



2018 Registration Form 2018 Euro (€) Price List

www.ihcapetown.com

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**International
House**
Cape Town

Registration Form 2018

NAME & ADDRESS						
Family Name		Date of Birth		Male		Female
First Name		Nationality				
Address		Country of Birth				
Zip Code		Passport No.				
Tel: no:		Fax No.				
E-Mail		Mobile No.				
Emergency Contact		Emergency Contact Tel /Email				

LANGUAGE COURSE TYPE											
Course	Start Date (DD/MM/YYYY)	End Date	Number of Weeks	Package Yes/No							
Standard – 20 Lessons			Private Lessons	5							
Intensive – 30 Lessons				10							
Business – 30 Lessons				15							
IELTS/TOEFL		4 Weeks only	Other type of package								
Cambridge Exam Preparation (Please tick appropriate course)											
FCE	<input type="checkbox"/>	CAE	<input type="checkbox"/>	CPE	<input type="checkbox"/>	Length of Course:		8 weeks	<input type="checkbox"/>	12 Weeks	<input type="checkbox"/>

ACCOMODATION TYPE (PLEASE STATE YES OR NO)						
Arrival Date		Departure Date				
Dorm	4-6 pax			Sharing with, if known		
Superior	Single			Twin. Sharing with, if known		
Guest House	Single			Twin. Sharing with, if known		
Hotel	Single			Twin. Sharing with, if known		
Host Family	Single			Twin. Sharing with, if known		
Are you a smoker?						
Do you have any allergies?			Please specify			
Medical condition?			Please specify			

FLIGHT DETAILS						
Transfers needed (yes/no)						
Arrival	From airport leaving time		To airport arriving time		Flight no	
Departure	From airport leaving time		To airport arriving time		Flight no	

MEDICAL INSURANCE						
It is recommended that you demonstrate you have adequate insurance upon arrival						
Would you like us to provide you with a quotation for your health insurance?				YES	<input type="checkbox"/>	NO
If you have an existing insurance policy please complete the details below				<input type="checkbox"/>		
Insurance Name						
Policy No.						

HOW DID YOU HEAR ABOUT IH CAPE TOWN						
Agent		Brochure / Magazine		Internet		Friend
			Other. Please specify			

I hereby have read the attached terms and conditions.

Student Name: _____

Signature: _____

Date: _____

General English

Standard English: Contextual lessons are balanced to ensure that students improve their ability to apply language structures.

Intensive English: Provides further improvement of a student's fluency and communicative competence by expanding on vocabulary and practicing speaking skills.

Business English: Lessons focus on relevant grammar, vocabulary and pronunciation as well as on skills practice within a business context.

Maximum students per class	12 students
Registration fee	€50
Course start dates	Every Monday

Prices

All prices below are per week

Programme	2 - 4 weeks	5 - 11 weeks	12 - 24 weeks
Standard English (20 lessons per week)	€245	€230	€215
Intensive English (30 lessons per week)	€320	€285	€245
Business English (Standard English + 10 Business lessons)	€345	€315	Max 8 Weeks
Private Tuition (One to one)	5 lessons - €200	10 lessons - €340	15 lessons - €410
Academic Year Programme (24+ Weeks) This course gives you 20 group lessons per week, with an option to join exam preparation courses.			€165 per week

English for Specific Purposes (ESP)

20 hours Standard English + 10 specialised focus

Maximum students per class	12 students
Registration fee	€50
Course start dates	1st Monday of every month

Prices

All prices below are per week

Programme	2 - 4 weeks	5 - 11 weeks	Level of English Required
Secretaries & Administrative Staff	€350	€330	Intermediate
Aviation	€360	€340	Upper Intermediate +
Engineers in the Energy Sector	€360	€340	Upper Intermediate +
Nursing & Healthcare	€350	€330	Intermediate

TOEFL and IELTS

An intensive TOEFL / IELTS exam preparation course. Language skills and activities are combined with exam practice and insightful test-taking tips. The course covers all the sections of the exam to ensure you're fully prepared to get the test score you require.

Maximum students per class	8 students
Lessons per week	30 lessons
Course start dates	On request
Exam dates	On request
Required level	Intermediate +

* IELTS exams can be booked at Ih Cape Town. TOEFL exam should be booked online at www.toefl.org

* For exam fees and dates, please email us at info@ihcapetown.com

Prices

Excluding exam fees

Programme	4 week course	Price
TOEFL / IELTS	4 weeks	€1440

Cambridge Exams

Intensive Cambridge FCE, CAE, CPE exam preparation courses. A level of Intermediate+ is required. A maximum of 8 students per classroom ensures that everyone benefits from personal attention.

