

CONDITIONS OF ENROLMENT

- I understand that acceptance for my course is subject to successful completion of a selection process and interview. Previous qualifications and prior relevant work experience, although beneficial, will not result in exemption from any part of the selection process. I agree that ICTE, The University of Queensland, in its absolute discretion, may accept or reject my application to undertake the course. I understand that should my application be unsuccessful then the deposit of \$350 will be refunded in full.
- I understand that once a place has been offered, it can only be confirmed on receipt of full payment. I understand that, having officially been offered a place on the course, there will be a **\$350 cancellation fee** if I do not accept the offer.
- I understand that should I wish to change the date of my course once an offer has been made an administration fee of \$100 will be charged.
- I understand that course fees are not refundable once a course has commenced.
- I accept that ICTE-UQ reserves the right to increase fees at any time and to cancel a course due to an insufficient number of candidates.
- I understand that the balance of the course fee is to be made by the date stated on the offer letter and that payment for all courses is to be made by **BANK CHEQUE/ PERSONAL CHEQUE OR MONEY ORDER** (payable to The University of Queensland), **CREDIT CARD / EFTPOS or CASH**.
- I understand that I must fulfill the requirements of the course to the satisfaction of the course trainers and attend all course components including 6 hours of assessed teaching practices to be eligible for a certificate.
- I understand that failure on my part to complete any written assignments on time and to a satisfactory standard will affect my course evaluation.
- I understand that if I do not fulfill all course requirements satisfactorily, I will not receive a TESOL Certificate from the School for International Training.
- I understand that the following may affect my certificate grade and may be grounds for dismissal from the course:
 - Lack of punctuality on my part;
 - Failure on my part to cooperate reasonably with other trainees, students, and ICTE personnel.
- I will accept as final all decisions made by the ICTE-UQ in regard to School for International Training TESOL certification outcomes and dismissal from the course.
- I understand that, if I am absent due to illness or unexpected family commitments, I am responsible for making up all work missed, and that an unavoidable prolonged absence may result in withdrawal from the course. Arrangements to undertake a course at a future date will be finalised at the discretion of ICTE-UQ.
- I accept financial responsibility for any books or materials borrowed by me from ICTE-UQ.
- I understand that upon successful completion of the course, ICTE-UQ will advise and guide me in seeking employment but will not guarantee or arrange such employment.
- I understand that ICTE-UQ is not responsible for the actions of any employers offering employment that may be brought to my attention by ICTE-UQ personnel.
- I confirm that I am in a state of general good health.

NAME:

SIGNATURE:

DATE:

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(day/month/year)