



**IH Office Use Only**

**SECTION A**

**PERSONAL DETAILS**

Family Name: \_\_\_\_\_  
 Given Name: \_\_\_\_\_  
 Male / Female (please circle) \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Nationality: \_\_\_\_\_  
 First language spoken: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone at home: \_\_\_\_\_  
 Daytime Telephone (Mobile): \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address in Australia (if known): \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone/Mobile in Australia (if known): \_\_\_\_\_  
 \_\_\_\_\_  
 IELTS/TOEIC/TOEFL Score (if available): \_\_\_\_\_  
 If other specify: \_\_\_\_\_

**VISA**

What are your visa plans for your study?  
 Student\*     Working Holiday     Tourist  
 Dependant     Business     Other  
 Passport Number: \_\_\_\_\_  
 \*Name of city where you will apply a visa: \_\_\_\_\_  
 \*Please attach copy of passport for student visa holders.

**OVERSEAS STUDENT HEALTH COVER**

Do you want IH Sydney to arrange your Overseas Student Health Cover (OSHC)?     Yes     No  
 Duration: \_\_\_\_\_ months (min. 3 months)  
 Cover Type:     Single     Family\*  
 \*Please attach copy of passport for all family members.

**ACCOMMODATION & AIRPORT TRANSFER**

Do you want IH Sydney to arrange your Homestay Accommodation?     Yes     No  
 Start date: \_\_\_\_\_ Finish date: \_\_\_\_\_  
 Length of stay: \_\_\_\_\_ weeks (min. 4 weeks)  
 Do you smoke?     Yes     No  
 Please give information if you have any allergies/illnesses or special requests: \_\_\_\_\_  
 \_\_\_\_\_  
 Do you require airport pickup?     Yes     No  
 Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_

**APPLICATION FORM**

**COURSE DETAILS**

English Advantage (GE)     Day     Evening  
 Start Date: \_\_\_\_\_ Weeks: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ Weeks: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ Weeks: \_\_\_\_\_  
 English for Academic Purposes (EAP)\*  
 Start Date: \_\_\_\_\_ Weeks: \_\_\_\_\_  
 IELTS Preparation\*  
 Start Date: \_\_\_\_\_ Weeks: \_\_\_\_\_  
 Cambridge Exam Preparation \*     FCE     CAE  
 Start Date: \_\_\_\_\_ Weeks: \_\_\_\_\_  
 English for Teaching Younger Learners (TECSOL)\*  
 J-shine in Japanese     J-shine in English  
 Start Date: \_\_\_\_\_  Work Experience  
 Certificate IV in TESOL-8week\*  
 Start Date: \_\_\_\_\_  
 Certificate IV in TESOL-4week     F/T     P/T  
 Start Date: \_\_\_\_\_  
 Certificate IV in TESOL-Blended Learning  
 Start Date: \_\_\_\_\_  
 CELTA     F/T     P/T  
 Start Date: \_\_\_\_\_  
 \*Entry Test Date: \_\_\_\_\_ Time: \_\_\_\_\_

**FURTHER EDUCATION**

Do you plan further study in Australia after IH Sydney?  
 Yes     No  
 Institution Name: \_\_\_\_\_  
 Course: \_\_\_\_\_

**REFERRAL**

How did you hear about us?  
 Internet     IH website     Friend     Other  
 Education Agency (Counsellor: \_\_\_\_\_ )  
 \_\_\_\_\_  
 Education Agency Stamp

**STUDENT DECLARATION**

I declare that all the information on this form is correct and that I have read, understood and accept IH Sydney's enrolment, cancellation and refund policies stated on the next page.  
 Full Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_



SECTION B

Assessment questions for CELTA, Certificate IV in TESOL and English for Teaching Younger Learners

For each of the questions below, on a separate paper please write between 50 and 100 words in normal academic prose (ie the type of writing you would need to do for a university assignment):
1. Why are you interested in teaching English?
2. What relevant qualities and experience do you have?
3. What do you hope to gain from the course?
4. What are you planning to do in the future with this qualification?

PAYMENT can be made by:

Table with 2 columns: Payment Method and Details. Rows include Cheque, Credit Card (2% surcharge), Cash (AUD only), and Bank Details (Commonwealth Bank of Australia).

PRIVACY The information you provide in this application will be used to process your enrolment at IH Sydney Training Services Pty Ltd (hereinafter called "IH Sydney"). This information will be treated as confidential and is available for your review. However, it may be made available to Australian immigration and education authorities in connection with your visa (if applicable), as required by the National Code and the ESOS Act 2000.

