Head Office: International Pen Friends, PO Box 430, Paynesville VIC 3880, Australia

International Pen Friends (IPF)®

Write Around the World!

ABN: 80 070 592 343
24 Columba Street, VIC 3104, Australia

Special International Student Service

Greetings!

Today it is possible to reach into the hearts and homes of people in almost every country in the world. It is a unique and wonderful achievement to be able to learn how others live, to participate in their hobbies and interests and perhaps at a later date, to exchange visits with them and to share the joy of real friendship.

The aim of International Pen Friends (IPF) is to provide a channel of communication for people of all nations, so they can learn to understand, respect and live in harmony with each other. Since IPF was founded in 1967, we have processed over 2 million application forms and our services are available in **English, French, German, Italian, Spanish and Portuguese**. Our youngest member is 8 years of age. Our oldest member was born in 1927. We recognise that teachers and students have a vital role to play in the development of international friendship. To make this potential a reality, we have devised our Special Student Services, which are the most comprehensive in the world.

S1 Service: **For 10 students, aged 10-17**
Each student receives a list of 4 names and addresses of IPF members in their age group. (Please complete Section S1 overleaf). **The name and home address of each student in the school group will also be passed to up to 10 other club members during the year.** This provides the best opportunity for **each** student to gain many pen friends. To enable us to provide this 'back up' service, Form No 700E must be completed and sent to us. The pen friend lists are sent by email to the teacher/group leader for distribution to the students.

S2 Service: **For 20 students, aged 10-17**
This is the same as the S1 Service, except that **TWO** of the Form 700E must be completed and sent to us.

S3 Service: **For 30 students, aged 10-17**
This is the same as the S1 Service, except **THREE** of the Form 700E must be completed and sent to us.

DM Service: IPF's full-colour digital magazine "People & Places" (sent by email). The magazine is a fun and informative way to stay in touch with the pen friend world and includes the latest news on IPF's activities together with items submitted by members, which can include pen friend stories, letter writing adventures and advice, travel articles, photographs, member profiles, etc. There are also competitions, give-aways and **a prize of Australian $200 for the best article published in each edition.** The magazine is only available by subscription to IPF members (including teachers/group leaders who join a class/group) and prize money is only awarded to subscribers.

B1 Service: IPF's special booklet on letter writing and pen friends hints. The booklet has been written for members of all ages to help enhance their pen friend experience. The booklet is sent as a PDF file by email.

Teachers/group leaders who enrol a class into IPF can participate in our adult services that are detailed on Form 101 and are entitled to a 50% discount off adult admission rates if they join IPF at the same time as they enrol their class/group into IPF. Teachers/group leaders can also subscribe to our magazine 'People & Places' **and submit an article and photos for publication in the School Class Pen Friend Journeys section of the magazine to become eligible to win a prize of Australian $100 for their school/organisation.**

Through the pen friend hobby, students have the opportunity to learn not only good writing techniques and develop their existing hobbies, but can also gain a deeper understanding of such subjects as: History, Geography, Music, Languages, Commerce, Literature and Art. Above all, they have the opportunity to discover the cultures of foreign lands and as friendship develops between correspondents, the possibility of exchange visits can be explored, adding yet another dimension to the pen friend experience.

IPF respects the privacy of all members and the information we request on the application form is only used for the purpose of providing our pen friend service. Please contact us if you would like a copy of our Privacy Policy.

IPF was founded on 7 April 1967 in Dublin, Ireland by Neil O'Donnell who remained President until 31 January 2001 when he retired. On 1 February 2001 IPF relocated to Australia under my leadership. I have tremendous enthusiasm for the pen friend experience, having first joined IPF in 1979, becoming an agent in 1982 then the Australian Coordinator in 1990, and I am still writing to some of the people who were on the first pen friend list I received from IPF!

In order to give you the largest variety of correspondents we have Agents around the world who are represented on the Internet. We use the latest computer equipment to provide you with an efficient and accurate service. We hope that you will join us and by your honest and sincere correspondence that you will encourage international harmony and find many true friends among "International Pen Friends".

