



ELH Teacher Training 2018-2019



The CELTA Course at English Language House

+44(0)1908 694357

www.englishlanguagehouse.co.uk

ABOUT ENGLISH LANGUAGE HOUSE

English Language House is a friendly, medium sized organisation which specialises in EFL/ESOL/EAL tuition and training. We are a CELTA and Delta teacher training centre and have run many successful courses in Milton Keynes.

We are accredited by the British Council, inspected by ISI and members of English UK. We are also a Tier 4 sponsor for the Home Office and can sponsor visa students.

We hold classes in our training rooms in Central Milton Keynes and also off site in companies, universities and schools.

WHAT IS CELTA?

CELTA is an internationally recognised initial qualification for people with little or no previous teaching experience who wish to teach English to foreign students. It opens up a whole world of exciting teaching opportunities and because it is awarded by Cambridge English, (part of the world-famous University of Cambridge) you can rely on its quality and standing within the EFL (English as a Foreign Language) industry.

WHO AWARDS THE CELTA?

The qualification is administered by Cambridge English, part of the University of Cambridge.

WHAT IS TEFL / TESOL?

'TEFL' stands for Teaching English as a Foreign Language and 'TESOL' stands for Teaching English to Speakers of Other Languages. They are terms used to describe the industry you will be entering when you successfully complete your CELTA course and start working as a Teacher of English as a Foreign Language.

WHO RECOGNISES THE CELTA?

CELTA is accepted throughout the world by organisations which employ English Language teachers. The Cambridge CELTA has been accredited by Ofqual (the Office of the Qualifications and Examinations Regulation) at Level 5 on the National Qualifications Framework for England. Cambridge English also works with international ELT organisations to ensure the acceptance of CELTA globally.

WHY DO THE CELTA AT ENGLISH LANGUAGE HOUSE?

We have had 100% pass rate in our CELTA courses to date. We have excellent trainers and you know you will be in good hands. We always give candidates an honest opinion of their ability to complete the course successfully even if this means that we risk disappointing certain candidates and run courses with fewer numbers. We care about the standard of our Teacher Training courses and, as a CELTA and Delta training centre, we strive to ensure our trainees enjoy their course and become the best in their field. Many alumni have been very successful in their EFL careers. Here are a few of them: Chris (*CELTA 2001*) became *DOS and Head of EFL in a private school in the UK*,

Matt (CELTA 2003) worked for International House in Spain, Andy (CELTA 2004) taught in Poland, returned to join ELH as an EFL teacher and is currently doing his DELTA with ELH.

CRITERIA FOR ENTRY TO THE CELTA AT ELH

Ideally candidates should:

- have a standard of education equivalent to that required for entry into higher education (ie 2 or more A' levels eg English Language, a foreign language etc.)
- be aged 20 or over
- have a good standard of English which will enable them to teach at a range of levels (ie have accurate native speaker or, if foreign national, CPE grade A or equivalent)

ELH may still accept candidates who do not have formal qualifications at this level and may, at their discretion, accept candidates aged under 20. These candidates will need to demonstrate that they would be able to complete the course successfully.

OUR CELTA OPEN DAYS

ELH offer a CELTA Open day every three months to everyone interested in the course.

Open Days give candidates the opportunity to look around English Language House, meet the staff and CELTA trainers and also speak to past CELTA trainees about the course we run.

Candidates can ask the tutors questions about the course, decide if the CELTA is right for them and make a choice about which course would be most suitable ie part time, full time or online.

The Open day is completely free of charge but ELH request that candidates email us no less than 14 days prior to the date they wish to attend to book their place. Candidates can select from the list below.

Open days will be held at English Language House. In 2018 open days will be offered on:

- Friday 12th January 2018 from 3:45pm to 4:45pm
- Saturday 24th March 2018 from 10:00-11:00
- Friday 29th June 2018 from 3:45pm to 4:45pm
- Saturday 29th September 2018 from 10.00am to 11.00

HOW LONG DOES IT TAKE TO COMPLETE THE CELTA COURSE?

