

## Form A109 ELT CENTRE DETAILS

Use this form to confirm and/or update details on the ELT Centre's NEAS scope.

PLEASE COMPLETE ALL FIELDS

**Name of ELT Centre (Trading Name)**

**Mailing address of ELT Centre**

**Address(es) used for ELT delivery**

**CRICOS Provider Code**  
(if registered in Australia)

Number of NEAS member centres  
owned by the Legal Entity

Regulator (Australia) ASQA TEQSA State  
Industry membership ITECA English Australia  
Other:

**Phone number(s)**

**General email address**

**Website**

**Name of Ultimate Holding Entity**

**ACN** (if company)

**ABN**

**Postal address** of registered office of  
ULTIMATE HOLDING ENTITY

**Name of Legal Entity (Provider)**

**ACN** (if company)

**ABN**

**Postal address** of registered office of  
LEGAL ENTITY

### PREMISES

List any changes to premises in the last 12 months.

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

### Form A109 Attachment:

This form should be returned along with the spreadsheet of Current Teachers on NEAS Endorsed Courses.

### Declaration

- ☐ I declare that the information in this application is true and correct.
- ☐ I am authorised on the behalf of the provider to submit this application.
- ☐ [I have read and understand the terms and conditions.](#)

Signature:

Date:

Name and  
position:

## MANAGEMENT

Name of Principal Executive Officer

Email address

Name of Principal Administrator

Email address

All electronic correspondence will be sent to this address

Name of Academic Manager

Email address

Does the Academic Manager have a teaching load?

NO

YES

Indicate hours per week

Person responsible for academic management when Academic Manager is not on site.

Qualifications and TESOL experience

## COUNSELLING

Position responsible for welfare counselling

Relevant qualifications and experience of incumbent  
OR resources available

Position responsible for counselling on academic matters and future educational opportunities

Relevant qualifications and experience of incumbent

Position responsible for ongoing contact with students aged under 18

Relevant qualifications and experience of incumbent

## STUDENT DATA

Number of shifts currently offered

Number of classrooms currently used

Total students enrolled in FY2022

Total student weeks enrolled in FY2022

Number of students under 18 currently enrolled  
(if any)

Gross annual turnover from all ELT activity  
in FY2022

NEAS ENDORSED COURSES OFFERED IN PROMOTIONAL MATERIAL

Course Name	Weeks	Course Level
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to