



Application Form, Dates & Fees 2012

How to book your Teacher Training Programme at IH London

Inside this booklet you will find:

- Your course application form
- General course information
- Accommodation information and application form
- Terms and conditions

How to complete the application form

1. **Choose your course.** Read the course description in the brochure carefully and make sure you meet the entry requirements for the programme you wish to follow. Contact us at any time for advice to help choose the best course for you by email on infott@ihlondon.com or by phone on:

- English Teacher Training +44 (0) 20 7611 2414
- Modern Language Teacher Training +44 (0) 20 7611 2416
- Business Teacher Training +44 (0) 20 7611 2462
- Online Teacher Training +44 (0) 20 7611 2456

2. **Check the starting dates for the course and availability of places.** Some of our programmes get booked up quickly. You can find the next available start date on our website.

3. **Choose your accommodation.** If you wish International House to organise accommodation, choose from the range of accommodation options available and fill out the accommodation application form in this booklet.

4. **Choose your preferred method of payment** (see page 2). Please note that all fees are payable before the course starts.

5. Complete and return the enclosed course application form with any associated tasks by **post, fax or email** to:

Post: **International House London**
16 Stukeley Street,
Covent Garden
London
WC2B 5LQ
United Kingdom

Fax: **+44 (0)20 7117 4175**

Email: infott@ihlondon.com

For all online training including Educational Management training modules and The Distance Delta programme please apply online or contact us for an application form.

What happens next

IH London aims to process your booking in 3 working days, although this may take a little longer during the busy summer period between June and September.

You can also apply for all courses on our website www.ihlondon.com

Please return this application, and any additional tasks, to International House London. Remember to keep a copy for yourself.

GENERAL INFORMATION

Making a payment

If you are accepted for a course, our confirmation letter will inform you whether you need to pay a deposit immediately in order to reserve a place. If this is the case we cannot reserve a place until the deposit has been paid. Course fees should normally be paid at least four weeks before the start of the course. If you have not paid your fees by that date, you may lose your place. If you book your course less than four weeks before it starts, you must pay full fees at time of booking.

Total Cost of Your Programme

Course Fees	£
Accommodation	£
Insurance	£
Bank Transfer (£15)	£
TOTAL COST	£

I agree to the IH London Terms and Conditions

Signature: _____

Date: / /

Occasionally we will send information about IH London courses and promotions that are relevant to you. If you do not wish to receive this information please tick here

Occasionally we photograph or film activity at IH London for promotional purposes. If you do not wish to be photographed or filmed please tick here

Payment methods

I will pay for my course by:

- Credit/bank card

Card number: _____

Expiry date: / / Security code: _____

Name of cardholder: _____

Signature: _____

Payment will be taken at time of booking.

- Bank transfer

Charge for bank transfer is £15. IH London is not responsible for any bank charges. If charges are not paid at the time of transfer you will be asked to pay them when you arrive.

A copy of your bank transfer documents must be included with this form. Please quote your name on the documents. Please also bring a copy of the bank transfer document with you on your first day.

I have attached a copy of the bank transfer documents

IH London bank details:

Allied Irish Bank, 10 Berkeley Square, London W1J 6AA

Sort code: 23-83-97

A/c number: 01572087

A/c Name: International House Trust Ltd.

Swift code: AIBKGB2L

Iban Number: GB78AIBK23839701572087

- **You can also pay for your course online at our website or in cash by coming to the school.**

TERMS AND CONDITIONS

- Deposits cannot be transferred, (either to another course, course dates or candidate) or refunded.
- In the case of cancellations made later than four weeks before the start of the course, requests for a refund can only be considered if we have been able to fill the place. The deposit and Cambridge ESOL registration fees (when applicable) are not refundable.
- Please note that in the event of a candidate withdrawing from the course once it has started, IH House London cannot refund fees or offer a place on a subsequent course without payment of further fees.
- International House London strongly recommends that you take out travel and medical insurance and cover for cancellation or curtailment, upon acceptance on the course. Insurance cover is included in course fees for all face-to-face CELTA full-time and part-time students.
- International House London reserves the right to postpone or cancel any course due to insufficient student numbers or operational problems. In this event the candidate will be given a full refund.

Selection criteria, assessment and grades

- International House London cannot enter into correspondence or discussion concerning the reasons for an interview or a place on a course not having been offered.
- All tutors on the Cambridge ESOL CELTA and Delta courses collaborate on the internal assessments and decisions are unanimous.
- In all matters relating to selection and assessment the decision of the Director of Studies is final.

The most up-to-date terms and conditions can be viewed on our website: www.ihlondon.com/terms-and-conditions.html

ACCOMMODATION APPLICATION FORM

Please complete the form in BLOCK CAPITALS

Personal Details

Family Name: _____ Nationality: _____
First name(s): _____ First language(s): _____
Sex: Male Female Date of birth: / / _____

Accommodation options

All prices are per week from Sunday to Sunday

■ SUPERIOR – HOMESTAY

Single room with breakfast	£185	<input type="checkbox"/>
Single room with breakfast and 7 evening meals	£235	<input type="checkbox"/>
Single room with breakfast and 4 evening meals	£215	<input type="checkbox"/>

■ EXECUTIVE – HOMESTAY WITH PRIVATE BATHROOM

Single room with breakfast	£220	<input type="checkbox"/>
Single room with breakfast and 7 evening meals	£270	<input type="checkbox"/>
Single room with breakfast and 4 evening meals	£250	<input type="checkbox"/>

■ LONDON LODGE GUEST HOUSE WITH PRIVATE BATHROOM

Single room with breakfast and 7 evening meals	£270	<input type="checkbox"/>
Single room with breakfast and 4 evening meals	£250	<input type="checkbox"/>

■ *STANDARD – HOMESTAY

Single room with breakfast	£140	<input type="checkbox"/>
Single room with breakfast and 7 evening meals	£190	<input type="checkbox"/>
Single room with breakfast and 4 evening meals	£170	<input type="checkbox"/>

*If two students come together a twin room can be booked

■ HOUSE SHARE

Single Room	£145	<input type="checkbox"/>
*Twin Room	£125	<input type="checkbox"/>

*If two students come together a twin room can be booked.

