



APPLICATION FORM

PERSONAL DETAILS

Family name (surname): As shown on your passport _____
 Given name: As shown on your passport _____
 Preferred name: _____
 Date of birth: _____ *if under 18, please complete the Guardianship section
 Gender: Male Female other
 Address in Australia:
 Street Number & Name: _____
 Suburb: _____ State: _____ Postcode: _____
 Mobile phone: _____
 Email address: _____
 Passport number: _____
 Nationality: _____
 Main language spoken: _____
 Emergency contact name: _____
 Emergency contact number: _____
 Do you consider yourself to have a disability, impairment or long-term condition? Yes No
 If you answered yes, do you require extra learning support?
 Yes No
 Details: _____

Please sign the Student Declaration on the next page

VISA REQUIREMENT

Which visa type do you plan to study under at IH?
 Student* Working Holiday Tourist Other
 Where will you apply for your visa?
 Within Australia Outside Australia
 *Please attach a valid passport copy

OVERSEAS STUDENT HEALTH COVER (OSHC) Student Visa holders only

Do you want IH to arrange your OSHC?
 Yes No
 Duration: _____ months (minimum 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 to arrange your accommodation?
 (4 weeks minimum) Yes No
 Homestay Residential
 Start date: _____ Finish date: _____
 Do you smoke? Yes No
 Do you have any allergies/illnesses or special requests? _____
 Do you require airport pickup? Yes Return
 Arrival Date: _____ Time: _____ Flight No: _____

GUARDIANSHIP

If you are under 18 years old at the start of your course, you must have a nominated guardian:
 I would like IH to nominate the guardian
 I have a nominated guardian

ELICOS COURSES

CAMPUS

IH Sydney City

IH Bondi

IH Darwin

IH Melbourne

GENERAL ENGLISH

	Semi Intensive <small>20 hours</small>	Intensive <small>23 hours</small>	Part Time
Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>		<input type="checkbox"/>
Start Date: _____	Weeks _____		

CAMBRIDGE PREPARATION

	Semi Intensive <small>20 hours</small>	Intensive <small>23 hours</small>
Day	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> FCE <input type="checkbox"/> CAE <input type="checkbox"/> CPE <small>IH Bondi only</small>		
<input type="checkbox"/> 7-Jan to 15-Mar	<input type="checkbox"/> 18-Mar to 12-Apr	<input type="checkbox"/> 2-Jan to 8-Mar
<input type="checkbox"/> 15-Apr to 18-Apr	<input type="checkbox"/> 29-Apr to 17-May	<input type="checkbox"/> 11-Mar to 5-Apr
<input type="checkbox"/> 20-May to 14-Jun	<input type="checkbox"/> 17-Jun to 12-Jul	<input type="checkbox"/> 8-Apr to 18-Apr
<input type="checkbox"/> 15-Jul to 9-Aug	<input type="checkbox"/> 12-Aug to 6-Sep	<input type="checkbox"/> 29-Apr to 10-May
<input type="checkbox"/> 16-Sep to 11-Oct	<input type="checkbox"/> 14-Oct to 8-Nov	<input type="checkbox"/> 13-May to 7-Jun
<input type="checkbox"/> 11-Nov to 6-Dec		<input type="checkbox"/> 9-Sep to 4-Oct
		<input type="checkbox"/> 8-Oct to 1-Nov
		<input type="checkbox"/> 4-Nov to 29-Nov
		<input type="checkbox"/> PET Start any Monday
		Start Date: _____
		Weeks: _____
Evening	<input type="checkbox"/> PET <input type="checkbox"/> FCE <input type="checkbox"/> CAE Start any Monday Start Date: _____	

EAP & IELTS

	IELTS <small>20 hours</small>	EAP <small>23 hours</small>
Day	<input type="checkbox"/>	<input type="checkbox"/>
Evening	<input type="checkbox"/>	
Start Date: _____	Weeks _____	

SPEAKING & PRONUNCIATION

	Semi Intensive <small>20 hours</small>
Day	<input type="checkbox"/>
Evening	<input type="checkbox"/>
Start Date: _____	Weeks _____

ENGLISH FOR TEENS IH Bondi only

15 Hours English Lessons + Activities
 2 January to 1 March | 17 June to 16 August
 For other dates contact your Marketing Manager
 Start Date: _____ Weeks _____

