



SECTION B

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

For each of the questions below, 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?

Please complete this task carefully as it is one of the factors we take into consideration when assessing your application.

SECTION C

Assessment Questions for EAP and IELTS preparation

Write about 200 words describing how you have learnt English and why you wish to study EAP/IELTS/CAMBRIDGE FCE/CAE

SECTION D

Payment of course fees can be made by:

- Cheque** Please attach cheque to this form and forward to IH Sydney.
- Credit card** Credit card details can be phoned, faxed or posted to IH Sydney.
Card number: _____
Expiry date: ____ / ____ Card type: visa / mastercard / bankcard
Card holders name: _____
Card holders signature: _____
Amount of payment: _____ Date of payment: _____
- Cash** Cash payments can be made at our reception or any branch of the Commonwealth Bank of Australia.

Our Bank Details

Account Name:	IH Sydney Training Services P/L
Bank Details:	Commonwealth Bank of Australia, SWIFT CODE CTBAAU2S Corner King and Clarence Street Sydney NSW 2000
Branch Number	062 032
Account Number:	1012 2495



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 - TTPC"). 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. IH Sydney - TTPC may send you information about our centre or other courses. You may request not to receive further information at any time.

TERMS AND CONDITIONS I the candidate/trainee, whose name appears below, note the availability of pre-enrolment information at www.training.ihsydney.com and at http://www.aei.gov.au/AEI/ESOS/QuickInfo/Easy_Guide_to_ESOS_pdf.pdf 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 - TTPC 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
- that it may be possible, up to two weeks before a course starts, to transfer to a later course date
- 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
- that IH Sydney - TTPC 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 - TTPC prior to course commencement and within 24 hours of the default date.
- that IH Sydney – TTPC will issue a full refund in the event of a course being cancelled or not completed by IH Sydney - TTPC 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.
- 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 - TTPC it shall be paid within 4 weeks of receipt of the written claim.
- that IH Sydney - TTPC 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 all ELICOS programmes are 20 hours per week with ETYL being 22.5 hours per week.
- that the following may affect my grade and may be grounds for dismissal from the course:
 - lack of punctuality on my part
 - failure on my part to co-operate reasonably with other trainees, students, IH Sydney - TTPC personnel and third parties (such as, but not limited to, work experience providers)
 - non compliance on my part with the IH Sydney - TTPC code of conduct. (A copy of the code can be obtained from IH Sydney - TTPC)
- 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 - TTPC 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 – TTPC courses will have different trainers/teachers during their courses and class sizes may vary.
- that upon successful completion of the course, IH Sydney - TTPC can provide access to employment opportunities through the IH job club and other teacher recruitment services, but IH Sydney - TTPC does not guarantee any job placement. That IH Sydney - TTPC is not responsible for the actions, procedures or employment conditions and policies of any employer or agency advertising positions through the IH Sydney - TTPC job club
- that I may be photographed and videotaped during my time at IH Sydney – TTPC and that these images may be used for marketing communications
- that I must inform IH Sydney – TTPC 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 - TTPC 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 - TTPC accepting my application as a candidate and/or trainee, I agree that I will not hold IH Sydney - TTPC responsible or liable for and will not make any claim against IH Sydney - TTPC 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 - TTPC 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 - TTPC or in any way associated with IH Sydney - TTPC and/or
3. whilst in accommodation whether short term or long term arranged for me by IH Sydney - TTPC.

On behalf of myself, my executors, administrators and assigns I hereby release IH Sydney - TTPC 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 - TTPC in respect of any such injury, damage or loss and I hereby indemnify IH Sydney – TTPC 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.)

Full Name Signed Date