

PRACTICE ENGLISH CLASSES

20 HOURS OF ENGLISH
LANGUAGE CLASSES FOR **\$25***

ABOUT PRACTICE ENGLISH CLASSES

- Taught by trainee-teachers
- Supervised by experienced teacher trainers
- Classes available for adults at two levels
- Classes focus on Speaking, Listening, Grammar and Vocabulary

COURSE DATES

COURSE DATES	CONTACT HOURS
Pre-Intermediate: Thursday 7 February - Tuesday 12 March 2019	5.50pm-7.50pm (2 evenings per week/ 20 hours)
Upper Intermediate: Thursday 14 March - Tuesday 16 April 2019	5.50pm-7.50pm (2 evenings per week/ 20 hours)

TO APPLY

1. Take an Entry Test

To take an entry test visit reception between 8.00am - 4.00pm Monday to Friday. No appointment is necessary.

Please bring a completed Practice English Classes Entry Test Registration Form with you.

2. Receive confirmation of your course and pay course fee

ICTE will tell you if you meet the entry requirements.

If you are accepted into the course you can pay the course fees immediately. ICTE will email you before the start of the course about your first day.

*COURSE FEES

2019: The course fee is \$50. Students whose attendance is 80% or above on course completion will receive a \$25 tuition refund.

CONTACT US

Institute of Continuing & TESOL Education

Level 5 Sir Llew Edwards Building (14)
Cnr University Drive &
Campbell Road
The University of Queensland
St Lucia, 4072

T: 3346 6770

F: 3346 6771

E: admissions@icte.uq.edu.au

W: [www.icte.uq.edu.au/event/1710/
practice-english-classes](http://www.icte.uq.edu.au/event/1710/practice-english-classes)

PRACTICE ENGLISH CLASSES ENTRY TEST REGISTRATION FORM

Please bring this form with you to ICTE to take your entry test.

Test location:

ICTE Reception, Level 5 Sir Llew Edwards Building (No 14)
Cnr University Drive & Campbell Road
The University of Queensland, St Lucia

1. YOUR DETAILS

Title Mr Ms Miss Mrs Other

Family Name/s **Given Name/s**

Date of birth **Nationality**

Address

Suburb **Postcode**

Email Address **Mobile Phone Number**

Have you previously studied at ICTE? Yes No

2. COURSE DATE SELECTION

Pre-intermediate: Thursday 7 February - Tuesday 12 March 2019 (2 evenings per week/ 20 hours)

Upper intermediate: Thursday 14 March - Tuesday 16 April 2019 (2 evenings per week/ 20 hours)

3. Privacy Information

The information on this form is collected for the primary purpose of enrolling you in an ICTE course or program and if required, placing you with a Homestay family. Other purposes of collection include the creation or modification of a record on a student database, attending to administrative matters, corresponding with you, informing you of future activities or events and de-identified statistical analyses. Information collected about you on this form and during your enrolment, can be provided to your Homestay family and, in certain circumstances to your university, sponsor and other parties authorised or required by law. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. For information on how ICTE manages student information, please consult the UQ Privacy Management Policy (<https://ppl.app.uq.edu.au/content/1.60.02-privacy-management>).

PRACTICE ENGLISH CLASSES PAYMENT FORM

Please return completed form using one of the following methods:

Post or In Person:
Level 5 Sir Llew Edwards Building (No 14)
Cnr University Drive & Campbell Road
The University of Queensland, St Lucia

Email: admissions@icte.uq.edu.au
Fax: 07 3346 6771

1. YOUR DETAILS

Title Mr Ms Miss Mrs Other

Family Name/s **Given Name/s**

Have you previously studied at ICTE? Yes No

2. PAYMENT

Credit Card (Payable in person, by post, email and fax).
A total sum of **AUD \$50** will be debited from the card you provide below.

Visa Mastercard

Name on Card Expiry Date

Card Number Cardholders Signature

EFTPOS (Payable in person only)

Cheque/Money Order payable to 'The University of Queensland'

4. 80% COURSE ATTENDANCE REFUND – you MUST complete this section to receive a refund payment

I am paying my course fees by CREDIT CARD and agree to have my 80% Course Attendance Refund paid to the credit card details I have supplied above.

I am paying my course fees by CASH, CHEQUE, MONEY ORDER or EFTPOS and would like my 80% Course Attendance Refund paid into the following AUSTRALIAN BANK ACCOUNT.

Name of Account Holder Bank Name

BSB (Bank Branch) Number Bank Account Number

5. REFUND AND CANCELLATION POLICY

- All cancellations and refund requests must be made in writing before course commencement. Cancellations made after course commencement are not eligible for a refund.
- A \$45 administration fee applies to all course cancellations.
- Course transfers are available prior to course commencement at no charge. Transfers are not available after course commencement.
- Course dates and fees are subject to change.
- The total course fee is AUD\$ 50. Participants who attend 80% of classes or more will receive a refund of AUD\$ 25 on course completion.
- Credit card payments will have refunds made using the card details supplied on this form. Cash or cheque payments will have refunds paid into the Australian bank account nominated on this form. Refunds can take 3 weeks to process.

I understand and accept the above terms and conditions.

Name Signature Date