



# ENGLISH FOR TEENS APPLICATION FORM

## SECTION A

### PERSONAL DETAILS

**Family Name:** \_\_\_\_\_

**Given Name:** \_\_\_\_\_

**Preferred Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_  Male  Female

**Nationality:** \_\_\_\_\_

**Are you of Aboriginal or Torres Strait Islander origin?**  Yes  No

**First / other languages spoken:** \_\_\_\_\_

**Home Address in Australia:** \_\_\_\_\_

\_\_\_\_\_

**Daytime Telephone (Mobile):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**What is your main reason for study?** \_\_\_\_\_

**Do you have any conditions that might affect your learning, eg. Dyslexia?** \_\_\_\_\_

**If yes, please specify:** \_\_\_\_\_

**What is your current employment status?** \_\_\_\_\_

\_\_\_\_\_

**Highest Qualification Attained:** \_\_\_\_\_

**IELTS/TOEIC/TOEFL Score (if available):** \_\_\_\_\_

### VISA

What are your visa plans for your study?

Student\*  Working Holiday  Tourist

Dependant  Business  Other

Passport Number: \_\_\_\_\_

\*DIBP office (where you will apply for a visa): \_\_\_\_\_

\*Please attach passport copy for student visa applicants

### 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  Dual Family\*  Multi Family\*

\*Please attach copy of passport for all family members.

### ACCOMMODATION & AIRPORT TRANSFER

Do you want IH Sydney to arrange your Accommodation? ( 4 week minimum booking )  Yes  No

Homestay  Residential

Start date: \_\_\_\_\_ Finish date: \_\_\_\_\_

Do you smoke?  Yes  No

Please give information if you have any allergies/illnesses or special requests: \_\_\_\_\_

\_\_\_\_\_

Do you require airport pickup?  Yes  Return

Arrival Date: \_\_\_\_\_ Time: \_\_\_\_\_

Airline: \_\_\_\_\_ Flight Number: \_\_\_\_\_

### COURSES – IH BONDI

#### General English

Premium 25 hour Intensive + Cambridge for Schools Exam

Start Date: \_\_\_\_\_ Weeks: \_\_\_\_\_

Start Date: \_\_\_\_\_ Weeks: \_\_\_\_\_

#### Standard Studies 25 hour Intensive course

Start Date: \_\_\_\_\_ Weeks: \_\_\_\_\_

Start Date: \_\_\_\_\_ Weeks: \_\_\_\_\_

#### Study Tour 15 to 25 hours per week

Start Date: \_\_\_\_\_ Weeks: \_\_\_\_\_

### GUARDIANSHIP\*

I would like IH to nominate the guardian

I have a nominated guardian

\*please attached signed IH guardianship form

### FURTHER EDUCATION / OTHER

Have you planned any other further study in Australia after IH?

No  Yes: College: \_\_\_\_\_

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: \_\_\_\_\_

**PAYMENT** (once invoiced) can be made by:

Credit Card (2% surcharge)	Card Number:	
	Expiry Date:	Type: Visa / Master
	Card holder's Name:	
	Card holder's Signature/s:	
	Amount of Payment:	
Cash (AUD only)	Payable at our reception or any branch of the National Australia Bank (NAB)	
Bank Details	Bank Name:	National Australia Bank 130 Pitt Street Sydney NSW 2000
	Account Name:	IH Sydney Training Services Pty Ltd
	Branch Number:	082-057
	Account Number:	14-430-3676
	SWIFT Code:	NATAAU3303M
*Please add AUD\$20 to total owing for international transactions, to cover bank charges.		

**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 relation to your visa (if applicable), as required by the National Code and the ESOS Act 2000. IH Sydney may send you information about our centre or other courses. You may request not to receive further information at any time.

**GUARDIANSHIP; IH:** In line with legislation from the National Code 2007 standard 5, providers of education to overseas students are required to have a documented policy and procedure for ensuring arrangements are made to protect the personal safety and well-being of students under the age of 18, who are not under the care of a parent of nominated relative or guardian.