At English Language House the CELTA course can be:

- Completed in 4 weeks as a **FULL TIME CELTA COURSE**
- Completed in 20 weeks as a **PART TIME CELTA COURSE**
- Completed in 15 or 20 weeks as a **CELTA COURSE ONLINE**

WHAT'S THE DIFFERENCE BETWEEN THE 3 COURSES?

The only difference is the way each course is delivered.

The **FULL TIME COURSE** is intensive and requires attendance every day for a total of 4 weeks.

The **PART TIME COURSE** requires attendance on 2 days per week for a total of 20 weeks. The **CELTA ONLINE** is mostly delivered online but requires some face to face at ELH.

THE CELTA COURSE DATES AT ELH

COURSE CODE	2018 DATES	DURATION	DAYS AND TIMES	COURSE TYPE
CELTA/Feb19	05/02/18– 20/06/18	20 weeks	Tuesdays and Thursdays 6.00-9:00pm	Part time
CELTA/Mar19/B*	25/03/18- 13/09/18	25 weeks	Face to face: 5 day blocks during school holidays	Online
CELTA/June19	03/06/18 – 28/06/18	4 weeks	Mon to Frid. 9.00-5.00pm	Full time
CELTA/July19	08/07/18 – 02/08/18	4 weeks	Mon to Frid. 9.00-5.00pm	Full time
CELTA/Sept19	02/09/18– 27/09/18	4 weeks	Mon to Frid. 9.00-5.00pm	Full time
CELTA/Oct19	22/10/18– 27/03/19	20 weeks	Tuesdays and Thursdays 6.00-9.00pm	Part time
CELTA/Nov19/B	11/11/18– 06/04/19	25 weeks	Mon./ Wed. 6.00-9.00pm for 9 weeks	Online
CELTA/Feb20	04/02/20– 24/04/20	12 weeks	Tuesdays and Thursdays 6.00-9.00pm and Saturdays 9.30am-4.00pm	Part time
CELTA/Mar20/B	24/03/20- 04/07/20	15 weeks	Face to face sessions: wks 6+7 and wks 13+14 for 3 hours per day, times TBC.	Online

CELTA/Mar19/B and will include additional EAL sessions during the face to face part of the course. These EAL sessions will be particular useful for teachers who intend to teach EAL or subject lessons in English speaking schools to non-native English children.

ELH reserves the right to change the days and/or times stated above if required. This will usually occur in order to fulfil the course requirements, accommodate tutor availability and/or candidate preferences. Candidates will be informed of these changes if they occur.

CLOSING DATE FOR CELTA APPLICATIONS

Candidates who apply last minute may find that ELH is unable to process their application in time. Candidates should ensure their application arrives at ELH 10 weeks or more in advance of the first start date they have selected. This will allow sufficient time for ELH to process their application, call them to interview, conduct their interview, forward all the necessary documents they will need in preparation for the course and allow sufficient time for candidates to complete all pre-course tasks set in preparation for the start of their CELTA at ELH.

LATE ENTRIES

Late entry candidates are candidates who apply less than 10 weeks prior to the start date of the course codes they have selected.

- These candidates will only be offered an interview if they pay the application fee and full fees when they apply.
- They must take up the place offered to them after interview
- They cannot change their choice of course date/s

WHAT IS COVERED DURING THE COURSE?

Your chosen course will:

- teach you the principles of effective teaching
- provide a range of practical skills for teaching English to adult learners
- give you hands-on teaching practice.

There are five main units of learning:

- Learners and teachers, and the teaching and learning context
- Language analysis and awareness
- Language skills: reading, listening, speaking and writing
- Planning and resources for different contexts
- Developing teaching skills and professionalism.

You will be assessed throughout the course, with no final examination.

An external assessor, appointed by Cambridge ESOL, moderates each course.

