



COURSE DETAILS

Please tick the **Delivery Option** in which you would like to enrol:

Distance Full-time (5 months) **OR** Part-time (12 months)

Face to Face Location:
Class **start** date (if known) DD MM YYYY

Do you wish to apply for Recognition of Prior Learning (RPL)?

No Yes

PERSONAL DETAILS

Title (please tick one) Mr Mrs Miss Ms Other (please specify)

First Name:

Surname:

Gender (please tick one) Male Female

Date Of Birth: DD MM YYYY If you are under 18 years of age Your parent will need to sign this enrolment form

Postal Address:

Suburb: State: Post Code:

Daytime Contact No. (include area code)

Mobile No.

Email Address

Emergency Contact Full Name Emergency Contact No. (include area code)

Do you speak a language **other than English** at home? No Yes If yes please specify:

How well do you speak English? (please tick one) Very Well Well Not Well Not At All

Do you have any area of disability, impairment or long term condition that your trainer may need to be aware of? No Yes If yes please provide details below. If additional space is needed, please attach additional pages.

Details (if yes):



ENTRY REQUIREMENTS

The entry requirement for the Certificate IV in TESOL is that you have a sound level of ability (year 12 English or equivalent) in written and spoken English language usage. Evidence that you meet this requirement must be provided before you can be accepted into the course. Please attached **ONE** of the following examples of evidence of English proficiency to this enrolment form:

- | | | |
|---|---|---|
| <input type="checkbox"/> High school report results | <input type="checkbox"/> Evidence of completion of other studies | <input type="checkbox"/> Results from an endorsed test of English proficiency |
| <input type="checkbox"/> Written documents you have produced | <input type="checkbox"/> Endorsements from a supervisor in your workplace | <input type="checkbox"/> Your Resume |
| <input type="checkbox"/> Any other evidence you think may be applicable | ▶ Please specify <input style="width: 200px;" type="text"/> | |

HOW DID YOU FIND OUT ABOUT THE COURSE?

ENROLMENT TERMS AND CONDITIONS

1. By signing this enrolment form a binding agreement shall arise between you and Language Training Institute which shall be governed by the Department of Education, Employment and Workplace Relations (DEEWR).
2. By accepting these conditions to agree to the policies and procedures outlined in the pre-enrolment information published at www.lti.edu.au
3. By accepting these conditions you to pay the Course Fees for the Course you have selected under this agreement according to the payment and refund policy published at www.lti.edu.au
4. If you are under 18 years of age, LTI will process this Enrolment Form once it has been signed by your parent or guardian. By signing this LTI Enrolment Form, your parent or guardian agrees to be bound by the terms contained herein and shall become legally responsible for all payments to LTI with respect to your Course.
5. The LTI Course Fee does not cover postage to LTI, nor any materials that are not listed as Materials for a Certificate IV in TESOL Course.
6. By accepting these conditions, you agree that LTI will not return your assessment for record keeping purposes. You agree to make a copy of any assessment items you would like to keep and take responsibility for any additional costs incurred. LTI will accept hardcopies or softcopies (electronic) of assessment items in place of originals.
7. It is your responsibility to notify LTI in writing of any change to your contact details including; postal address, email address, daytime contact number or mobile phone number.
8. The TESOL Made Practical Textbook and TESOL For All Situations Textbook which LTI provides to you, shall become your property. However, the content of the Course Materials, including copyright and all other such intellectual property rights contained therein, remain the property of LTI. You may not reproduce for commercial purposes any part of the Certificate IV in TESOL Course or Course Materials without the prior written consent of LTI.
9. You are responsible for making practical placement attendance arrangements in consultation with your trainer.
10. Upon receipt of your enrolment, evidence of English proficiency, deposit and upfront payment or payment plan, LTI agrees to:
 - a. Supply to you all materials listed for your Course;
 - b. Provide you with access to classes and/or an allocated trainer (depending on delivery type).
 - c. Assess your competence (through assessment work or evidence of Recognition of Prior Learning).
 - d. Answer academic and non-academic queries you may raise about your Course in a timely fashion.

Please sign and date below if the above is correct

DD MM YYYY

Parent or guardian signature if under 18 years of age

DD MM YYYY

Privacy Policy: Language Training Institute is collecting the information on this form for the purpose of processing your enrolment application. Only authorised staff has access to this information. Personal details will not be disclosed to any other third party without the client's consent unless authorised or required by law.

SEND YOUR ENROLMENT FORM TO

Post: The Spanish Cat **OR** **Scan & Email:** tesol@thespanishcat.com
PO Box 94
Flinders Lane, VIC 8009