Maximum students per class	8 students
Lessons per week	30 lessons
Course length	8/12 weeks
Course start dates	On request
Required level	Intermediate +

Prices

Excluding exam fees

Programme	8 weeks	12 weeks
Cambridge FCE, CAE, CPE	€2300	€3450

* For exam fees and dates, please email us at info@ihcapetown.com

CELTA (Certificate in English Language Teaching to Adults)

This full-time intensive University of Cambridge certified course runs for 4 weeks from Monday to Friday. Candidates will be required to put in extra time after class hours in order to prepare lesson plans and work on assignments.

Maximum students per class	12-18 candidates
Course schedule	9am - 5pm
Course length	4 weeks
Course start dates	To be confirmed
Required level	Strong C1/Native Speaker
Course fees	€1160

Young Learner Programme

A wonderful mix between English learning and exploring Cape Town. This education + leisure programme is suited for children between the ages of 8 and 16. Prices are available on request.

English + Volunteer **Prices range from €260+ per week.**

Sign up for a minimum two week course followed by a volunteering project of your choice. Please enquire for more details.

Cultural Exchange Visa **Service fee is €625.**

We can assist you in acquiring a Cultural Exchange Visa that allows you to do work or experience an internship in South Africa. Conditions apply.

English Plus

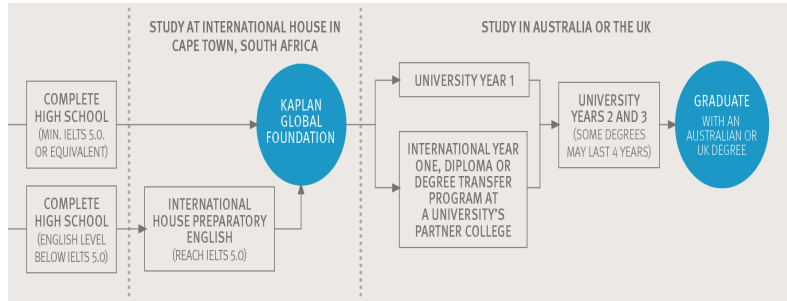
Combine a 4-week English course with a leisure programme of your choice. Surfing, Safari, Golf or wine tours - there are many options for you to choose from.

Lesson Times (Each lesson is 50 mins)

Morning Classes	09h00 - 12h40	Monday-Friday
Tea Break	10h40 - 11h00	Monday-Friday
Lunch Break	12h40 - 13h30	Monday-Friday
Afternoon Classes	13h30 - 15h35	Monday-Thursday

Kaplan Global Foundation Programme

The GFP is designed for high school graduates who wish to enrol in an undergraduate degree in the United Kingdom or Australia. Entry into a partner university is guaranteed when you pass the GFP at the required level. Decide on your degree subject and university while on the course.



Benefits of living in Cape Town

- Guaranteed entry to bachelor's degrees at world-class universities.
- Enjoy specially designed subject modules with academic English tuition.
- Choose the degree, university and destination that's right for you.
- Save accommodation and living costs compared to living in the UK or Australia.
- More time to obtain a student visa for university study abroad.

Scholarships Available!

Global Foundation Programme	Start date	Price
3 term (IELTS English 5.0)	22 September 2017	€13,450
2 term (IELTS English 5.5)	26 January 2018	€12,050

Accommodation

Situated opposite Ih Cape Town, this freshly-renovated hotel includes a restaurant, rooftop terrace, coffee bar and much more. It is ideal for the international traveller looking for a clean and comfortable room.

Economy	€ per week	€ per night
Dorm, 4-6 pax	€125	€30
Superior	€ per week	€ per night
Twin, Private, (Incl. breakfast voucher & wifi)	€205	€45
Single, private (incl. breakfast voucher & Wi-Fi)	€285	€55
Single crash pad	€315	€60

