

# Teacher Training 2011



## International House London

Application Procedure  
Accommodation Information  
Terms and Conditions

- General information
- Accommodation application
- Course application

### HOW TO BOOK YOUR TEACHER TRAINING PROGRAMME AT INTERNATIONAL HOUSE LONDON

- 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. If you are in any doubt about the suitability of the programme, contact us by email on [infott@ihlondon.com](mailto:infott@ihlondon.com) or by phone on +44 (0) 20 7611 2414.
- 2. Check the starting dates for the course and availability of places.** Some of our programmes get booked up quickly. You can view the next available start date by visiting our website and selecting the course you wish to apply for: [www.ihlondon.com/teacher-training](http://www.ihlondon.com/teacher-training)
- 3. Choose your accommodation.** If you wish International House to organise accommodation, choose from the range of accommodation services available and fill in the **Accommodation Application Form**.
- 4. Choose your preferred method of payment** (see below). Please note that all fees are payable before the course starts.
- 5. Complete and return the enclosed course application form, and any associated tasks by post, fax or email to:**

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

**Tel: +44 (0)20 7611 2414**  
**Fax: +44 (0)20 7117 4180**  
**e-mail: [infott@ihlondon.com](mailto:infott@ihlondon.com)**

For all Management Training Modules online and The Distance Delta Programme, please contact us to request the appropriate application form on: [infott@ihlondon.com](mailto:infott@ihlondon.com)

International House aims to process your booking in 3 working days, although this may take a little longer during the busy summer period (June to September).

If at any time you need assistance choosing the most suitable course, please contact us for advice.

You can obtain more information on all our programmes by logging on to the International House London website:

[www.ihlondon.com](http://www.ihlondon.com)



**International House London**  
THE INTERNATIONAL HOUSE WORLD ORGANISATION



Accredited by the  
**BRITISH COUNCIL**  
for the teaching  
of English



## 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. For all of our courses we cannot reserve a place until the deposit has been paid. **In all cases 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.**

You may pay either by:

- Credit card
- Debit card
- Cash in £ sterling
- Cheque in £ sterling drawn on a UK bank account
- On-line – [www.ihlondon.com](http://www.ihlondon.com)
- Bank transfer – **IMPORTANT NOTE** – please write your name and the course dates on the transfer documents. International House 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. Please fax a copy of the transfer receipt and bring a copy of the bank transfer document with you on your first day.

### Payment to:

International House

### Bank details:

Allied Irish Bank  
 10 Berkeley Square  
 London W1J 6AA  
 Sort code: 23-83-97  
 A/c no.: 01572087  
 A/c Name: International House Trust Ltd.  
 Swift code: AIBKGB2L  
 Iban Number: GB78AIBK23839701572087

International Bank Transfer and Bankers Draft payments will incur a £15 charge.

### Payment details

I will pay for my course by Credit card  Debit card  Cheque  Bank transfer

Course Fees £  Accommodation £  Other £  Insurance £  Bank transfer £15 £

TOTAL COST £  I agree to the International House Terms and Conditions

If paying by credit card please complete the details below

Please debit my: Visa  Mastercard  JCB Card  American Express  with the following amount £

Card number:

Expiry date: Month  Year  Issue number  Name as it appears on card

Signature

Date

### Terms and conditions

- Deposits cannot be transferred, (either to another course, course dates or candidate) or refunded under any circumstances.
- In the case of cancellations made later than four weeks before the start of the course, requests for refund can only be considered if we have been able to fill the place at short notice. 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, for whatever reason, International 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.
- International House London reserves the right to postpone or cancel any course due to insufficient student numbers or operational problems. In this event candidate will be given as much notice as possible and full refunds will be made.

### 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: <https://www.ihlondon.com/terms-and-conditions.html>

### 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](http://www.ihlondon.com/teacher-training)

### British Immigration Regulations

I require a Student Visa to study in the UK

Please complete the following if you DO need a Visa:

Passport number:

Passport expiry date:

Passport country of issue:

Type of Visa: Student Visitor Visa (SV)

General Student Visa (GSV)

Please note: GSV applicants must provide International House London with a scan or fax showing documentary evidence of their English language level, for example, a High School Leaving Certificate, IELTS test score, Cambridge Certificate, or reference from a qualified language teacher. An Entry Clearance Officer at the British Embassy will need to see the original copy and check it is consistent with the level of the course booked.