There are two components of assessment:

1. Teaching practice

You will teach for a total of 6 hours, working with classes at two levels of ability. Assessment is based on your overall performance at the end of the 6 hours.

2. Written assignments

You will complete four written assignments: one focusing on adult learning; one on the language system of English; one on language skills; and one on classroom teaching.

To be awarded the certificate you must pass both components.

There are three grades — Pass, Pass 'B' and Pass 'A'.

HOW MUCH WORK IS REQUIRED?

Each CELTA course will have a minimum of 120 hours which will include:

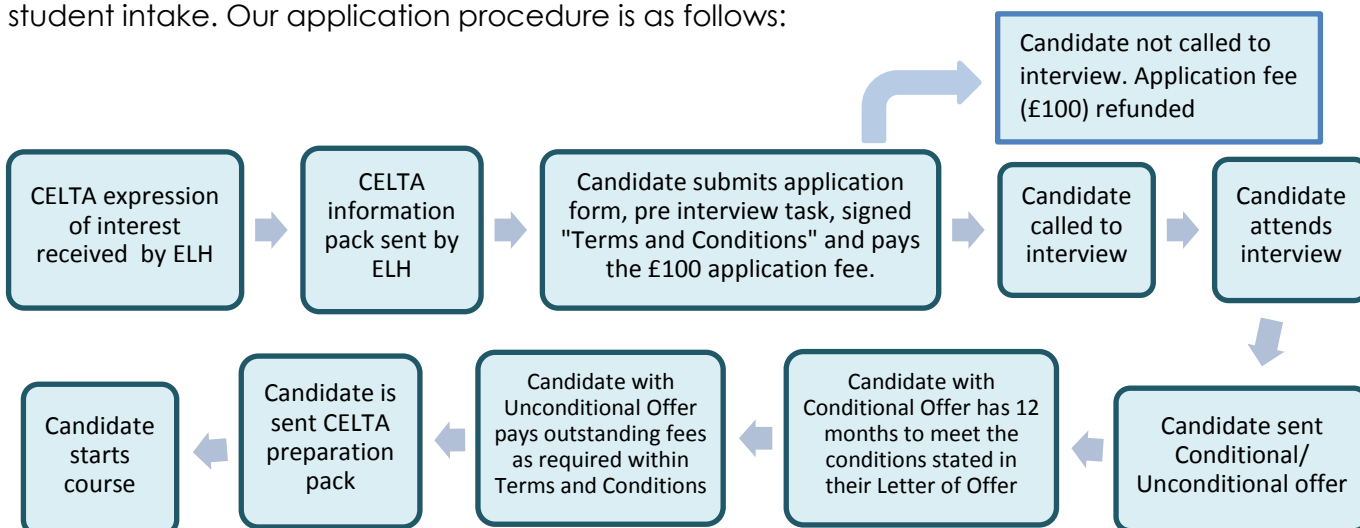
- Input
- Supervised lesson planning
- Teaching practice (six assessed hours)
- Feedback on teaching
- Peer observation
- Observation of experienced teachers (minimum six hours)
- Consultation time

Candidates will need to dedicate a minimum of 80 hours for the required reading, research, pre- and post-session tasks, assignments and lesson preparation.

NB It is very useful if you can have access to e-mail and the internet for all courses and essential for the CELTA course online.

THE APPLICATION PROCEDURE

As with all CELTA centres, English Language House will run courses for which there is sufficient student intake. Our application procedure is as follows:



THE CELTA INFORMATION PACK

Following initial enquiry ELH will send candidates the following:

- The CELTA course at ELH
- The CELTA application form
- The CELTA pre-interview task
- Information about CELTA
- The ELH CELTA Terms and Conditions

HOW TO APPLY FOR THE COURSE

Follow these 7 easy steps:

