

APPLICATION FORM

Please fill the form fully and accurately.



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Singapore

Heartpower TESOL and Teacher Training Centre Pte Ltd
50 Market Street Unit 10-01, Golden Shoe Carpark
SINGAPORE 048940
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Malaysia

No 19, 6th Floor, Block E1, Dataran Prima
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(Office) +603 7880 4677

Australia

Atherleys School of English Language
Suite 4/10 Main Street
Osborne Park Western Australia 6017
(Office) +618 9444 2722
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ADVISORY NOTE

This note is for a prospective trainee.

You are strongly encouraged to thoroughly research on the private education institution (PEI) conducting the course before signing up for the course. You should consider, for example, the reputation of the PEI, the teacher-trainee ratio of its classes, the qualifications of the teaching staff, and the course materials provided by the PEI.

By signing and returning the Student Contract (the "Contract"), you agree to the terms and conditions which will bind you and the PEI, if you accept the PEI's offer of a place in a course of study offered or provided by the PEI.

You should ask the PEI to allow you to read a copy of the Contract (with all blanks filled in and options selected) in both English and the official language of your home country, if necessary. For your own protection, you should review all the PEI's policies, and check carefully that you agree to all the terms of the Contract, including the details relating to each of the following sections, before signing the Contract:

- a. The duration of the course, including holidays and examination schedules, and contact hours by days and week;
- b. The total fees payable, including course fees and other related costs;
- c. Dates when respective payments are due;
- d. The refund policy in the event of voluntary withdrawal (by you) or enforced dismissal from the course or programme (by PEI);
- e. The Fee Protection Scheme you are subscribed to and its coverage;
- f. The dispute resolution methods available;
- g. Information about the PEI's policies on academic and disciplinary matters; and
- h. The degree or diploma or qualification which will be awarded to you upon successful completion of the course.

If you have any doubt about the contents of the Contract, or if the terms are different from what the agent or the PEI have informed you previously, or advertised, you should always seek advice and/or clarifications before signing the Contract.

This portion below is to be completed by the signatory of the Student Contract, i.e. either the trainee, or if the trainee is below the age of 18, his parent or guardian.

I _____, NRIC/Passport number, _____
(name of trainee/parent/guardian)

Have read and understood this advisory note before signing the Student Contact for myself/my ward **

_____ NRIC/Passport _____
name of ward

with _____
name of PEI

(signature of student or parent/guardian)

Date: _____

Please delete whichever is applicable

1. PERSONAL INFORMATION

First Name:	Last Name:	English Name:
Gender: Male/Female		
Date of Birth:	NRIC/FIN#:	
Address:	Postcode:	
Telephone: (h)	(work)	(mobile)
Email:		
Nationality:	First language:	

2. EDUCATION

	Institution	Major	Qualifications
Highest Level of Education			
Which Languages do you speak/write? Please comment on your fluency:			

3. TEACHING ENGLISH LANGUAGE EXPERIENCE

Institution	Dates	Position

4. SELECT YOUR PROGRAMME (\$500 deposit minimum)

Programmes	Provider	Type of Study Please circle one: PT/FT	Course Fees
Advanced TESOL Certificate (50hrs + 10hrs Teaching Practice)	Global TESOL College Canada	PT/FT	2750
Advanced TESOL Diploma (120hrs)	Global TESOL College Canada	PT/FT	5500
Certificate IV in TESOL Mode 1 (120hrs)	IH Sydney	PT/FT	5000
Certificate IV in TESOL Mode 2 with intensive language component (180hrs)	IH Sydney	PT/FT	5500 -3500
Cambridge CELTA (120hrs)	University of Cambridge ESOL Dept.	PT/FT	5000

4A Global TESOL College Dates (for Mode 1 weekends only)

Please nominate the dates you wish to do the Sections. Please advise us 1 week before the date if you cannot attend any of the nominated dates. You cannot show up unannounced.

Section Code	Section Title	Date
F1	Teaching Listening Skills	
F2	Teaching Speaking Skills	
F3	Teaching Pronunciation Skills	
F4	Teaching Writing Skills	
F5	Teaching Reading Skills	
F6	Basic Grammar	
G1	Teaching Grammar	
G2	Teaching Grammar	
G3	Teaching Grammar	
B1	Teaching Business English	
B2	Teaching Business English	
B3	Teaching Business English	
T1	Teaching Tourism English	
T2	Teaching Tourism English	
T3	Teaching Tourism English	
P1	Teaching TOEFL Preparation	
P2	Teaching TOEFL Preparation	
P3	Teaching TOEFL Preparation	
Y1	Teaching Young Children	
Y2	Teaching Young Children	
Y3	Teaching Young Children	

4B ASSESSMENT

Cambridge CELTA

Applicants are required to complete Qs 1, 2, 3 & 4. Please write or type 100 words per question. By separate email forward a copy of your CV to celta@heartpower.com.sg.

