



2021 REGISTRATION FORM & USD (\$) PRICE LIST

Tel : +27-68-217-8363
Email : info@ihcapetown.com

www.ihcapetown.com

- REGISTRATION FORM 2021 -

Family Name		Gender	<input type="checkbox"/> Male	<input type="checkbox"/> 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	DD/MM/YYYY	DD/MM/YYYY	Private /Personal Study Programme lessons	5	
Intensive - 23 hrs	DD/MM/YYYY	DD/MM/YYYY		10	
Business - 23 hrs	DD/MM/YYYY	DD/MM/YYYY		15	
Private IELTS/TOEFL	On Request				
Private Cambridge Exam Preparation	On Request	On Request			
FCE	<input type="checkbox"/>	CAE	<input type="checkbox"/>	CPE	<input type="checkbox"/>

ACCOMMODATION TYPE			
Arrival Date:	DD/MM/YYYY	Departure Date:	DD/MM/YYYY
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	Dinner, Bed & Breakfast	
Home Stay	Single Private bathroom	Dinner, Bed & Breakfast	
Home Stay	Twin Room Shared	Dinner, Bed & Breakfast	
Half Board Supplement	Y/N		
Are you a smoker?	Y/N		
Do you have any allergies?	Y/N		
Medical Condition?			

MEDICAL INSURANCE			
It is recommended that you demonstrate you have adequate insurance upon arrival			
Would you like us to provide you with a quotation for your health insurance?			Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have an existing insurance policy please complete the details below:			
Insurance Name			
Policy No.			

FLIGHT DETAILS					
Transfers needed (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	<input type="checkbox"/>	Brochure/ Magazine	<input type="checkbox"/>	Internet	<input type="checkbox"/>
Friend	<input type="checkbox"/>	Other. Brochure/ Mag (Please specify)			

General Data Protection Regulation (GDPR)

I agree to the processing of my personal data by the school in line with the school's policy and principles of the GDPR 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 occasional school updates.

I have hereby read the and understood the attached terms and conditions

Student Name: _____

Signature: _____

Date: _____

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COURSES

General English

Standard English: Contextual lessons are balanced to ensure that students improve their ability to apply language structures.

Intensive English: Provides further improvement of a student's skills and vocabulary with a view to developing their communicative competencies.

Business English: Lessons focus on relevant grammar, vocabulary and pronunciation as well as on skills practice within a business context.

Recommended course start dates:
4th Jan, 29th March, 21st June, 13th Sept,

Maximum students per class	14 Students
Registration fee	\$60
Course start dates	Every Monday

Prices All prices below are per week

Programme	2 - 4 Weeks	5 - 11 Weeks	12 - 24 Weeks
Standard English (15 hours per week)	\$285	\$270	\$230
Intensive English (23 hours per week)	\$385	\$355	\$315
Business English (15 hours Standard English + 8 Business hours)	\$400	\$365	Max 8 Weeks
Private Tuition (One to one)	5 lessons - \$235	10 lessons - \$400	15 lessons - \$550
Personal Study Programme (Includes 20 minutes 1:1 each week)	5 Lessons - \$140	10 Lessons - \$225	15 Lessons - \$330
Academic Year Programme	(24-48 Weeks)	Standard English - \$195	Intensive English - \$275

English for Specific Purposes (ESP)

15 hours Standard English + 8 hours specialised focus

Maximum students per class	14 Students
Registration fee	\$60
Course start dates	Every Monday

Prices All prices below are per week

Programme	2 - 4 weeks	5 - 11 weeks	Level of English Required
Secretaries & Administrative Staff / Nursing & Healthcare	\$405	\$380	Intermediate
Aviation / Engineers in the Energy Sector	\$415	\$395	Upper Intermediate +

Cambridge Exam Preparation

Programme	
Cambridge FCE, CAE, CPE, (individual)	To Be Assessed

TOEFL and IELTS

An intensive TOEFL / IELTS exam preparation course. Language skills and activities are combined with exam practice and insightful test-taking tips. The course covers all the sections of the exam to ensure you're fully prepared to get the test score you require.

Individual Lessons	To Be Assessed
15 hours of Standard English + 8 hours of TOEFL/IELTS exam preparation	
Course start dates	Every Monday
Required level	Intermediate +

* IELTS exams can be booked at Ih Cape Town. TOEFL exam should be booked online at www.toefl.org

* For exam fees and dates, please email us at info@ihcapetown.com

Prices

Excluding exam fees

Programme	4 Week Course	
TOEFL / IELTS	4 Weeks	\$1850

CELTA

(Certificate in English Language Teaching to Adults)

This full-time intensive University of Cambridge certified course runs for 4 weeks from Monday to Friday. Candidates will be required to put in extra time after class hours in order to prepare lesson plans and work on assignments.

Maximum students per class	6 Students
Hours per week	23 Hours +
Course length	4 Weeks
Course start dates	On Request
Required level	Advanced
Course Fees On Request	\$1,300

Young Learner Programme

Juniors [9-12 years old], Teenagers [13-15 years old] and Young Adults [16-18 years old]. These programmes offer a wonderful mix between learning English and exploring Cape Town. Please contact us for the prices and start dates of these education + leisure programmes.

50 Plus Programme - Packages start from \$1,725

This 2-week all inclusive programme is for all adults over the age of 40 & 50 who love languages and learning, enjoy travelling and spending time with like-minded people their age.