1. Candidates read the "CELTA terms and conditions" and sign to show they agree to abide by these.
2. Candidates select their possible start dates:
 - a. Candidates who select 3 or more start dates can submit their application immediately. These candidates' applications will take priority and, providing they fulfil the criteria for entry to the course, they will be allocated places on a first come first served basis.
 - b. Candidates who select only 1 or 2 start dates should not submit their applications yet. They should email their chosen course codes to ELH and wait to hear if there is a vacancy on the course/s they have selected. ELH will email them if there is a vacancy and candidates will have to submit their application within 48 hours.
3. Candidates submit their application in full (to include the completed "CELTA Application form", a signed copy of the "CELTA terms and Conditions", the completed "Pre interview task", and payment of the application fee).
4. Written applications are assessed and successful candidates are called to interview. Unsuccessful candidates are not called to interview and are refunded their application fee.
5. Candidates receive a Letter of Offer.
6. Candidate pay the course fees.
7. Candidates start the course.

We suggest that all applicants ensure that the course codes they have selected are an accurate indication of the dates they can attend the CELTA at ELH. Should this change they need to inform ELH in writing as soon as possible.

HOW MUCH WILL THE COURSE COST?

The CELTA course fee for Full-time and Part-time courses is £1,550 inclusive of the Cambridge English fee.

The CELTA course fee for the Online course is £1,650 inclusive of the Cambridge English fee.

WHAT TO PAY AND WHEN

To apply you:

1. Pay an application fee of £100 when submitting the application form.

To book your place on the course:

2. Pay the course fee of £1,450 for Full-time or Part-time or £1,550 for Online.

This is reduced to £1,350 for Full-time and Part-time courses and £1,450 for Online courses if candidates make full payment within 14 days of issue of the Letter of Offer or if they make payment in advance of their interview.

ARE THERE ANY OTHER EXPENSES?

A £20 refundable deposit to join the CELTA library entitles trainees to borrow books and resources from our well-stocked ELT library during the course.

It is also a good idea to buy some books for reference if you wish. See the recommended book list for details.

HOW DO CANDIDATES GET AN INTERVIEW?

Complete the application form and the pre interview task and return this to ELH with a signed copy of the CELTA Terms and Conditions and your payment of the £100 application fee. Alternatively, you can bring these with you on one of our Open days and submit your full application and fee then.

If your application is successful we will call you in for interview. The interviews will be held at ELH in Milton Keynes and you will have the opportunity to meet some of the staff. If you cannot attend a face to face interview it may be possible to conduct a Skype interview with you; however, please let us know this when you submit your application.

WHAT IF CANDIDATES ARE NOT OFFERED AN INTERVIEW?

If your application is unsuccessful you will not be called to interview and you will be refunded the £100 application fee.

WHAT HAPPENS AFTER THE INTERVIEW?

After your interview you will receive a conditional or unconditional offer of a place. You can ask any questions to help you determine what you need to do in preparation for the course.

An unconditional offer is made to candidates who at interview are considered to be strong enough to attend the course on the start dates they have selected.

Following your interview, you will need to pay the full fees to confirm your place on the course and receive the CELTA preparation pack so you can start to prepare for the course.

A conditional offer will usually require candidates to fulfil certain conditions in order to be able to attend the CELTA course on one of their chosen start dates or on alternative start dates in the future. Conditional offers ensure that all candidates are given the best opportunity to achieve their best possible results on completing the course.

REFUNDS CHANGES AND WITHDRAWALS

Please see our CELTA Terms and Conditions regarding refunds, changes and withdrawals. If you have any queries regarding these please let us know before you submit your application.