Certificate IV in TESOL

Applicants are required to complete Qs 1, 2, 3 & 4. Please write or type 100 words per question. By separate email forward a copy of your CV to tesol@heartpower.com.sg.

All other courses

Assessment is not required.

QUESTION 1 Why are you interested in teaching English? Please write 100 words in an appropriate semi-formal style.

QUESTION 2 What relevant qualities and experience do you have? Please write 100 words in an appropriate semi-formal style.

QUESTION 3 What do you hope to gain from the course? Please write 100 words in an appropriate semi-formal style.

QUESTION 4 What are you planning to do in the future with this qualification? Please write 100 words in an appropriate semi-formal style.

5. Student Contract

Privacy

The information you provide in this application will be used to process your enrolment at Heartpower TESOL and Teacher Training Centre Pte Ltd (hereinafter called "Heartpower").

This information will be treated as confidential and is available for your review. However, it may be made available to Singapore immigration and education authorities in connection with your visa (if applicable).

Heartpower may send you information about our centre or other courses. You may request not to receive further information at any time.

Terms & Conditions

I the candidate/trainee, whose name appears in Section 1 above, note the availability of pre-enrolment information at www.heartpower.com.sg and agree to the following terms and conditions:

That acceptance to my course is subject to successful completion of a selection and/or interview process and I agree that Heartpower in its absolute discretion, may accept or reject my application to undertake a course that once a place has been offered, it can only be secured when an Application Fee or full fee (as stated in Schedule1) has been paid.

Unless otherwise agreed to in Schedule 1, I agree that if I do not pay the Application Fee 28 days prior to course commencement that my position on the course can be offered to another candidate. Registrations within the 28 days will be considered if places are available.

If full payment is not made by 28 days before commencement, all amounts paid will be forfeited and my position in the course will also be forfeited.

Any modules done online must be paid fully before I am given access to online resources and textbooks.

All payments made by cheque needs to be a crossed cheque to "Heartpower TESOL and Teacher Training Centre Pte Ltd"

Post to:

Heartpower TESOL and Teacher Training Centre Pte Ltd

Unit 10-01, Golden Shoe Carpark

50 Market St S048940

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SCHEDULE 1 Full Time Enrolments Only

Programmes	Advanced TESOL Certificate (50 +10hrs)	Advanced TESOL Diploma (110+10hrs)	Certificate IV in TESOL Mode 1 (120hrs)	Certificate IV in TESOL Mode 2 (180hrs)	CELTA (120hrs)	JShine
	Flexible	5 weekends	5 weeks		5 weeks	
	\$2750	\$2750 (top up above Adv Cert)	\$5000	NA	\$5000	TBA
Application Fee	500	500	500	NA	500	500
1st payment						
1st day of commencement of course	2250	2250	4500	NA	4500	TBA
Total	2750	2250	5000	NA	5000	TBA

I accept the following refund policy (withdrawal):

1. More than 28 days written notice before course start date - full refund of tuition fees less any application fees, course deposit and accommodation booking fees.
2. 28 days or less but greater than 21 days written notice before course start date, 80% of tuition fees less any fees, course deposit and accommodation booking fees.
3. 21 days or less but greater than 14 days written notice before course start date, 80% of tuition fees less any application fees, course deposit and accommodation booking fees.
4. 14 days or less written notice before course start date - 0% refund that it may be possible, up to two weeks before a course starts, to transfer to a later course date.
5. That no refund will be issued if I do not commence a course for which I have paid or if I withdraw after I have commenced the course.
6. That Heartpower will issue a full refund to a trainee applying for a student visa if the visa application is refused. In this case the refund will be processed within 2 weeks of the default date. Please note: Evidence of the student visa refusal must be provided to Heartpower prior to course commencement and within 24 hours of the default date.
7. That if I request a refund I will do so in writing addressed to the Managing Director, stating the reason for my request and including all dates and other necessary information that support this request. In the event that a refund is granted by Heartpower it shall be paid within 4 weeks of receipt of the written claim.

How To Apply For A Refund:

Graduate must complete in full the Refund Application Form. This must be printed off, completed and sent by mail to Heartpower TESOL and Teacher Training Centre Pte Ltd. Please be aware that any form without all criteria checked off will not qualify for a refund.

Once we receive your request, we will research your case thoroughly and respond back to you. Please be aware that any package without a completed Refund Application Form or without all required documents will not qualify for a refund. Upon verification that all your documents are legitimate, you will then be required to return all manuals, TESOL certificates, license, and a copy of your tuition receipt, in order to receive your tuition refund (minus the 10% processing fee of total tuition fee). Postage for returned materials is the responsibility of the trainee.

