/>
<b>Address for mailing</b>
<input type="text"/>
<b>Phone number</b>
<input type="text"/>
<b>Fax number</b>
<input type="text"/>
<b>General email address</b>
<input type="text"/>
<b>Website</b>
<input type="text"/>
<b>Address(es) used for ELT delivery</b>
<input type="text"/>

### 2. Changes

<b>List any changes to premises in the last 12 months</b>
<input type="text"/>

### 3. Facilities

<b>List all facilities available to students in addition to classrooms (e.g. study areas, multi-media centres, etc.)</b>
<input type="text"/>

## MANAGEMENT

### 4. Management

<b>Name of Principal Executive Officer</b>
<input type="text"/>
<b>Email address</b>
<input type="text"/>
<b>Name of Principal Administrator</b>
<input type="text"/>
<b>Email address</b>
<input type="text"/>
<b>Name of Academic Manager</b>
<input type="text"/>
<b>Email address</b>
<input type="text"/>
<b>Does the Academic Manager have a teaching load?</b>
<input type="checkbox"/> NO
<input type="checkbox"/> YES > indicate hours per week <input type="text"/>

<b>Name of staff member responsible for academic management when Academic Manager is not on-site</b>
<input type="text"/>
<b>Qualifications and TESOL experience</b>
<input type="text"/>

## TIMETABLING AND STUDENT NUMBERS

### 5. Current Student Numbers

<b>Number of shifts currently offered</b>
<input type="text"/>
<b>Number of classrooms currently used</b>
<input type="text"/>
<b>Number of students currently enrolled</b>
<input type="text"/>
<b>Number of students under 18 currently enrolled (if any)</b>
<input type="text"/>





STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

<sup>1</sup> Insert the  
name, address  
and occupation  
of person  
making the  
declaration

I,<sup>1</sup>

make the following declaration under the *Statutory Declarations Act 1959*:

1. I am the Principal Administrator of the provider named in this Annual Return form.
2. I confirm that the provider named in this Annual Return has met its legislative and regulatory requirements.
3. I understand that anyone who knowingly supplies NEAS with false or misleading information may be disqualified from NEAS membership.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

<sup>3</sup> Signature of  
person making  
the declaration

<sup>3</sup>

<sup>4</sup> Place  
<sup>5</sup> Day  
<sup>6</sup> Month and  
year

Declared at <sup>4</sup> on <sup>5</sup> of <sup>6</sup>

Before me,

<sup>7</sup> Signature of  
person before  
whom the  
declaration is  
made (see  
over)

<sup>7</sup>

<sup>8</sup> Full name,  
qualification  
and address of  
person before  
whom the  
declaration is  
made (in  
printed letters)

<sup>8</sup>

*Note 1* In Australia, a person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

*Note 2* Chapter 2 of the Australian *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

**A statutory declaration under the *Statutory Declarations Act 1959* may be made before—**

- (1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon
- (2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner, (however described); or
- (3) a person who is in the following list:
  - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
  - Bailiff
  - Bank officer with 5 or more continuous years of service
  - Building society officer with 5 or more years of continuous service
  - Chief executive officer of a Commonwealth court
  - Clerk of a court
  - Commissioner for Affidavits
  - Commissioner for Declarations
  - Credit union officer with 5 or more years of continuous service
  - Employee of the Australian Trade Commission who is:
    - (a) in a country or place outside Australia; and
    - (b) authorised under paragraph 3 (d) of the Consular Fees Act 1955; and
    - (c) exercising his or her function in that place
  - Employee of the Commonwealth who is:
    - (a) in a country or place outside Australia; and
    - (b) authorised under paragraph 3 (c) of the Consular Fees Act 1955; and
    - (c) exercising his or her function in that place
  - Fellow of the National Tax Accountants' Association
  - Finance company officer with 5 or more years of continuous service
  - Holder of a statutory office not specified in another item in this list
  - Judge of a court
  - Justice of the Peace
  - Magistrate
  - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
  - Master of a court
  - Member of Chartered Secretaries Australia
  - Member of Engineers Australia, other than at the grade of student
  - Member of the Association of Taxation and Management Accountants
  - Member of the Australasian Institute of Mining and Metallurgy
  - Member of the Australian Defence Force who is:
    - (a) an officer; or
    - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
    - (c) a warrant officer within the meaning of that Act
  - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
  - Member of:
    - (a) the Parliament of the Commonwealth; or
    - (b) the Parliament of a State; or
    - (c) a Territory legislature; or
    - (d) a local government authority of a State or Territory
  - Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
  - Notary public
  - Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
  - Permanent employee of:
    - (a) the Commonwealth or a Commonwealth authority; or
    - (b) a State or Territory or a State or Territory authority; or
    - (c) a local government authority;with 5 or more years of continuous service who is not specified in another item in this list
  - Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
  - Police officer
  - Registrar, or Deputy Registrar, of a court
  - Senior Executive Service employee of:
    - (a) the Commonwealth or a Commonwealth authority; or
    - (b) a State or Territory or a State or Territory authority
  - Sheriff
  - Sheriff's officer
  - Teacher employed on a full-time basis at a school or tertiary education institution