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|  | **Application Form****Cambridge CELTA Course** | **Insert your photo here** |

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| 1. **Personal Information**
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Please do not type in the shaded boxes

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| **Family Name(s)** |   |
| **First Name(s)** |   |
| **Sex**  | **M** |  | **F** |  | **Mr** |  | **Mrs** |  | **Miss** |  | **Ms** |  | **Dr** |  |
| **Nationality** |  | **Mother Tongue**  |  | Other Languages |  |
| **Date of Birth**  | **Day** |  | **Month** |  | **Year** |  | **Occupation** |  |
| **Street** |  | **No** |  | **Postcode** |  |
| **Town** |  | **Country** |  |
| **E-mail** |  | **Skype ID** |  |
| **Mobile phone**  |  | **WeChat ID** |  |

***N.B. The centre undertakes to post CELTA Certificates to candidates via registered post so a clear and accurate postal address must be included in this application form.***

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| **2. Course Dates you prefer**  |  |

Please check the Course Chart for dates by clicking [**here**](https://celtathens.com/tuition/) and insert the date course option you prefer below:

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| 1. **Education**
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Add more lines to the table below if needed – click outside the table and press ‘Return’

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| **Subject** | **Qualification** | **Date** | **Grade** | **Institution** |
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| **4. WORK EXPERIENCE** |

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|  **Organisation** | **Post** | **Duties**  | **Dates** |
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Add more lines to the table below if needed – via a carriage return outside the table or via tables menu

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| **5. MEDICAL**  |

Please state if you suffer from any medical condition which we should know of prior to your arrival. Candidates must inform the centre in writing before the beginning of the course for which they have enrolled of any pre-existing medical problems (including stress-related conditions) which may have an adverse effect on their performance during the course.

The same applies to any other disabilities which may cause the candidate to need special consideration, such as dyslexia, kinetic abilities or other issue.

In every case, to accommodate candidates with special needs, Cambridge ESOL will have to be notified at least three months prior to the course start and any medical certification required for such a process will have to be made available to the centre immediately, upon application. Full medical reports must be submitted in that case but it is not always certain that they will be accepted by Cambridge ESOL.

**Please write “NO’ in the box and sign if you have no medical issues to report**, or describe the problem and whether it might create problems for you regarding your attendance, submission of assignments to deadline or inability to deal with the workload.

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| **6. EMPLOYMENT OPPORTUNITIES**  |

If interested jobs when and where they reach us, please sign your name to indicate that you agree to CELT making information

about you available to prospective employers.

*Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Please Note:** If you sign to join the CELT Athens Teacher Recruitment scheme, you should bring or post to the centre **TWO** letters

of recommendation written by previous employers or professors/teachers.

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| **8. CONDITIONS & TERMS OF ENROLMENT**  |

**PAYMENT OF FEES & ACCOMMODATION**

1. Course fees **do not** include Cambridge Assessment fees.
2. Trainee teachers who have not paid their fees in full or a deposit (if paying in instalments) by the due date will not be allowed to commence a course
3. Candidates must write their name on all bank transfer documents. If you are paying by bank transfer, please send us a copy of the bank transfer documents with the registration form via email.
4. CELT **is not** responsible for your bank charges. ALL payments must be received NET, and **all bank charges are the candidate’s responsibility.**

**PAYMENT OF TUITION**

**Intensive (4 weeks):** Tuition fees must be paid in full the latest 4 weeks before the start of a course.

**Part-time and online courses:** Tuition feesmay be paid in 3 instalments – 1st payment of fees to be made at the latest 4 weeks before the start of a course; 2nd and 3rd payments during the first week of the 1st and 2nd calendar months of the course.

**COURSE ARRANGEMENTS**

CELT reserves the right to change course arrangements if necessary. All courses run subject to demand.

**OFFICIAL HOLIDAYS**

Course hours will not be reduced due to breaks in programmes due to official holidays.

**RULES**

CELT has a set of rules which apply to attendance and behaviour.

The CELTA is a 100% attendance course and absences are discouraged unless for a serious medical reason.

These rules state, for example, that students must attend **all classes**, must not appear in class drinking alcohol or using substances. Smoking is not allowed during sessions. Trainees must come to sessions appropriately attired in a manner expected of teachers. No one will be allowed in sessions or teaching practices wearing revealing clothes. Trainees must be respectful to tutors, course mates, students and CELT admin staff. Inappropriate behaviour will not be tolerated. Failure to follow these rules of conduct and attendance may result in the centre asking trainees to leave immediately with no refund of fees.

**CANCELLATION POLICY**

If you have registered but have to cancel your period of study more than 14 days before the start you must pay a €250 cancellation fee.

Less than 14 days before the start – you must pay the equivalent of one week’s fulltime tuition (and accommodation if an arrangement has been made for you by the centre).

Trainees who withdraw from a course due to sudden illness or personal problems will be given the opportunity to re-enrol in a later course, provided there is a vacancy and a valid medical reason.

The course is demanding and sometimes stressful. Candidates who withdraw after the beginning of the course, giving stress-related conditions as a reason, **will not be offered a refund of their course fees.**

Candidates who withdraw from the course due to health problems or disabilities, of which the centre was not notified prior to the course start, **are not entitled** to a refund and it is upon the centre’s discretion to offer them a place on a later course – each case to be examined separately and on its own merits.

In the event of a course being cancelled by the centre, two choices will be offered to candidates:

1. **a transfer to a later date or**
2. **a full refund**

**ASSESSMENT, RESULTS & CERTIFICATION**

CELT Athens reserves the right to bar a trainee teacher from their final assessment for a course they have attended if one or more of the following conditions are not met:

* 1. The trainee's internal assessment is incomplete.
	2. The trainee has not fully paid their course fees.
	3. The trainee has not attended 100% of the course

Final grades are decided by the Tutors and validated by the Course Assessor.

Upon successful completion of the course, trainees are awarded a Centre Report outlining their progress and their grade. This is sent to the trainees via email but it is signed and printed on centre stationery which allows candidates to use for job applications while waiting for their Cambridge Certificate.

In about 6 weeks after the end of a course, the CELTA Certificate arrives from Cambridge. The centre undertakes to post CELTA Certificates to candidates via registered post so a clear and accurate postal address must be included in this application form.

**Important!**

The centre undertakes to dispatch CELTA certificates via registered post so make sure your address is clear and accurate. Courier costs must be covered by the candidates’ themselves to avoid loss of certificates which is common in some countries, e.g. Saudi Arabia, where addresses do not conform to EU specifications.

The language level of the candidates is specified as **C1 minimum - or higher - by Cambridge**. All candidates are graded on their language skills during teaching assessments and via their written assignments. It is possible to FAIL the course because of this or because the tutors believe that a candidate does not fulfil important assessment criteria. All tutor decisions are moderated and validated by Cambridge.

**If a candidate fails, they must repeat the full course and pay full tuition and Cambridge assessment fees.**

**PLEASE READ THIS PAGE CAREFULLY AND SIGN THIS!**

**I have read & agree with the above terms & conditions**

Name:

Date:

Signature:

You can type or draw your signature in the space above.

**N.B. This page must be returned signed electronically to CELT Athens or print, scan/take a snapshot & email us the scanned page please.**