|  |  |
| --- | --- |
| Name  Family name  Given name/s | Gender: M / F |
| Date of Birth |  |
| Nationality |  |
| Address |  |
| Email |  |
| Phone Number  Home |  |
| Office |  |
| Mobile |  |
| Current Occupation |  |
| Residential or Visa Status | Citizen / Temporary Resident / Student Visa / Other Visa type holder /  I currently am overseas making enquiries / Other |
| Visa expiry date |  |
| Passport number  (please attach a photocopy of your passport unless you are a citizen of Australia ) |  |
| Emergency Contact | Name:  Phone Number:  Relationship: |
| Course of enrolment  (Please circle the preferred course of enrolment) | General English Language Course  Academic English language course  IELTS preparation course  High School Preparation  French Language Course  Spanish Language Course  German Language Course  Polish Language Course  Chinese Language Course  Multilingual children’s club 3-7 years old  Multilingual children’s club 8-12 years old  Multilingual youth club 12-18 years old  Multilingual Adults club |
| Current level of fluency in desired language/s (if known) |  |
| Preferred number of hours per week |  |
| Will you be continuing studies at university in Australia after this course? | Yes / No  If yes: Name of university/institution: |
| Have you taken any English exams before? | FCE / CEA / TOEFL / IELTS  Date of exam ……………….  What was your score? ……………… |
| Do you agree to take a placement test before starting a course? | Yes / No |
| Applying from abroad? | Yes / No |
| Do you need help with:  Arranging student visa?  Arranging accommodation upon arrival?  Airport pick-up?  Sydney/Wollongong  Tour upon arrival? | Yes / No  Yes / No  Yes / No  Yes/No  Yes/No |

I declare that all the information provided on this form is correct and genuine. I have read and fully understand the terms and conditions of enrolment at ILT (including the cancellation, refund and changes policy). I authorise ILT to retain my enrolment fees/ tuition fees if I decide to cancel my enrolment at any time. I agree to inform ILT of any changes of my personal details (address/phone etc). Before you sign please read through the conditions at the bottom of this form. Please note that the application will not be preceded without a valid proof of identity such as: Passport, personal ID or Australian Driving License.

Signed ………………………………………………………….. Date ……………/………../……………….

If the applicant is under 18 years of age, parent or guardian is required to sign the application form.

Signed ………………………………………………………….. Date ……………/………../……………….

Thank you for applying! We are looking forward to welcoming you in the classroom!

**Terms & Conditions**

1. Enrolment fees must be paid at the same time of making this application for a course at ILT.
2. All fees must be paid prior to the commencement of a course once the invoice was issued and the confirmation letter was sent to the applicant.
3. Payments are accepted only in Australian Dollars by cash or bank transfer and should be paid to ILT (details are provided to every applicant once the application form has been sent to ILT).
4. Students are required to pay for their courses on a monthly basis or in a few instalments depending on your choice of course. Once the applicant has sent the application form to ILT, the payment schedule will be sent out to him/her.
5. If ILT accepts the application, a letter of acceptance with a confirmation will be sent out upon clearance of all fees.
6. Additional costs may be involved for some of the multilingual activities organised by ILT, such as travel expenses and admissions. They will need to be paid on the day of the outing.
7. ILT reserves the right to cancel any enrolment, prior to the initial date of commencement of the course, in which case, all the fees will be refunded.
8. If an applicant decides to cancel the course less than 30 days before the commencement of the course, a cancellation fee of 20% of the tuition will be charged.
9. Notice of cancellation must be provided in writing to the Director of ILT.
10. No refund will be given if student decides to discontinue the course after the initial commencement date has passed.
11. If student starts the course later than the initial commencement date without prior notice of deferment they cannot make up lost days. There are no refunds for public holidays or missed days.
12. Accommodation fees will only be refunded if notice for cancellation is provided at least two weeks in advance. This applies to prospective and current foreign students.
13. The enrolment fee for any of the courses is not refundable unless it was part of the promotion.
14. Airport pick up fee will not be refundable unless a notice will be given two weeks prior from the pickup date.
15. In the unlikely event of ILT being unable to deliver your chosen course, you will be given a full refund of the course fees you have paid to date. The refund will be paid to you within two weeks of the day on which the course ceased.
16. Classes may be moved to a different institution, subject to policy and government guidelines.
17. If the enrolment application is rejected, all the course fees will be refunded except for the enrolment fee.
18. If student’s visa was rejected (in a case of a student who applied from abroad and the ones already residing in Australia) ILT will refund all the fees to the applicant within 14 working days.
19. Students are advised to speak only the language of their chosen course during classes.
20. Regular attendance is required. Students who are student visa holders are required to attend a minimum of 80% of the course classes.
21. Students must obey the rules of ILT and all relevant government legislation. As a student you agree to follow the instructions of the teachers while on ILT premises or while participating in outings and extracurricular activities organised by ILT.
22. If student fails to comply with the rules and the policy of ILT, he or she may be dismissed or suspended from ILT courses depending on the Director of ILT.
23. Students must take care of their own safety and belongings whilst being on ILT premises. ILT will not be held responsible for any harm, injury, loss or accident incurred to students or their belongings.
24. ILT will not be responsible for any accident, injury or loss that occurs during any of the extracurricular activities or outings.
25. Children below the age of 12 are not advised to participate in any of the multicultural ‘real life’ experience outings unless it has been arranged with parents and there would be additional parents / guardians attending with them.
26. The multicultural children’s club is designed for small groups of children aged 3-8 only.
27. The same payment and cancellation rules apply to the Multicultural Children’s Club, the Multicultural Youth Club and the Multicultural Adults Club as to all the other courses.
28. ILT gives a choice to the guardians and parents of applicants below 18 years of age to pay for or provide their own meals and snacks during classes.
29. ILT does not provide snacks or meals for adults during adult language classes, however students may bring their own food and drinks.
30. Assistance can be provided to fill in the application form at any time, at no cost.