English + Volunteer

Sign up for a minimum two week course followed by a volunteering project of your choice. Please enquire for more details.

English Plus

Combine a 2 - or 4 - week English course with a leisure programme of your choice. Surfing, Safari, Golf or wine tour - there are many options for you to choose from. Timetable.

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ACCOMMODATION

Ih Cape Town offers a variety of accommodation options to suit your specific requirements and budget. All our accommodation suppliers follow the same standards of quality and facilities, and no matter where we manage to confirm your stay with us, we assure you that it will be safe, comfortable, clean and within walking distance or no more than a 16-minute bus ride.

Accommodation bookings are from Sunday to Sunday unless requested in advance. Extra nights can be arranged on request. Please ensure that you have confirmed availability before booking your flights.

When booking accommodation a student accepts to abide by the specific 'House Rules'. No refund will be considered for any student who is asked to leave for reasons relating to a violation of the 'House Rules'.

Atlantic Point Backpackers.

Atlantic Point Backpackers offers the perfect mix of social and chill vibes, with a communal kitchen, in-house bar, braai area, co-working office, and plenty of outdoor space including lounge chairs and a pool. The hostel is ideally positioned 1 km from the Waterfront, 750 m from Green Point Park and steps away from cafés, restaurants and grocery stores.

Backpackers Accommodation *	Distance	\$ Per Week	\$ Per Night
Dormitory 8 bed, Shared Bath (Bunk beds, no meal)	28 min Walk	\$110	\$16
Dormitory 4-6 bed, Shared Bath (Single Beds, no meal)	28 min Walk	\$155	\$23
Twin room single beds, Shared Bathroom (Breakfast voucher included)	28 min Walk	\$200	\$29
Twin room single beds, Private Bathroom (Breakfast voucher included)	28 min Walk	\$250	\$36
Single Room, Private Bathroom (Incl Breakfast voucher)	28 min Walk	\$275	\$40

*Please refer to the information fact sheets for detailed information about the specific location and facilities of each accommodation option.

Prices are per person.

Student@Home

Situated in the most famous street in Cape Town, 106 Adderley Street is your premier address in the city. Student@Home Apartments accommodates students with a "home away from home feel", creating a wonderful base to explore the city.

Accommodation *	Distance	\$ Per Week	\$ Per Night
Twin Room (Shared Bathroom, Inc Breakfast voucher)	6 min Walk	\$235	\$34
Single Room (Private Bathroom, Inc Breakfast voucher)	6 min Walk	\$275	\$40

Home Stay

This choice of accommodation is perfect for students wanting to experience the South African culture while learning English. Students are accommodated in a comfortable room either on their own or sharing with a friend.

Home Stay	Distance	\$ Per Week	\$ Per Night
Single Shared Bathroom (Bed and breakfast)	10-30 min	\$215	\$31
Single Private Bathroom (Bed and Breakfast)	10-30 min	\$260	\$38
Twin Shared (Bed and Breakfast - Per person)	10-30 min	\$190	\$28

Half board accommodation available on request.

Accommodation Check in time : 2pm
Accommodation Check out time : 10am

GENERAL INFORMATION

Placement Test

You will be required to complete an online placement test a week prior to your arrival.

Timetable (Each lesson is 60 mins)

Lessons are between 8.30am and 5.00pm, Monday to Friday. Your timetable will depend on your level, the course and number of hours you have booked. Your timetable will be confirmed after your online placement test, it will include both lessons and PSP hours. You will receive this via email prior to your arrival. However, on your first day, please be at school by 08:30am

Early Timetable	8.30am-10.30am 10.45am - 12.45pm	Monday - Friday
Late Timetable	01.40pm -03.00pm 03.00pm - 05.00pm	Monday - Friday

Personal Study Programme (PSP)

In addition to your lesson timetable you will also be allocated PSP time.

PSP Timetable	8.30am - 4.40pm	Monday - Friday
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To enrol on a course simply complete the following steps:

- Step 1:**
Complete a registration form.
- Step 2:**
Return the application by email to info@ihcapetown.com or bookings@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 documents (visa etc.).

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GENERAL INFORMATION

Administration Fees

Registration Fee: \$60 (this is a non refundable payment used to cover all administrative costs and the first level course book)
Once students change levels they would have to purchase a new book. Cost of extra book: \$40
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 the date agreed.

Personal Study Programme (PSP)

All courses include PSP lessons which occur in the PSP area. This guided study with specially trained teachers, allows for your course to be specifically tailored to your unique requirements. Progress is recorded daily with extensive resources being available to support your learning.

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, 22 March, 2, 5 & 27 April, 16 June, 9 August, 24 September, 16, 27th 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.

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 approved changes will be subject to specified charges as per price list.

INCLUDED IN FEES

- Tuition Fees.
- Course book for first level plus supplementary course material.
- Free access to online resource.
- Free Wireless access on the school premises.
- Certificate of attendance.
- Discounted loyalty programmes at local restaurants, health & fitness clubs.
- Free tea, coffee & filtered water.

NOT INCLUDED IN FEES:

- Airport transfer on departure
- Excursions or social programme activities
- Examination Fees, Exam preparation course books and transport to the testing center.

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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 net 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 01/11/2020 until 31/10/2021. 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 2021. 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