HOW TO FIND US

ELH is in Central Milton Keynes inside the Church of Christ the Cornerstone. Follow the signs to the shopping centre in Central Milton Keynes and you will see the church on Saxon Gate opposite Marks & Spencer. The ELH office is open from 9:30-14:30 Monday to Friday and by appointment at other times. See our website to check dates ELH is closed <https://www.elhuk.com/dates-we-are-closed.html>

OUR CONTACT DETAILS

English Language House,

300 Saxon Gate West, Central Milton Keynes, Milton Keynes, Bucks., MK92ES. England

Tel: +44 (0) 1908 694357 Email: info@englishlanguagehouse.co.uk

Follow us on: Twitter: <https://twitter.com/elhuk> Facebook: www.facebook.com/elhuk and/or www.facebook.com/CELTAatelh and/or www.facebook.com/elhCELTAtrainees to keep in touch with trainees from your course and get updates on jobs, CPD opportunities, resources etc.



ELH Teacher Training CELTA application form

Please bring your passport with you when you are called in to interview. We need to photocopy the original.

Course selection:

I WOULD LIKE TO APPLY FOR: (write the course code in the box below to indicate your choices)

1 st choice	2 nd choice	3 rd choice
If there are other course dates you would consider, please write them here:		

Personal Details

Name:		
Address:		
Daytime Telephone:		Evening Telephone:
Mobile:		Email:
Date of Birth:		Present Occupation:
Nationality:		Native Language:
Other languages spoken and to what degree of fluency?		
Language	Age when you learnt this	Fluency

Previous education & experience:

Education:		
Name /location of school university etc:	Your age at the time	Qualifications gained

Please use a separate sheet if you need to

Experience in teaching or instruction (if any):

Please use a separate sheet if you need to

Name/ location of employer	Year:	Brief description of your job:

Experience in leading groups of people/ performing in front of an audience (if any):

Name/ location	Year:	Brief description of your work:

Other work experience: *Please use a separate sheet if you need to*

Name/ location of employer	Year:	Brief description of your work:

The course: *Please use a separate sheet if you need to*

What are your reasons for wanting to do the course?

Equal opportunities:

ELH is committed to equal opportunities. If you have a disability or any special needs relevant to this course, please provide details here or on a separate sheet together with your name and today's date:

How did you hear about English Language House?

Agreement to CELTA terms and conditions:

I have read and agree to the CELTA terms and conditions. I enclose the £100 application fee. I understand that this is only refundable if I am not called in to interview. Once I am interviewed this sum is only refundable if ELH cannot offer me a course on any one of the start dates I selected under "course selection" above and I do not accept any alternative dates ELH can offer.

If I am issued an Unconditional Offer, I agree to pay full fees within 28 days of issue of my Offer.

Signature:

Date:



ELH Teacher Training

CELTA pre interview task

Please complete this task and enclose it with your application form.

1 - Match the words underlined in each sentence with the parts of speech. Fill in the grid below. Number one has been done for you.

1=c	2=	3=	4=	5=	6=	7=
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<ol style="list-style-type: none">1. I <u>slept</u> well last night.2. He sings <u>well</u>.3. I'm going <u>to</u> the library.4. I'm going to <u>the</u> library.5. Would you like <u>a</u> drink?6. He put the <u>book</u> on the table.7. She's an <u>attractive</u> woman.	<ol style="list-style-type: none">a) nounb) adverbc) verbd) prepositione) definite articlef) indefinite articleg) adjective
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2 - Why would you like to do a CELTA course and what do you hope to gain from it? Please write 100-200 words in longhand; do not use a computer; we need to see how you write using a pen.

(please use a separate sheet if you need to)

3 - Match the following and say why you think they are similar:

- a. May I borrow the car?
- b. Can I help?
- c. Could you lend me some money?
- d. Would you like a lift?

(please use a separate sheet if you need to)

4 - How many mistakes can you find in the following sentences? Please mark and correct the mistakes.

I received an intresting letter this morning from a friend off mine. She was terribly upset because she had just seperated from her husband. I read her letter carefully and decided to visit her at once. I should of thought about it twice. My car had being parked under a ladder and as I started the car the ladder felt and broke the roof.