Homestay

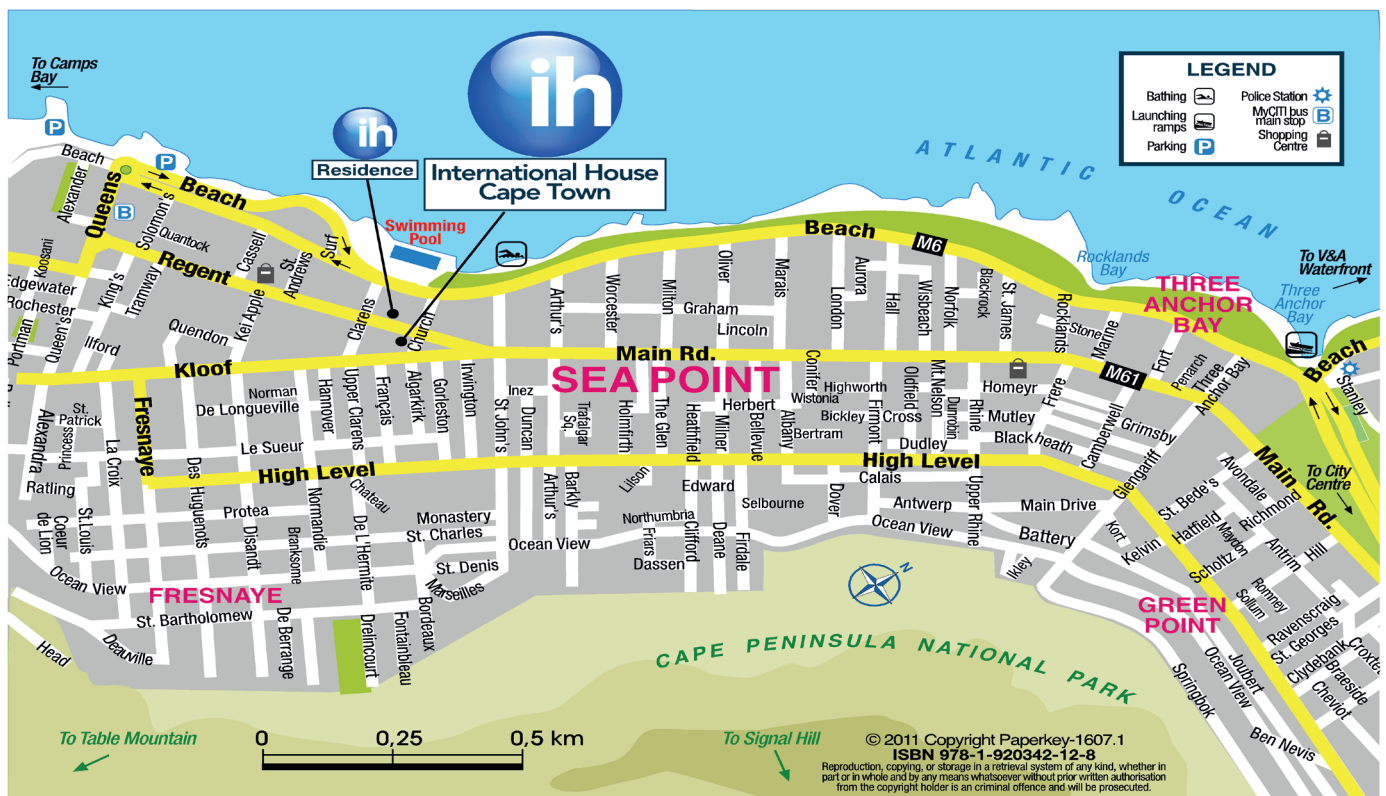
This choice of accommodation is perfect for students wanting to experience the South African culture while learning English. Students are accommodated in a comfortable room either in their own or sharing with a friend. Homestay includes dinner, bed and breakfast, house keys, wardrobe, and a work / study space. Rooms are standard-size with a weekly change of bed linen.

Homestay	€ per week	€ per day
Single, shared	€205	€45

Hotel / Guest House

This choice of accommodation is available on request and includes twin / single rooms with en-suite bathrooms. Only breakfast is included in the price.

Hotel / Guest House	€ per week	€ per day
Twin, private	on request	on request
Single, private	on request	on request



To enrol on a course simply complete the following steps:

Step 1:

Complete a registration form.

There is also an online application form available on our website at www.ihcapetown.com.

Step 2:

Return the application by email, fax or post to:

International House Cape Town

P.O Box 446

Sea Point

8050

Tel: +27 21 4330546

Fax: +27 86 6286068

Email: info@ihcapetown.com

Step 3:

Pay all fees in full according to the pro-forma invoice received.

Step 4:

Use the letter of confirmation to obtain all travel documents (visa etc.).

Administration fees

Registration fee: €50 - (this is a non-refundable payment used to cover all administration costs).

Accommodation placement fee: €35 - (this is a non-refundable payment used to cover all administration fees).

Payment Procedure

Please note that all course and administration fees must be paid in full prior to arrival (and on application if a letter is required for visa purposes).

