

# VOLUNTEER INTERNSHIP PROGRAM 2018 APPLICATION FOR ADMISSION

BRISBANE | SYDNEY | MELBOURNE



## STUDENT INFORMATION

Student number (ILSC use only)	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
First name	
Middle name(s)	
Last name	
Birthdate (MM/DD/YY)	
First language	
Nationality	
Agency referral (if applicable)	
Address:	Street
City	State/Province
Country	Postal Code
Telephone number	
Mobile number	
Email	
Emergency contact name	
Emergency contact telephone	

## STUDY INFORMATION

CITY OF CHOICE <input type="checkbox"/> Brisbane <input type="checkbox"/> Sydney <input type="checkbox"/> Melbourne	
CLASS START DATE (MM/DD/YY)	WEEKS OF STUDY
VOLUNTEER INTERNSHIP PROGRAM START DATE (MM/DD/YY)	WEEKS OF VOLUNTEER INTERNSHIP STUDY

## AREAS OF INTEREST

PLACEMENT AREAS	CHOOSE 3 AREAS IN WHICH YOU WOULD LIKE TO DO YOUR UNPAID PLACEMENT*
<ul style="list-style-type: none"> <li>• Business Associations</li> <li>• Computers / IT</li> <li>• Customer Service</li> <li>• Design (Interior / Graphic)</li> <li>• International Trade / Logistics</li> </ul>	<ul style="list-style-type: none"> <li>• Marketing / Marketing research</li> <li>• Non Profit Organizations</li> <li>• Office Administration</li> <li>• Sports / Recreation</li> <li>• Tourism / Travel agencies</li> </ul>
	First choice:
	Second choice:
	Third choice:

\*Students must accept a placement in ANY of their three choices.

## DOCUMENT CHECKLIST

Please initial each statement in each box for your confirmation.

	I have provided a valid email address.
	I have submitted my resume, cover letter and Volunteer Experience Program application.
	I have read, understand, and accept the application in its entirety. (If you need help with translations of the program policies & student agreement on page 2, please ask your agent or counsellor prior to signing the document).

## CANCELLATION AND REFUND POLICY

- I have read and understood the Cancellation & Refund Policy, and the General and Fees Policy on the general ILSC Australia application form.
- I accept that withdrawal from the Volunteer Internship Program before classes begin will result in a full refund minus the \$200 administration fee, and withdrawal after classes begin will result in a full credit to tuition (no cash refund) minus the \$200 administration fee. Within six weeks of the placement start date, ILSC will not refund or credit any program fees.
- I confirm that the information I have given in this application, resume and cover letter is true, otherwise my application to the Volunteer Internship Program may be denied and/or my placement may be changed or delayed.

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### VOLUNTEER INTERNSHIP PROGRAM POLICIES & STUDENT AGREEMENT

- I accept that the placements are voluntary, unpaid and intended for language acquisition, not for vocational or career skills training. I understand that I am responsible for securing the appropriate visa, and abiding by its conditions.
- I understand that there is limited availability of placements between Dec 1 to mid-Jan, and my internship start date must fall prior to, or after this period in order to guarantee placement.
- I understand that due to the nature of the Australian labor market and economy, ILSC cannot guarantee interviews with certain companies or specific industries. Therefore, it is not always possible to find a volunteer placement that fulfills the exact criteria of the student.
- The minimum required for English Volunteer Internship Program placements is a language level of Intermediate 3. For more information please contact your appointed counselor or agency.
- I accept that I may be required to enroll in additional classes or cancel my Volunteer Internship Program if I do not meet the required language level or if I do not meet my student responsibilities.
- I accept that placements depend on the availability of positions with host companies, the timing of my placement, my skills, experience, language level and performance in the interview. I consent to the Volunteer Internship Program department choosing a suitable placement for me at their discretion, with my best interests in mind and using their best judgment and expertise.
- I accept that although many businesses are located in the downtown Sydney / Brisbane / Melbourne areas, a placement may be located farther away. All placements are accessible by public transit (bus or train).
- I accept that the host company may require me to have a criminal record check prior to offering me a placement. Some organizations require that students have a criminal record or medical check/background clearance or reference letters from their home country in order to volunteer. Therefore, students should consult with their agents and are encouraged to have this completed before leaving their home country.
- I accept that I am also responsible for any other miscellaneous program related costs including but not limited to transportation to/from the interviews and during their placement, meals during their internship, and criminal record checks.
- I understand that ILSC may use information on this form and during my internship for marketing purposes. I hereby give permission for ILSC to use my testimonials, reports, name, video and photograph for such purposes.
- Upon accepting an internship, I am responsible for completing the registered placement term. I understand that a minimum of 4 weeks of the scheduled internship is mandatory to receive a certificate of completion.
- I will maintain communication with my program coordinator by submitting weekly reports or emails throughout my placement in order to obtain my certificate of completion.
- I understand that any grievance will be handled as per ILSC's Dispute Resolution and Complaints & Appeals Policies, explained on the general ILSC Australia application form.

Student signature	Date (MM/DD/YY)
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