5 - The following text is unpunctuated. Punctuate it where necessary:

Dear Mr Brown

Im writing to you to let you know that Ill be away from school until Monday next Im sorry I couldnt let you know in person but your secretary told me you were busy so I didnt want to disturb you

The reason for my absence is that my uncle from the United States is paying us an unexpected visit and as Im the only one in the family who speaks English Im going to have to look after him

If I had known sooner Id have told you but as I said the visit is unexpected

Yours sincerely

Maria Garcia Class B13

6 - What do you think an English lesson can best be compared to and why? Is it?

- a) A consultation with an expert?
- b) A symphony with a conductor?
- c) A three course meal?
- d) A mountain walk with a guide?
- e) A military training exercise?
- f) A driving lesson?

Please use a separate sheet for question 6. Make sure you write your name on the top of the sheet you use.



ELH Teacher Training

Information about the CELTA

What is CELTA?

- CELTA is an internationally recognised qualification for entry into the profession of Teaching English as a Foreign Language (*this profession or industry is also known as TEFL*).
- CELTA stands for the Certificate in English Language Teaching to Adults. It is a qualification that is awarded by Cambridge English, which is part of the world famous University of Cambridge.
- CELTA is accepted throughout the world by organizations which employ English Language teachers. The Cambridge CELTA has been accredited by the Qualifications and Curriculum Authority (QCA) at Level 5 on the National Qualifications Framework. Cambridge English also works with international ELT organizations to ensure the acceptance of CELTA globally.
- The course is a challenging and rewarding introduction into the world of TEFL. It involves a great deal of work and commitment outside the classroom.

The Course is open to:

- Candidates who are 20 years of age or over.
 - Candidates who have a minimum educational standard of two A levels or equivalent.
 - Candidates who are able to speak and write clear, accurate English although they do not always need to be native speakers.
- NB. Previous teaching experience may be helpful but is not essential.

How much work is involved?

- **The full time CELTA** course usually runs for 20 days over four weeks Monday to Friday. The full time CELTA course will follow an intensive 4 week programme of lessons, study, and teaching practice. Trainees will need to attend for the full 4 weeks. Course times may vary be from 9.30-5.30pm or from 1.00pm – 8.00pm or a combination of the two.
- **The part time CELTA** course runs for 20 weeks (inclusive of holidays). The part time CELTA course will follow a 20 week programme of lessons, study, and teaching practice. It may run on 2 evening (6.00-9.00pm) or 2 afternoons (4.00pm-7.00pm) per week for 20 weeks but may incorporate some Saturday sessions where appropriate. .
- **The CELTA course online** runs for 15 weeks or 25 weeks (excluding holidays). The CELTA course online is a blended learning course. This means that part of the course will be delivered online and part of the course will require face to face contact time at English Language House. Trainees will be required to complete the following:
 - an online study programme
 - 60 to 70 hours of face to face attendance during which you will participate in teaching practice, feedback, supervised lesson preparation and observations.

Days and times of the face to face sessions are given in the CELTA brochure.

Trainees in all the above courses will need to spend considerable self-study time on written assignments and lesson preparation. 100% attendance is recommended.



ELH Teacher Training

CELTA Terms and Conditions

Candidates are required to select 3 or more possible start dates.

Please ensure your application arrives 10 weeks or more in advance of the start date of all course codes you have selected. CELTA places are limited and we cannot accept more than 12 trainees on any course.

Fees:

1. Application fee of £100 to be paid when submitting the application form
2. Course fee of £1,450 to be paid within 28 days of issue of the Unconditional Letter of Offer. [Reduced to £1,350 if responding with full payment within 14 days of issue of the Unconditional Letter of Offer or if making payment in advance of interview]

1.0 Application and initial payment:

1.1 Following initial enquiry candidates will be sent the full CELTA information pack with all necessary forms.

Candidates apply for entry to the course by:

- a. sending a completed application form
- b. sending a completed pre-interview task
- c. paying an application fee of £100 to cover all administration and assessment costs
- d. sending a signed copy of the "CELTA Terms and Conditions"

NOTE THAT: Submission of the above indicates your acceptance of our "CELTA Terms and Conditions" and signifies that you have entered into a legally binding contact with ELH.