- For younger learners on Student Visas, the Registrar must ensure compliance with DIBP regulations, regardless of whether they are applying as individuals or are part of a study tour package. This process begins when a student applies to enrol on a course and requires a Confirmation of Enrolment, and continues until the student has turned 18 or completed their course of study at IH Sydney. This compliance with DIBP is not required for students on other visas, such as a dependent visa, where the student comes under the responsibility of their family.
- IH Sydney can arrange homestay accommodation through 2Stay, using pre-approved families registered with them. 2Stay can nominate the guardian for students using the homestay service, if they do not already have a nominated guardian. Consistent communication between IH Sydney and 2Stay is upheld for the duration of a younger learner's stay.
- Homestay providers are informed of the hours students under 18 are required to attend classes and rules relating to IH Sydney. Communication between homestay parents and the school is expected with regards to lateness or absence, and is recommended in the event of any concern or question arising.
- IH Sydney carries out all police and Working with Children checks required under law, in relation to persons with whom students under 18 will come into contact while enrolled at the school. This includes all Student Services staff, the Registrar, the Director of Studies, and all General English teaching staff.
- On their first day, the student is required to make a weekly appointment with the Student Services Manager. All staff are notified of the student's arrival, and the student is provided with a checklist during orientation. In this way, IH Sydney can ensure that the student is comfortable and progressing in class, and if necessary provide any assistance (including outside of class hours).
- IH Sydney maintains an up-to-date list of the emergency contact details for all parents, nominated relatives and/or homestay parents for the duration of a student's enrolment.
- All communication with a student, or regarding a student, is noted in the IH database.
- IH Sydney has protective measures in place to prevent access to inappropriate electronic material on the school's computers. It may not be possible, however, to ensure this where a student brings their own laptop to school. Where possible, activities on the internet and computers are monitored inasmuch as they are taking place on school grounds and while the younger learners are under the supervision of teachers and staff members.
- Any issues that cannot be dealt with by a teacher, or any concerns, are to be passed on to the Director of Studies, who is available at any time to teachers or students.
- The Director of Studies and staff member(s) responsible for welfare counselling are made known to students.
- At any time, a student may avail of the school's complaints and appeals procedure (see Policy Number 01NC08 for Complaints and Appeals Policy and Procedure). This includes procedures to deal with alleged abuse and/or bullying. The complaints and appeals procedure is communicated to staff, parents, nominated relatives and/or homestay parents.

**GUARDIANSHIP; NOMINATED BY PARENT:** For students who have a nominated guardian residing in Sydney, IH must receive the Guardianship Letter, completed and signed by the parent, before the student's arrival. This includes the address and contact details of the nominated guardian, as well as their relationship to the student. The nominated guardian is responsible for the student from the date of arrival, to the date of the student's departure. Consistent communication between IH Sydney and the guardian is upheld for the duration of a younger learner's stay.

**TERMS AND CONDITIONS** I the candidate/trainee, note the availability of pre-enrolment information at [www.ih Sydney.com.au](http://www.ih Sydney.com.au) and agree to the following:

- 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.
- 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 am obligated to inform IH Sydney of a change of address while enrolled on a course.
- I accept the following refund policy:

**More than 28 working days written notice before the original course start date:** Full refund of tuition fees less any enrolment fees, additional fees, course deposit and accommodation booking fees. A \$200 Admin Fee applies to all refunds.

**28 working days or less but greater than 14 working days written notice before the original course start date:** 80% of tuition fees less any enrolment fees, additional fees, course deposit and accommodation booking fees. A \$200 Admin Fee applies to all refunds.

**14 working days or less written notice before the original course start date:** 0% refund. There is no refund of tuition or any fees for cancellation fewer than 14 working days before the original course start date. A \$200 Admin Fee applies to all refunds.

**Notes to Refund Policy:**

- It may be possible, up to two weeks before a course starts, to transfer to a later course date
  - CELTA deposits are non refundable. Deferrals may be considered under special circumstances, a fee of \$250 applies.
  - 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
  - If my visa application is denied, a full refund of all unused Course fees and related fees, less the enrolment fee, will be made provided that IH Sydney receives a copy of the Australian Embassy rejection letter prior to course commencement and within 24 hours of the default date.
  - 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.
  - If I request a refund I will do so in writing addressed to the Principal of the centre, 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.
  - A transfer request from/to IH Sydney within 6 months of the principal course is only accepted where a release letter is received/issued by IH Sydney and in accordance with Standard 7 of National Code 2007
- I understand that all enrolments in ELICOS courses of 24 or fewer weeks constitutes as one course. Once I have commenced my course, I am not entitled to a refund for any unused weeks or tuition.
- IH Sydney reserves the right to increase fees at any time and to cancel a course if there is an insufficient number of candidates
  - 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
  - I must attend 100% of classes or I will be breaching student visa conditions. IH Sydney must report student with less than 80% attendance to the Australian Government Department of Immigration and Border Protection (DIBP) and this could result in a visa cancellation.
  - 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 personnel and third parties (such as, but not limited to, work experience providers)
    - non compliance on my part with the IH Sydney code of conduct. (A copy of the code can be obtained from IH Sydney)
  - 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
  - I accept financial responsibility for any books and materials borrowed by me
  - Trainees/students on IH Sydney courses will have different trainers/teachers during their courses and class sizes may vary.
  - I may be photographed and videotaped during my time at IH Sydney and that these images may be used for marketing communications
  - 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 NSW Civil and Administrative Tribunal, located at 19 York 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 centre immediately. I am aware that failure to notify the centre may result in automatic cancellation of my visa without my knowledge.

**INDEMNITY AND RELEASE** I, the candidate/trainee, 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 –

- my attendance at IH Sydney and /or
  - 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
  - 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.