



International Diploma in Language Teaching Management (IDLTM) APPLICATION FORM

PERSONAL DETAILS

Mr / Mrs / Miss / Ms (please circle)
Surname/Family Name:
Given Names:
Date of Birth (day/month/year):
Name of Employer:
Nationality:
Home Address:
Postcode:
Telephone Number:
Email:
Are you a native English speaker?
If no, IELTS/TOEFL result and year of test:

WHERE/HOW DID YOU FIND OUT ABOUT THIS COURSE?

Advertisement - Please specify:
Conference - Please specify:
Internet - Please specify:
Colleague:
Other - Please specify:

PAYMENT OF FEES AND REFUND/CANCELLATION POLICY

- A deposit of US\$350 must accompany this application form. Payment may be made by bank transfer or credit card. This deposit is non-refundable once a place in the course has been offered.
Payments made via credit card will incur a minimum 3% transaction fee as advised by UD-UQ ELI's bank
The full tuition fee for UD-UQ ELI IDLTM course in 2012 is US\$4,335
Once a place has been offered, it may be possible to transfer to a later course date held within 12 months of the offer date. Transfers may only be made up to four weeks before course commencement (subject to availability); a transfer will incur a charge of US\$100.
The offer of a place should be confirmed as soon as possible with full payment of fees. Places are not guaranteed until full fees are received. Full fees are due six weeks prior to course commencement.
Notification of cancellation of a course enrolment must be made in writing.
Cancellations received within four weeks before course commencement or after a course has commenced will not be eligible for a refund.
Courses are run subject to sufficient enrolments.
Deposit and full tuition fees will be refunded if the IDLTM course is fully booked or cancelled by ICTE-UQ.
IDLTM courses at the UD-UQ ELI are administered by ICTE-UQ (AU105) in Brisbane, Australia. This agreement does not remove the right to take further action under Australian consumer protection laws; neither does it remove a student's rights to pursue other legal remedies in Australia.

DETAILS OF TERTIARY EDUCATION

Table with 3 columns: Institution, Qualification, Year obtained

DETAILS OF RELEVANT EXPERIENCE/PROFESSIONAL DEVELOPMENT

Years of English teaching or language teaching management experience:
Name & Location of Institution:
Position: Years:
Name & Location of Institution:
Position: Years:
Name & Location of Institution:
Position: Years:
Please list completed professional development training:

DEPOSIT PAYMENT METHOD

Bank Transfer (please contact UD-UQ ELI for account details)
Credit Card Visa Mastercard
Card Number:
CVW2 Secure Code (3 digit number on reverse of card)
Name on card:
Expiry Date: Signature:

Payments made via credit card must also include the following

- A scanned copy of both sides of card
A scanned copy of the photo page of the credit card owners passport (Payments made via credit card will incur a minimum 3% transaction fee as advised by UD-UQ ELI's bank)

DECLARATION

- I have truthfully declared all relevant details requested of me in this application.
I have read and I understand the refund/cancellation policy. I agree to abide by the regulations of The University of Queensland.

Signature: Date:

SELECT COURSE COMMENCEMENT DATE

Vietnam: Month: Year: 20

For specific course dates please visit: www.ict.e.uq.edu.au/idlrm

Please send the completed form along with a copy of your CV to:

IDLTM (Vietnam)
University of Danang - University of Queensland English Language Institute
158A Le Loi Street
Danang City, Vietnam
Tel: +84 511 3849 123 Fax: +84 511 3849 124
Email: lethiminhchi@elidanang.edu.vn