



# ISLPR

LANGUAGE SERVICES

## TUTORIAL APPLICATION FORM

### TUTORIAL APPLICATION

ISLPR LANGUAGE SERVICES PTY LTD ABN 83 138 312 919

**NAME** ..... family name ..... given name(s) ..... preferred name ..... title .....

**ADDRESS** ..... Post Code .....

**CONTACT** Phone ..... Email .....

**TUTORING REQUIRED** (If you want tutoring in more than one skill, you will probably need to take more than one tutorial)

Speaking  Listening  Reading  Writing

If you have any particular needs (e.g. spelling or pronunciation) please state .....

#### PREFERRED TIME FOR TUTORING

Week beginning ..... / ..... / .....  
dd mm yy

Tell us about any **days or times** that are not suitable (e.g. hours you must be in class).

How many hours of tutoring do you want? .....

**If you are in Australia on a student visa, please note that individual tutoring alone does not meet requirements for student visas.**

**TEST HISTORY** If you have already taken an English test, please provide a copy of the results or the information requested below.

TEST ..... DATE OF TEST ..... SCORES: Speaking..... Listening ..... Reading ..... Writing.....

**ISLPR® TEST PLANS** (if any) when do you plan to take your test? .....

#### REASON FOR TAKING TEST (if applicable)

**Teacher Registration**  (Please state teaching area) .....

**Entry to:** High School  TAFE  Undergraduate  Postgraduate  Other  (Please state) .....

Please write name of academic program (e.g. M of Professional Accounting) .....

**Other**  (Please state).....

**FEES FOR TUTORING:** \$100/hr (incl. GST)

#### CONDITIONS

- You must pay the fee when you submit this form.
- A full refund will be given if ISLPR Language Services cancels a tutorial. No refund will be given for any other reason.
- If you need to change the day or time of your tutorial and you notify the Administrative Officer no later than 4:30 pm two (2) working days before your tutorial, you will need to pay an administration fee of \$50. Otherwise you must pay another full fee.
- If you arrive late, you may have to make another booking and pay another full fee.
- You must accept that tutoring does not guarantee that you will reach a desired level in a test.
- If you are sick, you are required to contact our Administrative Officer and provide a medical certificate. If you do not provide a medical certificate, you will have to make another booking and pay another full fee.

The information I have given on this form is correct. I have read and I accept the **CONDITIONS** above.  
**Signature** ..... **Date** ..... / ..... / .....  
dd mm yy

**Privacy** ISLPR Language Services Pty Ltd collects, stores, and uses personal information only for the purposes of administering tests, training testers, teaching, research and distributing research publications. The information collected is confidential and will not be disclosed to third parties without your consent, except when required under Australian law.

<b>Office use only</b>	Tutor ..... Tute time..... /...../..... at .....
Fee rec'd ..... / ..... / ..... Amount \$ .....	Next tute (if applicable) ..... /...../..... at .....
Receipt ..... Payment method .....	Candidate advised ..... / ..... / ..... email, letter, fax, in person