Best wishes

Julie Delbridge

President

Please Note: Teachers/group leaders should allow approximately 4-6 weeks for the pen friend lists.

• **E-mail:** admin@ipf.net.au **Web:** www.ipf.net.au

Application Form - International Pen Friends (IPF)® - Student Service

Form S100E
1/09/2026

Section S1 **Please Type Details**

Full Name of Teacher (or person in charge):

School Class , Reference or Grade:

Name of School:

School Address: Street:

Suburb/Town

State:

Post/Zip Code :

Country:

Teacher's E-mail:

For Office Use Only:
2029

Please sign to confirm that the information you have provided is correct :

Do your students require male or female correspondents, or both ? ☐ Male ☐ Female ☐ Both

How or where did you learn about our Club ?

Tick whichever items are of general interest to your students:

☐ Animals	☐ Camping	☐ Cooking	☐ Exchange holidays	☐ Gardening	☐ Internet	☐ Music	☐ Reading	☐ Sport
☐ Antiques	☐ Cars	☐ Crafts	☐ Farming	☐ Genealogy	☐ Languages	☐ Philately	☐ Religion	☐ Theatre
☐ Art	☐ Chess	☐ Dancing	☐ Fashion	☐ Health & Fitness	☐ Literature	☐ Philosophy	☐ Science	☐ Travel
☐ Astrology	☐ Computer	☐ Environment	☐ Fishing	☐ History	☐ Movies	☐ Photography	☐ Social Work	☐ Writing

Tick any items you would be interested in exchanging: ☐ Cards ☐ Stamps ☐ Souvenirs ☐ Books

Please tick AT LEAST 8 DIFFERENT COUNTRIES in which you would like to have pen friends. We always try to match country request, but if there are requests we cannot meet, we will provide you with pen friends from other countries.

Africa:
☐ Algeria ☐ Angola ☐ Kenya ☐ Uganda ☐ Egypt ☐ South Africa ☐ Africa General ☐ Indian Ocean Islands General

The Americas:
☐ Argentina ☐ Brazil ☐ Canada ☐ Caribbean ☐ Colombia ☐ Mexico ☐ Peru ☐ USA ☐ South/Central America General

Asia/Pacific:
☐ Australia ☐ Indonesia ☐ Korea ☐ New Zealand ☐ China ☐ Taiwan ☐ Asia-General
☐ India ☐ Japan ☐ Malaysia ☐ Philippines ☐ Singapore ☐ Thailand ☐ Pacific Islands General

Western Europe:
☐ Austria ☐ Denmark ☐ Finland ☐ Greece ☐ Iceland ☐ Italy ☐ Norway ☐ Spain ☐ Switzerland ☐ Scotland ☐ Western Europe General
☐ Belgium ☐ France ☐ Germany ☐ Holland ☐ Ireland ☐ Malta ☐ Portugal ☐ Sweden ☐ England ☐ Wales

Eastern Europe:
☐ Albania ☐ Croatia ☐ Estonia ☐ Latvia ☐ Poland ☐ CIS ☐ Slovakia ☐ Eastern Europe General
☐ Bulgaria ☐ Czech Republic ☐ Hungary ☐ Lithuania ☐ Romania ☐ Russia ☐ Ukraine

Middle East:
☐ Israel ☐ Saudi Arabia ☐ Iran ☐ Turkey ☐ Middle East General

Special Notes: It should be understood that although we have student members in many countries, they may not all be able to correspond in your language. For example, a very young Danish student may not be able to correspond in English. **We always try to match country requests but there may also be other countries on the pen friend lists.**

THIS SHEET MUST BE COMPLETED AND RETURNED TO US WITH THE 700E SHEETS.

