

# Certificate in TESOL Application Form

The English Language Centre  
The University of Adelaide  
South Australia 5005, Australia

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For **Entry Criteria and Admission and Acceptance Procedure** visit [www.adelaide.edu.au/elc/courses/tesol](http://www.adelaide.edu.au/elc/courses/tesol)  
Write clearly in black ink using BLOCK LETTERS and tick boxes where appropriate.

## 1 Program Dates and Fees Please tick the program you are applying for.

- 4 Week Intensive Program 1830** Certificate IV in TESOL: 4 January - 1 February 2010 **Fee:** \$3350 (tick box)
- 4 Week Intensive Program 1831** Certificate IV in TESOL: 26 July - 20 August 2010 **Fee:** \$3350 (tick box)
- Part Time Program 1832** Certificate IV in TESOL: 6 March - 20 May 2010 **Fee:** \$3350 (tick box)
- Part Time Program 1833** Certificate IV in TESOL: 28 August - 11 November 2010 **Fee:** \$3350 (tick box)

## 2 Personal Details Please note that your name, as provided on this application, is the name that will appear on all printed documentation, including parchment.

Dr/ Mr/ Mrs/ Miss/ Ms ..... Given Names: ..... Family Name: .....

Date of Birth: ..... Country of Citizenship & Country of Birth: .....

Are you an Australian Permanent Resident?  No  Yes What Australian Visa will you be studying on? (if applicable).....

Permanent Address in Home Country: .....

*All correspondence will be sent to this address. This is compulsory information required by the Australian Government.*

Mailing address if different to home address: .....

Email: ..... Telephone: ..... Mobile: ..... Fax: .....  
(country code/area code/local number)

Highest qualification: ..... Education institution obtained from: .....

Current employment: ..... Job title: .....

Other relevant work experience: .....

Main institutions: .....

## 3 English Language Requirements If you are a Native Speaker of English go to section 4. All international students complete this section.

All international applicants must demonstrate an acceptable level of English proficiency to gain admission to the University.

Please refer to [www.adelaide.edu.au/elc/courses/tesol](http://www.adelaide.edu.au/elc/courses/tesol) for further information about English language requirements. As part of this application you are required to attach certified copies of IELTS/TOEFL/other English language proficiency results.

Please indicate below how you have met the requirements.

- Completion of an Australian Year 12 examination.
- IELTS test undertaken in the 24 months preceding application.
- TOEFL test undertaken in the 24 months preceding application.
- I will be sitting an IELTS/TOEFL test on ..... and will forward the results to the University as soon as possible.
- Other  Please give details: .....

## 4 Method of Payment A non-refundable application fee of AUD \$50.00 is to be paid to be considered for entry into the program.

- I enclose a cheque for AUD \$50.00 made payable to The University of Adelaide, or
- please charge my credit card
- Mastercard  Visa  Amex

Card Number: | | | | | | | | | | | | | | | | | | | | | |

Expiry: / CVN: \_ \_ \_ \_

Card Holder's Name: .....

Card Holder's Signature: .....

Date: / /

## 5 Declaration and Signature

- I agree to:
- comply with the rules on admission, enrolment, fee payment and refunds of the University of Adelaide;
  - notify the English Language Centre if there is any change to the information I have given in this application for admission;
  - permit the University to access my academic records from other institutions;
  - receive electronic communication and information from the University relating to my application.
- I understand that:
- the documents submitted for my application become the property of the University of Adelaide and will not be returned to me;
  - the University may vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information provided by me;
  - the University reserves the right to inform other tertiary institutions, if any of the material presented to support my application is found to be false;

- I am seeking temporary entry into Australia as a fee paying international student for education purposes only, and that I may not undertake part-time studies, nor full-time employment (if applicable);
- I, or my sponsor, will be responsible for the full costs of the program for which I am seeking admission and for the attendant travel and living costs;
- I may be subject to different rules and conditions prescribed by the University and the Australian Government if I change my visa status (if applicable);
- I declare that I have read the instructions on this application form and that the information provided by me in this application is true and complete in every particular;
- Numbers are strictly limited. I am not guaranteed a place in the program until I have received an official written offer from the University;
- I have read and understood the refund and cancellation conditions below.

Signed: ..... Date: .....

## 6 Checklist Please ensure you have:

- Completed all sections of this application form.
- Attached certified copies of all transcripts of academic results, grading systems, and translations (if applicable)
- Attached certified copies of IELTS/TOEFL/other ELP results (if applicable)
- Attached evidence of sponsorship/scholarship (if applicable)
- Read the refund and cancellation conditions
- Signed the declaration
- Made a copy of this application for your record and reference
- Included payment for the \$50 application fee
- Read and understood the program dates and fees

### Certification and submission of documents

Documentation submitted with the application must be certified. A certified copy of an original document is one which has been certified - by an official agent or a staff member of this University, a Justice of the Peace, a Notary Public, a university registrar, a police officer, or an examining authority - as a true copy of the original document. The University reserves the right to inspect and verify the originals of your qualifications and transcripts prior to and during your enrolment. All submitted documents become the property of the University of Adelaide and will not be returned to applicants.

### Refund and Cancellation Policy

The University reserves the right to cancel the course if insufficient enrolments are reached. A full refund will be granted in these cases. In the event of a participant cancelling enrolment, after acceptance of his/her application, prior to three weeks before the commencement of the course, an administrative fee of 10% will apply. Cancellations or deferrals notified less than three weeks before course commencement will attract an administration fee of 25%. No refund will be offered after the course census date (the first day of the program).