



# 2020 Registration Form 2020 EURO (€) Price List

[www.ihcapetown.com](http://www.ihcapetown.com)

1st Floor, 5 Regent Road, Sea Point, Cape Town, 8005

Tel: (+27) 21 433 0546 | Fax: (+27) 86 628 6068

Email: [info@ihcapetown.com](mailto:info@ihcapetown.com)



**International  
House**  
Cape Town

NAME & ADDRESS							
Family Name				Date of Birth		Male	Female
First Name				Nationality			
Address				Country of Birth			
Zip Code				Passport No.			
Tel: no:				Fax No			
E-mail							
Emergency Contact				Emergency Contact Tel /Email			

LANGUAGE COURSE TYPE										
Course	Start Date (DD/MM/YYYY)	End Date	Number of Weeks				Package Yes/No			
Standard – 15 hours				Private /Personal Study Programme lessons		5				
Intensive – 23 hours						10				
Business – 23 hours						15				
IELTS/TOEFL		4 Weeks only	Other type of package							
Cambridge Exam Preparation (Please tick appropriate course)										
FCE	<input type="checkbox"/>	CAE	<input type="checkbox"/>	CPE	<input type="checkbox"/>	Length of Course:	8 Weeks	<input type="checkbox"/>	12 Weeks	<input type="checkbox"/>

ACCOMODATION TYPE (PLEASE STATE YES OR NO)							
Arrival Date				Departure Date			
Ih Cape Town Accommodation	Dorm 4-6 Pax		Twin Room. Sharing with, if known		Twin , Private bath		
Ih Cape Town Accommodation	Single shared bath		Single, Private bath				
Mojo Hotel /MoTown	Dorm 4-10 Pax		Twin. Sharing with, if known		Twin, Private bath		
Mojo Apartmen	Single shared bath		Single, Private bath				
Host Family	Bed & Breakfast		Dinner, Bed & Breakfast				
Are you a smoker?							
Do you have any allergies?	Please specify						
Medical Condition?	Please specify						

FLIGHT DETAILS						
Transfers needed (yes/no)						
Arrival	From airport leaving time		To airport arriving time		Flight No.	
Departure	From airport leaving time		To airport arriving time		Flight No.	

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		NO			
If you have an existing insurance policy please complete the details below							
Insurance Name							
Policy 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. 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 Language Institute (Pty) Ltd. The school privacy policy can be found on the website [www.ihcapetown.com](http://www.ihcapetown.com).

Please tick: Yes ☐ No ☐

Occasionally we photograph or film student activities at the school or on our social programmes to share via social media platforms like Facebook, Twitter, Instagram or Pinterest. These may be used for promotional purposes. Are you happy for the school to do this with your images ?

Please tick: Yes ☐ No ☐

**I hereby have read the attached terms and conditions.**

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 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:

6 Jan, 10 Feb, 16 March, 28 April, 1 June,  
6 July, 11 Aug, 14 Sept, 19 Oct, 23 Nov.

Maximum students per class	12 students
Registration fee	€50
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)	€255	€245	€215
Intensive English (23 hours per week)	€335	€315	€285
Business English (15 Hours Standard English + 8 Business hours)	€355	€325	Max 8 Weeks
Private Tuition (One to one)	5 lessons - €210	10 lessons - €355	15 lessons - €525
Personal Study Programme (Includes 20 minutes 1:1 each week)	5 lessons - €125	10 lessons - €200	15 lessons - €225
Academic Year Programme (24 - 48 weeks)		Standard English - €175	Intensive English - €245

Fair Trade Package	2-4 weeks	5-11 weeks	12-24 weeks
Standard English + Dorm accommodation	€520	€500	€480

## English for Specific Purposes (ESP)

15 hours Standard English + 8 hours specialised focus

Maximum students per class	12 students
Registration fee	€50
Course start dates	1st Monday of every month

## Prices

*All prices below are per week*

Programme	2 - 4 weeks	5 - 11 weeks	Level of English Required
Secretaries & Administrative Staff / Nursing & Healthcare	€355	€335	Intermediate
Aviation / Engineers in the Energy Sector	€365	€345	Upper Intermediate +

## 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.

Maximum students per class	8 students
15 hours of Standard English + 8 hours of TOEFL/IELTS exam preparation	
Course start dates / Exam dates	On request
Required level	Intermediate +

*\* IELTS exams can be booked at Ih Cape Town. TOEFL exam should be booked online at [www.toefl.org](http://www.toefl.org)*

*\* For exam fees and dates, please email us at [info@ihcapetown.com](mailto:info@ihcapetown.com)*

## Prices

*Excluding exam fees*

Programme	4 week course	Price
TOEFL / IELTS	4 weeks	€1440

## Cambridge Exams

Intensive Cambridge FCE, CAE, CPE exam preparation courses. A level of Intermediate+ is required. A maximum of 8 students per classroom ensures that everyone benefits from personal attention.