We can accept payment by bank transfer using the following details:

BANK DETAILS:

Bank Name: Nedbank

Bank Address: 8th Floor, 57 Heerengracht, Foreshore, Cape Town, 8001

Acc. Name: IH Cape Town Language Institute (Pty) Ltd

Acc. Number: 7095366284

Branch Code: 123209

Swift Code: NEDSZAJJ

Please use full name of the student plus the number of the invoices as a reference when making a transfer. You must also ensure that any banking charges incurred are added to your payment. Any unpaid bank charges must be paid before the course starts.

We accept Visa and Mastercard, but using these cards does incur an additional 3.5% transaction fee.

Online Booking

Courses can be booked via our website www.ihcapetown.com. We are not open on weekends, so if you send in an online booking on a Saturday or Sunday, we will not be able to confirm it until 9AM UTC/GMT +2 Monday morning at the earliest. We suggest booking at least one week in advance; the deadline for applications is 12pm on Friday for courses starting on the following Monday.

Course Availability

Adults (16+) all year - students may start their course on any Monday (subject to availability).

Under 16 and young learner groups on request only.

Public Holidays

The school will be closed on the following dates. No courses will be made up, with the exception of private lessons:

1 January, 21 March, 30 March, 2 April, 27 April, 1 May, 16 June, 9 August, 24 September, 16 December, 17 December, 25 December, 26 December.

Airport transfers €30

One way transfer. If your accommodation is booked with IH Cape Town, only your arrival transfer is included.

Visas

Please consult your local agency or the nearest South African Embassy to find out which visa you need to apply for.

Change Fee €45

Once you have started a course, no changes may be made to it other than by written agreement from Ih Cape Town. Any approved changes will be subject to specified charges as per the price list.

General Cancellation Policy

If the school is notified 21 days or more before the course start date, full fees (excluding the registration fee) will be refunded by International House. No refund will be given once the course has started. Courses cannot be transferred between students. Please contact the school as soon as possible if you are unable to start your course on the date agreed.

Included in Fees:

- Tuition fees
- Free access to Net Languages and IH World online English course
- Course materials
- Free wireless access on the school premises
- Certificate of attendance
- Discounted loyalty programmes at local restaurants, health & fitness clubs

NOT included in fees:

- Airport transfer on departure
- Excursions or social programme activities
- Examination fees (approx €200) course books and transport to the testing centre

IH Cape Town Terms & Conditions

1. Agreement

This agreement is legally binding between you and Ih Cape Town, once Ih Cape Town has received a completed registration form from you, whether by e-mail or in writing, and has confirmed your place by sending you a letter of confirmation.

2. Payment

Full payment must be received not less than 21 days before your start date. You will not be allowed to commence your course if payment is not made by that time. Payment is required nett of any bank charges or fees and may be made by bank transfer, credit or debit card or in person to the relevant account. Additional charges may apply depending on the choice of payment medium and such charges are identified on the price list.

3. Prices

All prices stated in the price list are valid from 01/11/2017 until 31/10/2018. Ih Cape Town reserves the right to change prices as a result of government regulations, tax increase, exchange rate variations or any other events.

4. Charges and Amendments

Once you have started a course, no changes may be made to it other than by written agreement from Ih Cape Town. Any approved changes will be subject to specified charges as per price list.

5. Cancellations

You may cancel your booking provided you do so in writing to Ih Cape Town, which must receive it no less than 21 days before the start date. In such an event, any fees you have paid will be refunded, except for the registration fees and one week's tuition and (where applicable) accommodation fees (such fees being specified on the price list). A full refund of all fees (less delivery charges) will be made in the event of a visa refusal provided you send written notice to Ih Cape Town including documentary evidence of such refusal. If a course is terminated after the start date, no refunds will be given on tuition and accommodation.

6. Courses

Start dates are detailed in the price list. In the event of an insufficient number of students booking for a particular course, Ih Cape Town reserves the right to cancel the course or provide you with an alternative which Ih Cape Town considers to be suitable.

7. Lesson times

Indicative lesson times are set out in the price list. Ih Cape Town reserves the right to alter such lesson times at its sole discretion.

8. Certification

You must attend a minimum of 80% of lessons on the course in order to receive a certificate of attendance at its conclusion.

9. School Closures

No reductions are made to prices in respect of closures due to national holidays. Any lessons missed, with the exception of private lessons, due to the closure of the school and national holidays will not be made up or recovered.

