

IHCYL APPLICATION FORM

Name:

e-m@il:

Date & Place of Birth:

Nationality:

Present occupation:

Phone no.:

Present Address:

Permanent Address (if different from above):

1 LANGUAGES

Which languages, including English, do you speak/ read/ write? Please mention your level of proficiency:

2 EDUCATION

Please list any relevant educational qualifications you may have. Include details of degrees, certificates, etc. and where they were taken.

3 ELT QUALIFICATIONS

Which ELT qualifications do you hold? Please include names of certificates, diplomas, year and institution where they were taken.

4 ELT EXPERIENCE

Please complete the table below with details

YEAR	COUNTRY, CITY AND SCHOOL	AGES / TYPE OF CLASSES TAUGHT	MAIN BOOKS USED
e.g 93-95	Spain Barcelona IH Barcelona	Taught mainly adults general English with some business classes: Beginners to FCE + 1 class of 12 year olds	Headway, Project English, etc

5. REASONS FOR WANTING TO TAKE THE YOUNG LEARNERS COURSE

(Please write +-100 words supporting your application)

6 REFERENCES

Please give the names and contacts of two referees who would be prepared to support your suitability for working with young learners:

**Please complete this application form handwritten and return it by post or by fax to:
CLIC, International House Seville c/ Méndez Núñez 7 41001 Seville (Spain),
fax + 34 954 50 08 36**



Centro de Lenguas e Intercambio Cultural



IHCYL COURSE CLIC IH SEVILLA

1. GENERAL CONDITIONS

- A) We will only reserve a place on the course for you when we receive proof of payment of at least the deposit (250 Euros).*
- B) The balance of the course fees and accommodation (if applicable) is due 4 weeks prior to the starting date.*
- C) Approximately 7 days before the course starts and once full payment has been received CLIC IH will send you the accommodation address.*
- D) Students who enrol fewer than 4 weeks prior to the course starting date are required to pay all the fees upon acceptance on the course.*

2. ENROLMENT CANCELLATIONS

- A) The deposit of 250 euros is non- refundable but can be transferred to another course provided that a minimum of 4 weeks' notice is given.*
- B) The course and accommodation fees WILL NOT BE REFUNDED if any cancellation is made less than 4 weeks before the course.*
- C) Students who start but do not finish their programme will not be reimbursed any course fees*

I have read, understood and agree to the above terms and conditions.

Signature of applicant

Date

The following forms of payment are possible:

3. by VISA or Master Card

Procedure:

Fill our payment form in

<http://www.tefl.es/component/ckforms/?view=ckforms&id=6>

We will confirm by e-mail as soon as We've done the payment.

Note: the card has to be yours, as you will have to sign the receipt when you get here. We will then give you a copy of payment. There is a 3% bank commission on the accommodation fee for payments by credit card.

4. by bank transfer to the CLIC International House bank account:

Procedure:

State your name, course type (CELTA) and course dates on the form of payment. Send us a copy of the form of payment by fax to 0034 954 50 08 36 as soon as you have arranged payment. On receipt of this proof of payment We will reserve a place for you on the course, and we will confirm by e-mail.

Bank LA CAIXA, c/ Imagen 10, 41002 Sevilla.

Account No. 2100-2143-66-0200227552

Swift code: CAIXES BB

IBAN code: ES83 + Account No.

All charges incurred are to be paid by the applicant. If charges are not paid at the time of transfer, an additional charge will be made on arrival.

Just clic.es



A MEMBER OF THE
INTERNATIONAL
HOUSE WORLD
ORGANISATION



CEELE