Maximum students per class	8 students
Hours per week	23 hours
Course length	8/12 weeks
Course start dates	On request
Required level	Intermediate +

## Prices

*Excluding exam fees*

Programme	8 weeks	12 weeks
Cambridge FCE, CAE, CPE	€2560	€3840

*\* For exam fees and dates, please email us at [info@ihcapetown.com](mailto:info@ihcapetown.com)  
The book fee is €75 (subject to change).*

## 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	12-18 candidates
Course schedule	9am - 5pm
Course length	4 weeks
Course start dates	To be confirmed
Required level	Strong C1 / Native speaker
Course fees	€1250

## 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

**Package starts from €1 420.**

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 (Each lesson is 60 mins)

Lessons are between 8.30am and 4.40pm, 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 placement test and will include both lesson and **Personal Study hours**.

Early Timetable	8.30am - 10.30am   10.30am - 12.30pm	Monday - Friday
Late Timetable	12.40pm - 2.40pm   2.40pm - 4.40pm	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
---------------	-----------------	-----------------



## 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 20-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.

Ih Cape Town Accommodation *	Distance	\$ per week	\$ per night
Dorm, 4-6 Pax	20 min walk	€140	€25
Twin, Shared bath (incl. breakfast voucher)	20 min walk	€200	€40
Twin, Private bath (incl. breakfast voucher)	20 min walk	€230	€45
Single, Shared bath (incl. breakfast voucher)	20 min walk	€240	€50
Single, Private bath (incl. breakfast voucher)	20 min walk	€295	€55

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

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'.

**Accommodation Check in time : 2pm**

**Accommodation Check out time : 10am**

## Mojo Accommodation - Mojo Hotel | MoTown | Mojo Apartments

Situated opposite Ih Cape Town, or within close walking distance to the school, the hotel includes access to the Mojo Market, a rooftop terrace and much much more. The Mojo Hotel is a new type of hybrid hotel in Cape Town offering a variety of rooms - from spacious self-catering studios and apartments to compact crash pads.

Accommodation *	Distance	\$ per week	\$ per night
Dorm, 4-10 Pax	1-5 min walk	€160	€30
Twin, Shared bath (incl. breakfast voucher)	1-5 min walk	€220	€40
Twin, Private bath (incl. breakfast voucher)	1-5 min walk	€265	€45
Single, Shared bath (incl. breakfast voucher)	1-5 min walk	€285	€50
Single, Private bath (incl. breakfast voucher)	1-5 min walk	€310	€55
Single crash pad	1-5 min walk	€360	€60