# Accommodation Application Form

2011

Personal Details (Please complete this form in BLOCK CAPITALS)

Family Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

First name(s): \_\_\_\_\_ First language(s): \_\_\_\_\_

Sex: Male  Female  Date of Birth: Day / Month / Year

Average travelling time to school from all accommodation options is 35-45 minutes

I would like accommodation from Day / Month / Year to Day / Month / Year

Homestay Accommodation Price per week Sunday to Sunday

### SUPERIOR - HOMESTAY

- Single room with breakfast £180
- Single room with breakfast and 7 evening meals £230
- Single room with breakfast and 4 evening meals £210

### EXECUTIVE - HOMESTAY WITH PRIVATE BATHROOM

- Single room with breakfast £215
- Single room with breakfast and 7 evening meals £265
- Single room with breakfast and 4 evening meals £245

### LONDON LODGE GUEST HOUSE WITH PRIVATE BATHROOM

- Single room with breakfast and 7 evening meals £265
- Single room with breakfast and 4 evening meals £245

### \*STANDARD - HOMESTAY

- Single room with breakfast £135
- Single room with breakfast and 7 evening meals £185
- Single room with breakfast and 4 evening meals £165

- HOUSE SHARE
- Single Room £140
  - \*Twin Room £120

- Shared Room Option 3-5 students sharing £110   
*(The Clarke's House)*

### HALL OF RESIDENCE (Nido Kings Cross)

- 4-11 weeks: £320 per week
  - 12-23 weeks: £310 per week
  - 24 or more weeks: £300 per week
- Minimum booking period: FOUR WEEKS

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

### Personal other information

- Do you smoke? Yes  No
- Are you happy to smoke only outside the home? Yes  No
- Are you allergic to dogs/cats Yes  No

Do you have any special requirements? e.g diet. Please give details.

Empty box for special requirements details.

### Your transfer cannot be processed unless we have your flight information in full

Do you want us to arrange an airport transfer? Yes  No

### Flight Arrival Information:

Date of arrival Day / Month / Year

Flight No. (eg RG756)

Arriving from

- From
- Gatwick £85 one way
  - Stansted £85 one way
  - Luton £85 one way
  - Heathrow £70 one way
  - City £70 one way

Local arrival time in London : hrs

Which Airport? (eg Heathrow)

Please note that we need your flight number. Meeting point for all airports is the Airport Information Desk. Full details with contact numbers will be sent with your confirmation. You can arrange return transfers once you are at the school.

### Notes

#### Accommodation booking date

- Accommodation is booked and charged for from Sunday to Sunday for the duration of your course
- 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 Enrolment Form.

#### Pets

Many British Homestays have pets such as a cat or a dog. It may be difficult for our Accommodation Officers to find a Homestay without pets so please complete this section of the Enrolment Form ONLY if you have a strong dislike or allergy to animals (either cats or dogs).

### Special requests

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.

### Arrival Information

- Homestay accommodation: 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 - Please see page 2 for terms and conditions.

### Other

- International House is only able to arrange accommodation for students studying at our school



# Teacher Training Course Application Form 2011

**International House London 16 Stukeley Street, Covent Garden, London WC2B 5LQ United Kingdom**  
**Tel:** +44 (0)20 7611 2414 **Fax:** +44 (0)20 7117 4180 **e-mail:** infott@ihlondon.com **web** www.ihlondon.com

(Please complete this form in BLOCK CAPITALS)

**Name of course(s)** for which you are applying

Preferred course start date:

Full or part-time (if applicable):

## Personal Details

Title:

Surname:

First Name:

Address:

Telephone:

Mobile No:

Email:

Nationality:

First Language:

Date and Place of Birth:

Gender:

Present occupation:

General Health:

**Education** (Please state where you have studied, and give dates and titles of qualifications obtained)

Secondary School:

Higher Education/University:

Other relevant qualifications:

Which languages do you speak/read/write? Please comment on your level of proficiency.



# Teacher Training Course Application Form 2011

## 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.

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Do you have any training and/or experience as a teacher of other subjects?

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What other work experience or professional training do you have?

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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.

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How did you hear about our courses?

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## Disclaimer

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: \_\_\_\_\_

