

GV Calgary - Application for Cambridge CELTA Course

Title: _____ Family Name: _____

First Name: _____

Nationality: _____ Date of Birth: _____

First Language: _____ Other language(s) you're fluent in: _____

Address: _____

Telephone 1: _____ Telephone 2: _____

Email: _____ Fax: _____

Session your applying for – indicate the start date:

1st choice:

2nd choice:

Personal Information:

Education:	
Present Occupation:	
English Language Teaching (ELT) training (if any) Name of course / date / place	
ELT Experience (if any)	
Related experience / transferable skills	

TERMS & CONDITIONS:

1. The minimum number of candidates per course is five and the maximum is normally 12. Two designated trainers are assigned to the Course with up to 12 candidates. Cambridge allows for courses to run with up to 18 candidates. In the rare event, that a Course is run with 13 to 18 candidates, three designated trainers will be assigned to the Course. GV Calgary reserves the right to cancel a course if the minimum enrolment is not reached three weeks prior to any start date. It is recommended that candidates apply for their preferred course dates as far in advance as possible. In the event a course is cancelled, all money paid, except the \$30.00 CAD application fee, will be refunded or deferred to a future course.

2. If, following the interview and task, the candidate is accepted to the course, the candidate will be offered a course place in writing and, within one week, will need to forward the course acceptance and reservation fee of \$470.00 CAD to reserve his/her place.

Please note that the course acceptance fee will NOT be refundable within 28 days before the start of the course. However, where an accepted candidate HAS provided the Centre with a written request to postpone the course start date at least 28 days prior to the start of that course, the Centre will accede to the request if another candidate can take the space in the course. In the event that another candidate is not granted the space, the Centre reserves the right to request a new \$470.00 CAD course acceptance fee.

Where an accepted candidate HAS NOT provided the Centre with a written request to postpone the course start date at least 28 days prior to the start of that course, the Centre reserves the right to request a new \$470.00 CAD course acceptance fee.

3. The Course Balance Fee, in other words "full fees", for the Course must be received by GV Calgary two weeks prior to the starting date of your course. This is non refundable within 28 days before the start of your course. Where full course fees are not received 7 days in advance of the commencement of the course, GV Calgary reserves the right to offer the space to another candidate on the waiting list for the starting date of that course.

4. Exceptions will only apply to the above in the case of late applying candidates in the final week before the commencement of a course, space in the course permitting, and only at the discretion and with the approval of the designated trainer.

PAYMENT OF COURSE FEES:

The Centre's standard terms of business require course fees to be paid in full no later than 14 days before the commencement of any course. Payments must be made to Global Village Calgary.

If, having embarked on a course, the candidate decides for any reason that they cannot, or do not wish to complete it, the Centre shall NOT be able to entertain any claims whatsoever from the candidate for a refund, in whole or part, of the course fees. Furthermore, if the candidate should decide to cancel their course-place within 14 days before the start of the course, the Centre similarly reserves the right to refuse to make any refund, unless the Centre is able to find a replacement candidate who is able to take up and pay in full for the place the candidate intends to give up.

CERTIFICATE RECOGNITION

Please note that the Cambridge CELTA Certificate is recognized by TESL Canada. To meet requirements for TESL Canada professional certification, applicants **must also have an undergraduate degree.**

I have read and accept in full the terms and conditions set out above and hereby apply to attend the CAMBRIDGE CELTA course at GV Calgary.

Signed: _____ Date: _____