

## PERSONAL DETAILS

Mr / Mrs / Miss / Ms (please circle)

Surname/Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth (day/month/year): \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Nationality: \_\_\_\_\_

Home Address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a native English speaker?  Yes  No

If no, IELTS/TOEFL result and year of test: \_\_\_\_\_

## DETAILS OF TERTIARY EDUCATION

Institution	Qualification	Year obtained
_____	_____	_____
_____	_____	_____
_____	_____	_____

## DETAILS OF RELEVANT EXPERIENCE/PROFESSIONAL DEVELOPMENT

Years of English teaching or language teaching management experience: \_\_\_\_\_

Name & Location of Institution: \_\_\_\_\_  
 \_\_\_\_\_

Position: \_\_\_\_\_ Years: \_\_\_\_\_

Name & Location of Institution: \_\_\_\_\_  
 \_\_\_\_\_

Position: \_\_\_\_\_ Years: \_\_\_\_\_

Name & Location of Institution: \_\_\_\_\_  
 \_\_\_\_\_

Position: \_\_\_\_\_ Years: \_\_\_\_\_

Please list completed professional development training:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## SELECT COURSE

Australia:  March  October Year: 20 \_\_\_\_\_

Vietnam:  November Year: 20 \_\_\_\_\_

For specific course dates please visit: [www.ictc.uq.edu.au/idltm](http://www.ictc.uq.edu.au/idltm)

## WHERE/HOW DID YOU FIND OUT ABOUT THIS COURSE?

- Advertisement - Please specify: \_\_\_\_\_
- Conference - Please specify: \_\_\_\_\_
- Internet - Please specify: \_\_\_\_\_
- Colleague \_\_\_\_\_
- Other - Please specify: \_\_\_\_\_

## PAYMENT OF FEES AND REFUND/CANCELLATION POLICY

- A deposit of AUD\$350 must accompany this application form. Payment may be made by cheque, money order or credit card. This deposit is non-refundable once a place in the course has been offered.
- Once a place has been offered, it may be possible to transfer to a later course date held within 12 months of the offer date. Transfers may only be made up to four weeks before course commencement (subject to availability); a transfer will incur a charge of AUD\$100.
- The offer of a place should be confirmed as soon as possible with full payment of fees. Places are not guaranteed until full fees are received. Full fees are due four weeks prior to course commencement.
- Notification of cancellation of a course enrolment must be made in writing.
- Cancellations received within four weeks before course commencement or after a course has commenced will not be eligible for a refund.
- Courses are run subject to sufficient enrolments.
- Deposit and full tuition fees will be refunded if the IDLTM course is fully booked or cancelled by ICTE-UQ.
- This agreement does not remove the right to take further action under Australia's consumer protection laws; neither does it remove a student's rights to pursue other legal remedies.

## DEPOSIT PAYMENT METHOD

Money Order or Cheque Payable to The University of Queensland

EFTPOS/Cash (Payable in person at ICTE-UQ Reception only)

Credit Card:  Visa  Mastercard

Card Number:

Name on card: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## DECLARATION

- I have read and I understand the refund/cancellation policy. I agree to abide by the regulations of The University of Queensland.
- I understand that information provided by me may be made available to Commonwealth and State agencies pursuant to obligations under the ESOS Act and the National Code.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Please send the completed form and a copy of your CV to:

IDLTM (Australia)  
 Institute of Continuing & TESOL Education  
 The University of Queensland  
 Brisbane, Queensland 4072, Australia  
 Tel: +61 7 3346 6770 Fax: +61 7 3346 6771  
 Email: [idltm@ictc.uq.edu.au](mailto:idltm@ictc.uq.edu.au)  
 Please visit: [www.ictc.uq.edu.au/idltm](http://www.ictc.uq.edu.au/idltm)

The University reserves the right to increase fees or adjust program dates without notice.