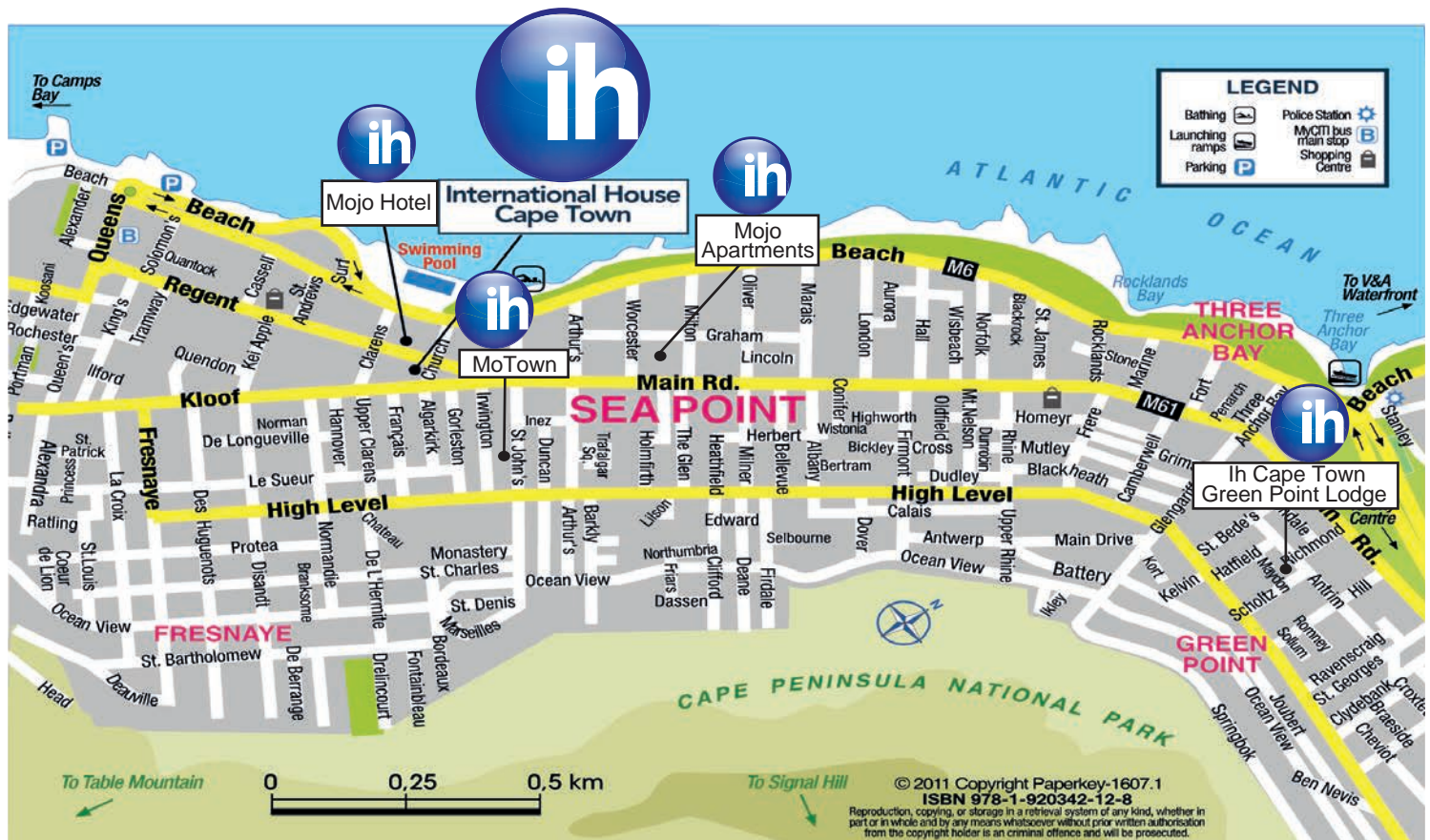
*\*Please refer to the information fact sheets for detailed information about the specific location and facilities of each accommodation option.*

## Homestay

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.

Homestay	Distance	\$ per week	\$ per day
Single, shared (bed and breakfast)	10-30 min	€180	€30
Single, shared (dinner, bed and breakfast)	10-30 min	€210	€40
Twin, shared (bed and breakfast)	10-30 min	€170	€25

*\*Twin rooms are only available when two students book together.*



## To enrol on a course simply complete the following steps:

### Step 1:

Complete a registration form.

### Step 2:

Return the application by email, fax or post to:

**International House Cape Town**  
**P.O Box 446**  
**Sea Point**  
**8050**  
**Tel: +27 21 4330546**  
**Fax: +27 86 6286068**  
**Email: info@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.).

## Administration fees

Registration fee: €50 - (this is a non-refundable payment used to cover all administration costs).

Accommodation placement fee: €35 - (this is a nonrefundable payment used to cover all administration fees).

Insurance Fee: €35 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:** Nedbank

**Bank Address:** 8th Floor,  
 57 Heerengracht,  
 Foreshore, Cape Town,  
 8001

**Acc. Name:** Ih Cape Town Language  
 Institute (Pty) Ltd

**Acc. Number:** 7095018383

**Branch Code:** 123209

**Swift Code:** NEDSZAJJ

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.

## 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. Your timetable of lessons and PSP times will be confirmed after your day one placement test.

## 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 courses will be made up, with the exception of private lessons:

1 January, 10 April, 13 April, 27 April, 1 May, 16 June,  
 10 August, 24 September, 16 December, 25 December.

## Airport transfers €30

One way transfer. If your accommodation is booked with Ih Cape Town, only 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 €30

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.

## 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. 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.

### Included in Fees:

- Tuition fees
- Free access to Net Languages and Ih World online English course
- Course materials
- Free wireless access on the school premises
- Certificate of attendance
- Discounted loyalty programmes at local restaurants, health & fitness clubs

### NOT included in fees:

- Airport transfer on departure
- Excursions or social programme activities
- Examination fees (approx €180) excl. course books and transport to the testing centre

# Ih Cape Town Terms & 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 01/11/2019 until 31/10/2020. 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, 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 the 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. Ih Cape Town strongly advises that students obtain the necessary medical insurance for the duration for their stay and to check all details of their respective insurance policy.

## 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.

## 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. 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.

## 21. 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:

- 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.
- 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.
- I certify that the information in this enrollment form is accurate and complete.

Signature of Applicant

Date

Name in print