TEACHER TRAINING IH Sydney City & IH Melbourne only

<input type="checkbox"/> CERT IV TESOL <small>14 weeks</small>	<input type="checkbox"/> IH SYDNEY TESOL <small>8 weeks</small>	<input type="checkbox"/> ETYL <small>4 weeks</small>	<input type="checkbox"/> J-SHINE <small>6 weeks</small>	<input type="checkbox"/> DUAL
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CAMPUS: IH Sydney City IH Melbourne (TESOL & ETYL from 6 May | J-SHINE from 1 July) Start Date: _____



VET COURSES

COURSES & CAMPUS

	Sydney City	Melbourne	Bondi	Darwin
Certificate IV in Business BSB40215	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma of Business BSB50215	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma of Business BSB60215	<input type="checkbox"/>	<input type="checkbox"/> From 15 Jul 19	<input type="checkbox"/> From 28 Jan 20	<input type="checkbox"/> From 15 Jul 19
Certificate IV in Leadership & Management BSB42015	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma of Leadership & Management BSB51915	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma of Leadership & Management BSB61015	<input type="checkbox"/> From 4 Nov 19	<input type="checkbox"/>	<input type="checkbox"/> From 28 Jan 20	TBA
Certificate IV in Marketing & Communication BSB42415	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> From 15 Jul 19
Diploma of Marketing & Communication BSB52415	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> From 28 Jan 20	<input type="checkbox"/> From 18 May 20
Advanced Diploma of Marketing & Communication BSB61315	<input type="checkbox"/> From 28 Jan 20	<input type="checkbox"/> From 28 Jan 20	<input type="checkbox"/> From 28 Jan 20	TBA
Certificate IV in Project Management BSB41515	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma of Project Management BSB51415	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Diploma of Program Management BSB61215	<input type="checkbox"/>	<input type="checkbox"/> From 15 Jul 19	<input type="checkbox"/> From 28 Jan 20	TBA
Diploma of Social Media Marketing 10118NAT		<input type="checkbox"/> From 15 Jul 19 Check for Online Prerequisite Unit Start Date	<input type="checkbox"/> From 15 Jul 19 Check for Online Prerequisite Unit Start Date	<input type="checkbox"/> From 15 Jul 19 Check for Online Prerequisite Unit Start Date

START DATES

- 20 May 2019 15 Jul 2019 09 Sep 2019 04 Nov 2019 28 Jan 2020 23 Mar 2020
 18 May 2020 13 Jul 2020 07 Sep 2020 02 Nov 2020 25 Jan 2021 22 Mar 2021

CREDIT TRANSFER/RPL

Are you applying for RPL or CREDIT TRANSFER?

- Yes* No

*Please attach any qualifications or statements of attainment and see our **ihBC Academic Manager** in advance of your course.

Refer to Terms and Conditions for more information.

UNIQUE STUDENT IDENTIFIER (USI)

USI N^o: _____

From 1 January 2015, we ihBC can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>

SCHOOLING

Highest completed qualification: _____

Highest completed school level: _____

Main reason to study:

- To get a job It was a requirement of my job
 To develop my existing business I wanted extra skills for my job
 To start my own business To get into another course of study
 To try for a different career For personal interest or self-development
 To get a better job or promotion

VET APPLICATION CHECKLIST

For your application to be processed, it must include each of the requirements:

- Fully completed application form
 Evidence of English level required by the course
 Evidence of Year 12 certificate or equivalent translated into English
 Translated overseas qualifications
 Original scanned overseas qualifications
 Copy of passport

FURTHER EDUCATION

Have you planned any other further study in Australia after IH? No Yes College: _____ Course: _____

STUDENT DECLARATION

I declare that all the information on this form is correct and that I have read, understood and accept International House Sydney City, Bondi, Darwin, Melbourne and Business College at IH's enrolment, cancellation and refund policies as described in this form and on the webpage: ihsydney.com.au/terms-and-conditions

- I understand that all communication from the school will be sent to the email address I have provided on this form.

Full Name: _____ Signature: _____

REFERRAL

Education Agency: _____

How did you hear about us?

Counsellor Name: _____

- Internet IH website Friend Other



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

Under the Data Provision Requirements 2012, IH Sydney is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by IH Sydney for statistical, regulatory and research purposes. IH Sydney may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988, the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

You acknowledge and agree that any testimonials by you or photos of you which are used by IH Sydney are property of the IH Sydney and may be used for the Institute's promotional material, unless otherwise indicated in a written request.