TERMS AND CONDITIONS I the candidate/trainee, whose name appears below, note the availability of pre-enrolment information at www.ih Sydney.com.au and agree to the following terms and conditions:

- that acceptance to my course is subject to successful completion of a selection and/or interview process and I agree that IH Sydney in its absolute discretion, may accept or reject my application to undertake the course
that once a place has been offered, it can only be secured when a deposit or full fee (as stated in the Course Dates and Fees Schedule) has been paid. I agree that if I do not pay the balance of fees 14 days prior to course commencement that my position on the course can be offered to another candidate.
I accept the following refund policy:
- more than 28 days written notice before course start date - full refund of tuition fees less any enrolment fees, course deposit and accommodation booking fees
- 28 days or less but greater than 14 days written notice before course start date - 80% of tuition fees less any enrolment fees, course deposit and accommodation booking fees
- 14 days or less written notice before course start date - 0% refund
o that it may be possible, up to two weeks before a course starts, to transfer to a later course date
o that no refund will be issued if I do not commence a course for which I have paid or if I withdraw after I have commenced the course
o that IH Sydney will issue a full refund to a student applying for a student visa if the visa application is refused. In this case the refund will be processed within 2 weeks of the default date. Please note: Evidence of the student visa refusal must be provided to IH Sydney prior to course commencement and within 24 hours of the default date.
o that IH Sydney will issue a full refund in the event of a course being cancelled or not completed by IH Sydney due to insufficient numbers or any other reason. In this event, the full refund will be paid within 2 weeks after the provider default date.
o that if I request a refund I will do so in writing addressed to the College Director, stating the reason for my request and including all dates and other necessary information that support this request. In the event that a refund is granted by IH Sydney it shall be paid within 4 weeks of receipt of the written claim.

- o that IH Sydney reserves the right to increase fees at any time and to cancel a course if there is an insufficient number of candidates
that I need to disclose, during my interview, any medical problem that may affect my ability to participate and complete the course I am applying for in accordance with the course requirements
that I must attend and be punctual to all scheduled course sessions and complete all of the practical component to be eligible for certification
that the following may affect my grade and may be grounds for dismissal from the course:
o lack of punctuality on my part
o failure on my part to co-operate reasonably with other trainees, students, IH Sydney personnel and third parties (such as, but not limited to, work experience providers)
o non compliance on my part with the IH Sydney code of conduct. (A copy of the code can be obtained from IH Sydney)
that failure on my part to complete any written assignments on time and to a satisfactory standard will affect my grade. I accept as final all decisions made by IH Sydney in regard to certification, grading and dismissal from the course
that I accept financial responsibility for any books and materials borrowed by me
that trainees/students on IH Sydney courses will have different trainers/teachers during their courses and class sizes may vary.
that upon successful completion of the course, IH Sydney can provide access to employment opportunities through the IH job club and other teacher recruitment services, but IH Sydney does not guarantee any job placement. That IH Sydney is not responsible for the actions, procedures or employment conditions and policies of any employer or agency advertising positions through the IH Sydney job club
that I may be photographed and videotaped during my time at IH Sydney and that these images may be used for marketing communications
that I must inform IH Sydney in writing if I do not wish to be photographed or videotaped and have these images used for marketing communications
that this agreement signed by me, and the availability of complaints and appeals processes, does not remove the right for me to take further action under Australia's consumer protection law through the Consumer, Trade & Tenancy Tribunal located at Level 12, 175 Castlereagh Street, Sydney 2000
I understand that if I am on a student visa it is my responsibility to advise IH Sydney of my current residential address on arrival and if I change my address I must notify the College immediately. I am aware that failure to notify the centre that I have changed my address may result in automatic cancellation of my visa without my knowledge.

INDEMNITY AND RELEASE I, the candidate/trainee whose name appears below, am aware that certain risks and dangers may be associated with any study undertaking and participation in associated activities including but not limited to participation in compulsory practice teaching and observation activities, travel and optional recreational activities. In consideration of IH Sydney accepting my application as a candidate and/or trainee, I agree that I will not hold IH Sydney responsible or liable for and will not make any claim against IH Sydney by reason of any injury, damage or loss which I may suffer as a result of or in connection with or during the period of -

- 1. my attendance at IH Sydney and /or
2. my participation in activities whether educational, social, recreational or otherwise, conducted or arranged by or on behalf of or by arrangement with IH Sydney or in any way associated with IH Sydney and/or
3. whilst in accommodation whether short term or long term arranged for me by IH Sydney.

On behalf of myself, my executors, administrators and assigns I hereby release IH Sydney from all liability to myself or to any other person for any such injury, damage or loss and from any actions, claims or demands which, if I had not entered into this Agreement, I might hereafter have been entitled to take or make against IH Sydney in respect of any such injury, damage or loss and I hereby indemnify IH Sydney against any such liability.

I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the law of the State of New South Wales in the Commonwealth of Australia. I certify that the information I have given is true and correct and that I have read the 'Terms and Conditions' and 'Indemnity and Release' above, and agree to be bound by them. I am over 18 years of age. ( ) Please tick the box if you are over 18 years old.)