1.2 A candidate will only be assessed and called to interview after their application fee payment has cleared.

1.3 This application fee is refundable only if:

- a. a candidate's written application is unsuccessful and they are not invited for a formal interview
- b. a candidate withdraws from the course within 14 days of submitting their application form
- c. ELH cannot offer the candidate a place on any one of the 3 course codes they have selected on their initial application and the candidate does not agree to add any further available course codes to their initial application.

2.0 Interviews and course start dates:

As with all CELTA centres, English Language House will run courses for which there is sufficient student intake. To ensure that we can offer as many candidates the opportunity to attend the course, we conduct our application, assessment and interview procedure as follows:

2.1 All candidates are asked to select a minimum of 3 course codes which represent 3 CELTA start dates and are assessed and called to interview based on their application form and pre-interview task.

- a. Candidates who select 3 or more course codes are assessed and interviewed soon after their application and assessment fee is received.
- b. Candidates who can only select 1 or 2 course codes should not submit an application form but rather email us their chosen course codes. They will be placed on a waiting list and notified should places become available. Notification will occur by email and they will have 48 hrs in which to submit their application. Their applications will be fast-tracked for assessment and interview and all fees will apply as stated below (see section 3).

We suggest that all applicants ensure that the course codes they have selected are an accurate indication of the dates they can attend the CELTA at ELH. Should this change they need to inform ELH in writing as soon as possible and we will endeavour to accommodate them if possible.

2.2 After assessment and formal interview, candidates will be emailed a Conditional or an Unconditional Offer of a place to attend the CELTA course with English Language House.

- a. An Unconditional Offer will be given to candidates who at assessment are considered to be strong enough to attend the course on the start dates they have selected.
- b. A Conditional Offer will usually require candidates to fulfil certain conditions in order to be able to attend the CELTA course on one of their chosen start dates or on alternative start dates in the future. Conditional offers ensure that all candidates are given the best opportunity to achieve their best possible results on completing the course.

3.0 Payment of the application and course fees

ELH is not responsible for any bank/credit card/PayPal/bank transfer charges incurred.

3.1 To apply, candidates are required to pay:

- a. £100 application fee (to cover the costs of administration, assessment, interview, and feedback. It is valid for 12 months).

3.2 To book a place on the course:

- a. Candidates who receive an Unconditional Offer and wish to start in the following twelve months will need to pay £1,350 within 14 days of issue of their Unconditional Letter of Offer or £1,450 if payment is made 15 - 28 days after issue of their Unconditional Letter of Offer. The Letter of Offer will be sent by email.
- b. Candidates who receive a Conditional Offer and meet the conditions within twelve months of their assessment will be given an Unconditional Offer in writing and will be required to pay the full course fee current at that time within 28 days of issue of the Unconditional Letter of Offer, unless 2.1 b applies.
- c. Candidates who have not paid within 28 days will be withdrawn from the course with no refund of their application fee.
- d. Candidates who receive a Conditional Offer and meet the conditions later than twelve months of their assessment will need to repeat all the aforementioned application stages and will be liable for the fees applicable at the time of their second application.

3.3 Full payment is required prior to the commencement of each course.

- a. Candidates assessed and offered a formal interview 10 weeks or less prior to the commencement of the course they have selected must make payment of the application fee and full course fees prior to interview. *Accepted forms of payment: credit card, debit card, cash.*

4.0 Candidates contact details:

Candidates must ensure they give ELH their correct contact details. If their contact details change they need to ensure that they provide ELH with updated information regarding these. ELH will use email and telephone to make contact with candidates prior to and during the course. ELH will not be held responsible if we have been unsuccessful in contacting candidates when incorrect or out-of-date contact details have been provided.