TERMS AND CONDITIONS

I, the candidate/trainee, note the availability of pre-enrolment information at www.ih悉尼.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 has been paid as stated in the invoice. A late payment fee of \$100.00 per week applies (capped at \$200.00). 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 acknowledge that the school is closed on public holidays, and that these dates are specified on the IH Sydney website:
 - IH Sydney City & IH Bondi: 01/01, 28/01, 19/04, 22/04, 25/04, 10/06, 05/08, 07/10, 25/12, 26/12
 - IH Darwin: 01/01, 28/01, 19/04, 22/04, 25/04, 06/05, 10/06, 05/08, 25/12, 26/12
 - IH Melbourne: 01/01, 28/01, 11/03, 19/04, 22/04, 25/04, 10/06, 05/11, 25/12, 26/12
 - Xmas 25/12/2019 – 03/01/2020; IH reopens 06/01/2020
- 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.
- 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. In the event of a course not being delivered, I am still covered by the Tuition Protection Service (TPS), an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:
 - complete their studies in another course or with another education provider or
 - receive a refund of their unspent tuition fees.
- I need to disclose, during my interview, any medical problem that may affect my ability to participate in, and/or complete the course I am applying for in accordance with the course requirements
- I, as an ELICOS student, must attend 100% of classes or I will be breaching Student Visa conditions. IH Sydney must report ELICOS students 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:
 - 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. A fee of \$200 per unit applies to re-sit assessments.
- 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 and timetables may vary.
- That this written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law, if applicable.
- 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.
- I am responsible for keeping a copy of this agreement, as well as any receipts of payment.
- By studying at ihBC I agree to respect the student code of conduct provided on the learning portal.
- Administration Fees:
 - Change of VET Course: \$100.00.
 - Cancellation Fee: \$250.00 Unless we receive 28 days notice before original term start date.
 - Change of campus: Free, when no change to COE is needed.

- Deferral of VET Term: \$100.00 Unless student enrolls into another IH course.
- Change of COE: \$50.00 per request, regardless of the number of COEs. No charge if the change is due to delay in visa issuance.

SPECIAL CIRCUMSTANCES, COMPELLING AND COMPASSIONATE REASONS TO CANCEL OR DEFER FROM A COURSE

Special circumstances, compelling and compassionate reasons are defined by: death of close family such as parents, siblings, children and grandparents, serious illness and life threatening conditions, involvement into a traumatic event such as experiencing or witnessing a crime.

Application with special circumstances, compelling and compassionate reasons must be supported by documents and the application form.

RECOGNITION OF PRIOR LEARNING (RPL)

All students can apply for Recognition of Prior Learning for any of the units included into their course. Students can have their prior learning recognised by IH Sydney if they submit an application prior the course starting date. Students can request an RPL kit to prepare for their application. Each application will be assessed within two weeks of being received by the college and the approval will depend on the assessment. If a student has some Recognition of Prior Learning then the duration of the course will be reduced accordingly. If a student on a Student Visa is granted RPL for one or more units prior to commencing their qualification, the school will calculate the proportion of the course that the RPL involves and the course length will be shortened to the length of full-time study remaining in the course. If RPL is granted after arrival in Australia and after visa issue, the school has the responsibility to inform Department of Home Affairs of the shortened length of the course. As a result, their visa will be adjusted accordingly. Payment of \$250 per unit is required, to be paid by the student at the time of applying for RPL.

CREDIT TRANSFER

Course credit and recognition of prior learning is part of a system to allow students to provide the appropriate evidence to achieve course credit and to acknowledge and accommodate the recognition of other RTO qualifications and statements of attainment.

Students need to apply for course credit in writing with supporting evidence as required before their course starts. If the course credit is granted before the student visa grant, indicate the actual net course duration (as reduced by course credit) in the confirmation of enrolment issued for that student for that course, or if the course credit is granted after the student visa grant, report the change of course duration via PRISMS under section 19 of the ESOS Act.

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 \$300 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 \$300 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.

NOTES TO REFUND POLICY

- Payments received directly from agents are refunded to the agent. Payments received directly from students are refunded directly to the student.
- 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. Refunds will be paid after a minimum of 8 weeks of receipt of the written claim, and possibly longer, at the discretion of IH Sydney Training Services Pty Ltd. In the case of a visa refusal based on fraudulent documents, including false statements in the GTE form, no refund will be issued.
- 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 other necessary information that support this request. In the event that a refund is granted by IH Sydney, it shall be paid after a minimum of 4 weeks of receipt of the written claim, at the discretion of IH Sydney Training Services Pty Ltd. An Admin Fee of \$300 applies to all refunds.

INDEMNITY AND RELEASE

I, the candidate/trainee, am aware that certain risks and dangers may be associated with any study undertaken 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.