10. Accommodation

Ih Cape Town is happy to provide you with a variety of accommodation options. You should book accommodation from the date of arrival to the day of departure unless you are informed to the contrary by Ih Cape Town. Accommodation arrangements are your responsibility unless you indicate that you wish to book accommodation with Ih Cape Town on your registration form.

11. Travel & Transfers

Course fees do not include flights or other transport to Ih Cape Town. You must make your own travel arrangements. Ih Cape Town will be pleased to provide you with information to help you with all your arrangements. Ih Cape Town will offer transfer from your airport of arrival, subject to the payment of an additional charge. If your accommodation is booked with Ih Cape Town, your arrival transfer is included free of charge.

You must indicate whether you wish to reserve a transfer on your registration form and provide Ih Cape Town with the full details of your flight and arrival time at least 14 days before your start date. Failure to do so and any costs incurred by Ih Cape Town as a result of incorrect, delayed or inadequate information provided by you, or delayed arrival at the relevant airport may result in you incurring further charges.

12. Visas

Depending on your country of origin, you may require a visa to study at Ih Cape Town. Ih Cape Town will assist you in connection with your initial application for a visa by writing an appropriate letter of support, but in all other respects it is your responsibility to apply for and obtain a visa where necessary.

13. Immigration Regulation

You must ensure that you fully understand immigration regulations pertaining to South Africa. It is your responsibility to ensure that you meet and comply with such regulations. Ih Cape Town will not refund any fees paid by you, should you be refused entry into South Africa.

14. Health

You must be in good physical and mental health at the start date. Ih Cape Town reserves the right to require you to leave any course at your own expense in the event that you fail to declare any relevant matters of your health on your registration form. In the event of you falling ill or choosing to terminate your course before the scheduled completion date, no refunds will be given for tuition or accommodation. Ih Cape Town strongly advises that students obtain the necessary medical insurance for the duration of their stay and to check all details of their respective insurance policy.

15. Insurance

You must arrange suitable insurance in respect of travel and medical risks and are required to provide evidence to the school of adequate insurance at least 7 days before the start date.

16. Conduct

You are expected to behave in a courteous manner and to respect fellow students and staff at Ih Cape Town. The illegal use of drugs, alcohol abuse and inconsiderate behaviour is unacceptable, as is the failure by you to abide by the law and customs of Ih Cape Town. Ih Cape Town reserves the right to withhold courses and accommodation from any student who fails to meet such standards, and to require them to terminate the course without refund in the appropriate circumstances.

17. School Rules

School rules and regulations are provided at the course induction by Ih Cape Town in literature provided to you and/or notice boards. You must comply with such rules and regulations at all times.

18. Expulsion

Committing a criminal offence, insufficient attendance, the provision of false information in your registration form, in correspondence and dealings with Ih Cape Town prior to the start date or on enrolment, disorderly and drunken behaviour, aggressive or threatening behaviour or any other actions which could bring Ih Cape Town or the International House World Organization into disrepute may result in the expulsion from Ih Cape Town without refund. In such a case immigration and other authorities will be informed where appropriate.

19. Matters beyond Ih Cape Town's Control

Ih Cape Town will endeavor to provide you with the course and service that you have booked. However, we do not take responsibility for disruptions to the course and arrangements associated with it resulting from forces out of Ih Cape Town's control, such as (but not limited to) earthquakes, other natural disasters, war, governmental action and the likes. Refunds in respect of curtailment of the course or the period of your stay at Ih Cape Town will not be made in such circumstances.

20. General

Ih Cape Town cannot be held responsible for the loss or damage to any student's possessions, nor be held liable for any personal injuries incurred before, during and/or after any course, during any stay in accommodation provided, or on any excursion, outing or trip organized or suggested by Ih Cape Town.

21. Descriptions

Ih Cape Town honestly believes that all statements made in promotional material are factual and correct. Every effort has been made to ensure such accuracy. Ih Cape Town is not responsible for any changes that become known after promotional material is produced (up-to-date information can be found on the website). Ih Cape Town will advise you of any relevant changes which become known to it prior to start date.

Signature

Please read the following and sign:

1. I have read, understood and accepted the IH Cape Town enrolment agreement, including the Terms and Conditions and Cancellation and Refund Policy.

2. I have read and understood the Ih Cape Town price list and hereby affirm that I have sufficient funds to pay for all tuition costs, accommodation and all other personal expenses during the full period of my course at Ih Cape Town.

3. I certify that the information in this enrolment form is accurate and complete.

This is a legally binding document when signed.

Signature of Applicant

Date

Name in print