■ SHARED ROOM (The Clarke's House)

3-5 students sharing	£115	<input type="checkbox"/>
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■ *HALL OF RESIDENCE (Nido Kings Cross)

4-11 weeks	£325 per week	<input type="checkbox"/>
12-23 weeks	£315 per week	<input type="checkbox"/>
24 or more weeks	£305 per week	<input type="checkbox"/>

*Minimum booking period: **four weeks**

Accommodation booking date:

- Accommodation is booked and charged for from Sunday to Sunday for the duration of your course. Bookings are for two weeks' minimum
- If you wish to extend your accommodation after arrival please contact the Accommodation Office
- If two students come together a shared room can be booked, otherwise shared room accommodation will be booked in the shared room option

Smoking in Homestays: Many British hosts object to smoking in their house particularly if they have children. It is therefore becoming increasingly difficult to place students who smoke in Homestays. If you are happy to smoke outside your host's home please indicate this on your accommodation application form.

Pets in Homestays: Many British Homestays have pets such as a cat or a dog. It may be difficult for our Accommodation Officers to find a Homestay

Your choice of accommodation

I would like accommodation from Sunday _____ / _____ / _____
to Sunday _____ / _____ / _____

More information about you

Do you smoke? Yes No

Are you happy to smoke only outside the home?

Yes No

Are you allergic to dogs or cats? Yes No

Do you have any special requirements? For example, diet.

Please give details _____

Airport transfers

We can arrange for you to be met at the airport and taken by car to your accommodation. We require at least 5 days' notice to arrange airport transfers. Return transfers can be arranged once you are at the school. Your transfer cannot be processed unless we have your flight information in full.

Please arrange an airport transfer Yes No

Your flight arrival information: _____ / _____ / _____

Date of arrival: _____ / _____ / _____

Flight No. (eg RG756): _____

Arrival from: _____ Arrival time in London: _____

Choose your arrival airport

Gatwick £85 one way	<input type="checkbox"/>
Stansted £85 one way	<input type="checkbox"/>
Luton £85 one way	<input type="checkbox"/>
Heathrow £75 one way	<input type="checkbox"/>
City £70 one way	<input type="checkbox"/>

Insurance

Please arrange cover for me: Yes No for the period of _____ weeks

without pets so please complete this section of the accommodation application form ONLY if you have a strong dislike or allergy to animals (either cats or dogs).

Special requirements: We will do our very best to deal with your special requests but are not able to guarantee this. It takes more time to deal with special requests so please send your booking as early as possible to avoid disappointment.

Arriving at your Homestay: You must telephone, fax or write to your host with your arrival time. If you do not do this then your host may not be at home to welcome you.

Changes and cancellations: Find details on page 6 of this form.

IH London is only able to arrange accommodation for students studying at our school.

TEACHER TRAINING COURSE APPLICATION FORM

Training and Experience

Do you have any initial training and/or experience in language teaching?

Please give qualification, organisation, dates, grades, type of teaching experience. _____

Do you have any training and/or experience as a teacher of other subjects? Please give details: _____

What other work experience or professional training do you have? _____

Please give the name, address, telephone number and email address of a referee who would be prepared to give relevant support to this application. Indicate in what context he/she knows you.

Name: _____ Address: _____

Tel: _____

Email: _____ Relationship: _____

I declare that, to the best of my knowledge, the personal information contained in this application form is accurate. I have read the terms and conditions and I agree to abide by them.

Signature: _____ Date: / /

See **page 6** for your next steps.

British Immigration Regulations

I require a student visa to study in the UK: Yes No

Please complete the details below if you **DO** need a Visa to study in the UK:

Passport number: _____ Passport expiry date: / /

Passport country of issue: _____

Type of visa *(please tick)*:

Student Visitor Visa (SW)

General Student Visa (GSV)

Extended Student Visitor Visa (ESVV)

Please note: GSV applicants must provide International House London with a scan or fax showing documentary evidence of their English language level. Please consult the UKBA website for a list of the accepted secure English language tests. The original certificate/transcript has to be included in the Tier 4 application.

You can find advice about visas for studying in the UK on the UK Border Agency website:

www.ukba.homeoffice.gov.uk/studyingintheuk/

EU Funding – Socrates – Comenius training grants

Comenius is part of the European Union's Socrates programme which focuses on education. If you are a practising teacher in a country that participates in the Socrates programme (other than the UK as that is where the training you are interested in is on offer) you may be able to get a grant from the national agency in your country to participate in an approved training course that lasts between 1 and 4 weeks. If you have found the course you need and believe that it meets these requirements, then please contact your national agency. They will advise you about the application and selection procedures that apply in your country.

You can find links to national agencies on our website: www.ihlondon.com/teacher-training