5.0 Course codes and Start dates:

5.1 Candidates are required to select a minimum of 3 course codes. Please make a note of these below for your reference:

1st choice: _____ 2nd choice: _____ 3rd choice: _____

(add additional course codes here: _____)

5.2 ELH will endeavour to offer you one of the above dates in chronological order.

5.3 Candidates who select 3 or more course codes will be assessed soon after their application has been received. These candidates will have priority when we allocate places on the course.

5.4 Candidates who are only able to select 1 or 2 course codes as opposed to 3 or more, should not submit an application form but rather email their choice course codes to ELH as follows:

Please copy paste the text and email to on info@englishlanguagehouse.co.uk

Subject: **CELTA on 1 or 2 dates only**

Email: **I am interested in attending the CELTA course but can only do the following:**

1st choice: _____ **2nd choice:** _____

These candidates will be placed on a waiting list and will be invited to submit an application only if there are vacancies on the course of their choice. In some instances, these candidates may be assessed 28-14 days prior to the start of the course.

5.5 Candidates who have provided only 1 or 2 course codes and who, following assessment, receive a Conditional Offer may be unable to start their course on the start date/s of their choice. In this instance a candidate will receive a conditional offer with written feedback and guidance to enable them to meet the conditions required in order that they can join the CELTA course at a later date. The £100 application fee is not refundable under these circumstances.

6.0 Refunds:

In the unlikely event that ELH is unable to run a CELTA course on any of the 3 or more start dates a candidate has initially selected and this candidate cannot attend any alternative start date/s, ELH shall refund the candidate's application fee and course fees in full.

7.0 Changing your mind about your start dates:

ELH needs to inform Cambridge English in advance which CELTA courses will run and we rely on candidates giving us accurate selections of their course codes and committing to the start dates they have chosen.

We do not advise candidates to change their course codes. Where a candidate needs to change one of their chosen start dates they must inform ELH in writing 10 weeks or more before this start date to explain why this change is necessary and to give an alternative start date that is possible for them. Candidates can only do this once. ELH will endeavour to accommodate them, if possible. However, if ELH is unable to accommodate this change the candidate will have to take up the place they booked initially or forfeit their course fees.

8.0 Withdrawing from the course:

Candidates who withdraw are not entitled to a refund. In **“exceptional circumstances”** candidates may be given, at ELH's discretion, a credit note to be used for a future course. Candidates must explain in writing the “exceptional circumstances” they want ELH to consider.

9.0 Confirmation of your course start date:

You will be informed of your exact CELTA course dates as soon as possible, and no less than 7 days before the start date of the course.

The course will take place in Milton Keynes. The exact venue and course hours will be confirmed no later than 3 working days before the start date of the course.

10.0 Cooling off period:

PLEASE NOTE THAT: Once you have chosen your course codes and paid for the course, the dates you have chosen are booked for you and you will not be able to change your mind. You can add more dates if you wish but you cannot deduct dates. Note 7.0 above, which deals with “changing your mind about your start dates”.

14 days cooling off period after application:

Candidates enrol by submitting their application form and paying their application fee. They have 14 days to change their mind and withdraw their application. After this time, they cannot cancel their course and they will be liable for the full course fees when issued with an Unconditional Offer. If during these 14 days they decide to cancel, they must email the ELH office as follows: “My name is and I applied for the CELTA course at ELH. I am no longer interested in attending this course. Please can you cancel my enrolment.”

Following this 14 day cooling off period candidates' applications will be processed and they will be called to interview. Most candidates will attend a face to face interview at ELH. Candidates who cannot attend a face to face interview will be offered an online interview. All interviews must take place 10 weeks or more before the start date of the course unless 2.1 b applies. After interview candidates who receive an Unconditional Offer must pay full fees within 28 days unless 2.1 b applies.

Please sign to show you have read the above “CELTA Terms and Conditions” and that you agree to abide by these:

Your name Signature..... Date.....