

2022 REGISTRATION FORM

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Email : info@ihcapetown.com

- 2022 IH CAPE TOWN REGISTRATION FORM -

NAME & ADDRESS

Family Name		Gender	Male	☐	Female ☐
First Name		Nationality			
Address		Country of Birth			
Zip Code		Passport No.			
Telephone Number		Date of Birth			
Email		Emergency Contact Tel No.			
Emergency Contact Name		Emergency Contact Email			

LANGUAGE COURSE TYPE

Course	Start Date	End Date	Number of Weeks		Package Yes/No
Standard - 15 hrs			Private /Personal Study Programme lessons	5	
Intensive - 23 hrs				10	
Business - 23 hrs				15	
Private IELTS/TOEFL	On Request				
Private Cambridge Exam Preparation	On Request	On Request			

FCE ☐ CAE ☐ CPE ☐

ACCOMMODATION TYPE

Arrival Date:		Departure Date:	
Atlantic Point Backpackers	8 Bed Dorm	Bunk Beds, Shared Bath	
Atlantic Point Backpackers	4-6 Bed Dorm	Single Beds, Shared Bath	
Atlantic Point Backpackers	Twin Room	Single Beds, Shared Bath	
Atlantic Point Backpackers	Twin Room	Single Beds, Private Bath	
Atlantic Point Backpackers	Single Private Bathroom	Single Bed, Private Bath	
Student@Home	Twin Room	Single Bed, Shared Bathroom	
Student@Home	Single Room	Single Bed, Private Bathroom	
Home Stay	Single, Shared Bathroom	Bed & Breakfast	
Home Stay	Single, Shared Bathroom	Half Board	
Home Stay	Single, Private Bathroom	Bed & Breakfast	
Home Stay	Single, Private Bathroom	Half Board	
Are you a smoker?	Y ☐ N ☐		
Do you have any allergies?	Y ☐ N ☐		
Medical Condition?			

MEDICAL INSURANCE

Will you have adequate insurance upon arrival?	Yes	☐	No	☐
Would you like us to provide you with a quotation for your health insurance?	Yes	☐	No	☐

FLIGHT DETAILS

Transfers needed (Y/N)			Yes	☐	No	☐
Arrival Flight:	Depature airport leaving time		Arrival airport arriving time		Flight No.	
Departure Flight:	Depature airport leaving time		Arrival airport arriving time		Flight No.	

HOW DID YOU HEAR ABOUT IH CAPE TOWN

Agent ☐ Brochure/ Magazine ☐ Internet ☐ Friend ☐ Other. Brochure/ Mag (Please specify) ☐

General Data Protection Regulation (GDPR) & POPIACT

I agree to the processing of my personal data by the school in line with the school's policy and principles of the GDPR/POPIACT for the purposes of being enrolled, classed and supervised as a student of Ih Cape Town (Pty) Ltd. The school privacy policy can be found on the website www.ihcapetown.com.

Please tick : Yes ☐ No ☐

Email Address

Kindly note that your email address will be used solely for pre-arrival testing purposes before the start of your course. There after we may send you occassional school updates.

GENERAL INFORMATION (CONT.)

Administration Fees

Registration Fee: The following registration fees will be a mandatory cost depending on your course duration.
Kindly note that the registration fees will include all your course books:
*$60 (0-11 weeks course duration)
*$100 (12+ weeks course duration)
Accommodation placement fee: $45 - (this is a nonrefundable payment used to cover all administration fees).
Insurance Fee : $40 per month (CompCare, min. 3 months)
Insurance Application Fee: $30

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: FNB
Acc. Name: Ih Cape Town (Pty) Ltd.
Number: 62876919625
Branch Code: 201409
Swift Code: FIRNZAJJ

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.

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 or failure to start on designated registration date. Courses cannot be transferred between students. Please contact the school as soon as possible if you are unable to start your course on

Course Availability

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

Young Learner Programmes :

• 9 - 12 yr old(Juniors)

• 13-15 yr old (Teenagers)

• 16-18 yr old (Young Adults)

Start Dates upon request

(Please ask about suggested start dates)

Public Holidays

The school will be closed on the following dates. No course will be made up with the exception of Private lessons. **1 January, 21 March, 15,18, 27 April, 2 May, 16 June, 9 August, 24 September, 16, 26th December.**

Airport transfers $40

One way transfer. If your accommodation is booked with Ih Cape Town, 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: http://www.dha.gov.za/index.php/countries-exempt-from-sa-visas.

Change Fee $35

Once you have started a course, no changes may be made to it other than by written agreement from Ih Cape Town. Any

INCLUDED IN FEES	NOT INCLUDED IN FEES:
• *Tuition Fees.* • *Course book plus supplementary course material.* • *Free access online resources.* • *Free Wireless access on the school premises.* • *Certificate of attendance.* • *Discounted loyalty programmes at local restaurants, health & fitness clubs.* • *Free tea, coffee & filtered water.*	• *Airport transfer on departure* • *Excursions or social programme activities* • *Examination Fees, Exam preperation course books and transport to the testing center.*

To enrol on a course simply complete the following steps:

Step 1:
Complete a registration form and sign our terms and conditions.

Step 2:
Return the application by email to info@ihcapetown.com or candice@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

- 2022 IH CAPE TOWN TERMS AND 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 01/11/2021 until 31/10/2022. 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 or failure to start on the designated registration 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 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 (Please check the Information Fact sheets for the specific details of your accommodation).

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. It is compulsory by South African Law that students of Ih Cape Town has the sufficient health or travel insurance for the duration for their study.

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. This is requirement by the South African government.

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 / Accommodation House Rules
School/Accommodation House Rules are provided at the start of your course. Any student booking a course/accommodation accepts and agrees with such rules. No refunds will be considered for any student who is asked to leave their course/accommodation for reasons related to the violation of these rules.

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 enrollment, 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. Course Credit due to COVID -19
During the COVID-19 pandemic we have made the following payment rule changes: For course deferment or cancellation after payment has been made. This will be applicable to any future pandemic and not just subject to COVID-19. International House Cape Town will offer a credit on both course and accommodation so you can take your course anytime before December 31st 2022. Credit is transferable to other students Credit can be exchanged for online classes not subject to just COVID 19.

21. Theft of Personal Injury
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. Please use safe and lockable lockers for all valuables in any accommodation establishment.

22. 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

This is a legally binding document when signed

Please read the following and sign:

1. I have read, understood and accepted the Ih Cape Town enrollment agreement, including the Terms and Conditions, Accommodation House Rules 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 enrollment form is accurate and complete.

Signature of Applicant

Date

Name in print