Service Fees	AUD$ (Including GST)	Euro €	US$	UK £	Japan ¥
☐ **S1 Service**: For **10** students aged from 10-17	$ 80	€ 50	$ 60	£ 45	¥ 7,000
☐ **S2 Service**: For **20** students aged from 10-17	$160	€100	$120	£ 90	¥14,000
☐ **S3 Service**: For **30** students aged from 10-17	$240	€150	$180	£135	¥21,000
☐ **DM Service**: Subscription for **1 issue** of Digital Magazine	$ 10	€ 7	$ 8	£ 6	¥ 1,000
☐ **B1 Service**: Booklet on Letter Writing and Pen Friend Hints (PDF file)	$ 8	€ 6	$ 7	£ 5	¥ 1,000

Please complete: Total Students: Magazine Subscription (DM): Total Number of Booklets Required:

Please Note: To participate in the school service you will need to enrol a minimum of 10 students. Please select the currency for the country your class is located in, or convert your local currency using the Euro rate. If the number of students you wish to enrol is not exactly 10, 20 or 30 students, as mentioned in the above services, you may enrol your school class/group for **AUD$8 (including GST), €5, US$6, £4.50 or ¥700 per student. For example, a school class/group of 12 students would cost AUD$96 (including GST), €60, US$72, £54 or ¥8,400. Details relating to each of the students should be TYPED on the attached Student Details Sheets (700 E sheets).**

The Service Fee should be paid by: Personal Cheque *or* **Money Order** *or* **Bank Draft, made payable to: International Pen Friends. All cheque and bank draft payments must be in Australian dollars due to the high bank fee associated with banking foreign cheques/drafts. We cannot accept coins. One cheque/payment method for the total amount. Payment can also be made using any of the above currencies by bank account or credit card on the Internet using PayPal (www.paypal.com) to IPF's PayPal account: penpals@ozemail.com.au** *or* **IPF's Head Office Direct PayPal Web Link: www.PayPal.Me/IPFHeadOffice** *or* **Bank Transfer to: Bank: Westpac Branch: 73 Jonson Street, Byron Bay, NSW 2481, Australia, BSB: 032 573, Account: 159 103, IBA/SWIFT: WPAC AU2S, Account Name: International Pen Friends** *or* **Western Union to: Julie Delbridge, 24 Columba Street, Balwyn North, VIC 3104, Australia. If paying by bank transfer or Western Union please return the application form with a copy of the payment receipt or MCN.**

Please Note: The application form cannot be processed until full payment is received. (ABN: 80 070 592 343)

Please return this form and the 700E Sheet/s with the Service Fee to:

International Pen Friends (IPF)
PO Box 430
Paynesville VIC 3880
Australia

Total Amount of Payment for Services Ordered:

If obtained electronically, this form can be saved to your desktop, completed using your keyboard, saved and emailed to: admin@ipf.net.au. All services ordered will be sent to the teacher/group leader by email.

Please Note - English Must be Included in Langauge Selections.

Form No 700E – Student Details

Teacher:

Please complete the sections set out below for each student (aged 10-17 years) and return this list to us. The details **should be typed (a separate typed sheet showing all the required details can also be sent to us)**. It is particularly important that the correct year of birth is stated in each instance. The **home address** must always be stated. Any extra details you wish to give can be specified overleaf. **We always try to match country requests but if we don't have members from requested countries we will provide pen friends from other countries.**

Full Name:	Full Name:
Home Address: (Please put the complete address in the space below.)	Home Address: (Please put the complete address in the space below.)
Male or Female: ☐ Male ☐ Female — Year of Birth:	Male or Female: ☐ Male ☐ Female — Year of Birth:
Languages: ☐ English ☐ German ☐ Italian ☐ Russian ☐ French ☐ Greek ☐ Portuguese ☐ Spanish	Languages: ☐ English ☐ German ☐ Italian ☐ Russian ☐ French ☐ Greek ☐ Portuguese ☐ Spanish
E-mail:	E-mail:
Full Name:	Full Name:
Home Address:	Home Address:
Male or Female: ☐ Male ☐ Female — Year of Birth:	Male or Female: ☐ Male ☐ Female — Year of Birth:
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Please Note - English Must be Included in Langauge Selections.

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