Other conditions:

8. That Heartpower reserves the right to increase fees at any time and to cancel a course if there are an insufficient number of candidates.
9. That I need to disclose, during my interview and application, any medical problem that may affect my ability to participate and complete the course I am applying for in accordance with the course requirements.
10. That I must attend all scheduled course sessions and complete the entire practical component to be eligible for certification.
11. That the following may affect my grade and may be grounds for dismissal from the course:
 - lack of punctuality on my part.
 - failure on my part to co-operate reasonably with other trainees. Heartpower personnel and third parties (such as, but not limited to, teaching practice).
 - non compliance on my part with the Heartpower code of conduct. (A copy of the code can be obtained from Heartpower).
 - that failure on my part to complete any written assignments on time and to a satisfactory standard will affect my grade. I accept as final all decisions made by Heartpower in regard to certification, grading and dismissal from the course.
12. That I accept financial responsibility for any books and materials borrowed by me.
13. That trainees on Heartpower courses will have different trainers/teachers during their courses and class sizes may vary.
14. That upon successful completion of the course, Heartpower can provide access to employment opportunities through our network and Teacher's Job Portal and other teacher recruitment services. That Heartpower is not responsible for the actions, procedures or employment conditions and policies of any employer or agency advertising positions through the Heartpower Teacher's Job Portal.
15. That I may be photographed and videotaped during my time at Heartpower and that these images may be used for marketing communications.
16. That I must inform Heartpower in writing if I do not wish to be photographed or videotaped and have these images used for marketing communications.
17. That this agreement signed by me does not remove the right for me to take further action under Singapore's consumer protection laws.
18. I understand that if I am on a student visa it is my responsibility to advise Heartpower of my current residential address on arrival and if I change my address I must notify Heartpower immediately. I am aware that failure to notify the centre that I have changed my address may result in automatic cancellation of my visa without my knowledge.
19. Refresher Courses (as opposed to make up classes for lessons missed) are free for Heartpower graduates with the following proviso. An upfront deposit of \$500 is required for ANY course I am resitting. Trainees must attend at least 80% of the course. Failure to do so will forfeit the \$500 deposit. The deposit will be refunded (provided the trainee attended 80% or more of the course) within 14 working days after the end of the course. This does not apply to CELTA and Certificate IV Mode 1 students. I must notify Heartpower at least 14 days if I choose to do a Refresher Course.
20. Heartpower reserves the right to postpone the course commencement date due to unforeseen circumstances. If alternative dates are not within 1 month then I will be entitled to a full refund. I can opt for a full refund and payment will be made within 14 days of the date I formally ask for such refund.
21. This offer by Heartpower assumes that the information provided by me is true and correct and that any false information provided or lack of disclosure by may lead to termination of the enrolment and that Heartpower may refer this to the authorities.
24. The Terms and Conditions are the terms and conditions that govern a candidate/trainee's contract with Heartpower. A breach of any term or condition thereof will render me liable to disciplinary action, which may result in expulsion from the programme.

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Indemnity and Release

I, the candidate/trainee whose name appears in Section 1, am aware that certain risks and dangers may be associated with any study undertaking and participation in associated activities including but not limited to participation in compulsory practice teaching and observation activities, travel and optional recreational activities. In consideration of Heartpower accepting my application as a candidate and/or trainee, I agree that I will not hold Heartpower responsible or liable for and will not make any claim against Heartpower by reason of any injury, damage or loss which I may suffer as a result of or in connection with or during the period of

- my attendance at Heartpower and /or
- my participation in activities whether educational, social, recreational or otherwise, conducted or arranged by or on behalf of or by arrangement with Heartpower or in any way associated with Heartpower and/or
- whilst in accommodation whether short term or long term arranged for me by Heartpower

On behalf of myself, my executors, administrators and assigns I hereby release Heartpower from all liability to myself or to any other person for any such injury, damage or loss and from any actions, claims or demands which, if I had not entered into this Agreement, I might hereafter have been entitled to take or make against Heartpower in respect of any such injury, damage or loss and I hereby indemnify Heartpower against any such liability.

I agree that this Agreement shall be governed in all respects by and interpreted in accordance with the law of Republic of Singapore.

I accept that my admission to Heartpower's TESOL programmes is conditional upon my being physically and mentally fit to pursue my elected programme at Heartpower.

Signature

Date

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For Office Use Only

Application form checked

Application Fee Paid.
Receipt#.

Pre-enrolment Interview
and Counseling
(compulsory)

Course Start Date:

Course Finish Date:

Proposed Date of
Conferment of Award

Dates and times of course:

Oxford Online Test Result
(only for CELTA and Cert
IV in TESOL Applicants)

Other Details Agreed to
with Applicant (e.g. rebates)

Trainer's Comments and
Assessment CELTA/Cert
IV in TESOL (Mode 1)

Trainer's Comments and
Assessment Cert IV in
TESOL (Mode 2)

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