

# Application Form

Monash University English Language Centre

Cambridge ESOL  
Certificate in English Language Teaching to Adults (CELTA)

## Personal Details

<b>Name</b>	
<b>Address</b>	
<b>Tel.</b>	( ) <b>Mobile</b>
<b>Date of birth</b>	
<b>Nationality</b>	

<b>Secondary Education (please include details of final certificate)</b>

<b>Tertiary Education (please include details and dates)</b>

<b>Current Position</b>

<b>Teaching Experience</b>

<b>Knowledge of Languages Other than English (give details of proficiency)</b>





## **Conditions of Acceptance**

### **1 Acceptance Procedures:**

- 1.1 Application for acceptance on the course requires candidates to return a completed and signed application form and a language awareness task. (Enclosed)
- 1.2 Potential candidates will be interviewed and advised as to their suitability.
- 1.3 Full details as to course organisation, requirements of trainees, assessment and fee payment will be given at interview.
- 1.4 All certificate courses are subject to maximum and minimum numbers.
- 1.5 Due to the intensive nature of the course, candidates are responsible for informing tutors of any potential health, domestic or other problems that might impinge on performance.
- 1.6 Candidates who have taken this course unsuccessfully on an earlier occasion are required to inform MUELC on application. The earlier course does not preclude acceptance on the course for which the application has been made.

### **2 Fee Payment:**

- 2.1 A non-refundable deposit of \$200.00 is payable on acceptance to secure a place. \$150 of the deposit is credited against the full fee; \$50 is a non-refundable administrative fee.
- 2.2 Full fees are payable seven days prior to the course. Confirmation of a place can only be given when full fees are paid.
- 2.3 Payment in installments can be arranged subject to full fees being paid seven days prior to the commencement of the course. Confirmation of a place will be given upon payment of the first installment.
- 2.4 Tuition fees are payable by bank cheque or money order made out to Monash International. There are no additional academic fees payable for CELTA programs at Monash University English Language Centre. All materials used on the course (handouts, photocopying for teaching practice, board markers, teaching aids etc.) are supplied. Trainees are, however, responsible for purchasing their own reference books as appropriate, subject to guidance by the tutors.
- 2.5 If a course is cancelled by MUELC all fees will be refunded.

### **3 Refund Procedures:**

- 3.1 No refunds are possible once the course has started.
- 3.2 A 75% refund of fees will be made to students who submit a written notice of withdrawal to the Institute seven days prior to commencement. No refund is possible if a candidate withdraws during the seven days prior to the course commencing. A deferment without penalty to a later course may be offered.
- 3.3 Course fees are not transferable.
- 3.4 Candidates who are not successful on the course are not able to request a refund of fees.
- 3.5 There are no exemptions or concessions for the course.
- 3.6 These regulations may be waived by the Executive of the Access Division of Monash International in exceptional circumstances at its absolute discretion and the decision of the Executive is final.

### **4 Cambridge CELTA Entry Requirements:**

Candidates must:

- 4.1 Be at least 18 years old.
- 4.2 Have a standard of education that would allow entry to Higher Education in their country.
- 4.3 Have a competence in English, both written and spoken, that enables them to follow the course and complete all the assessed elements successfully.

#### **Declaration:**

\* I declare that the information contained in this application is true.  
\* I have read, understood and consent to the conditions of acceptance, acceptance procedures, fee payment procedures, refund procedures and entry requirements for CELTA at Monash University English Language Centre as detailed on the following pages.

**Signed** \_\_\_\_\_ **Date** / /

I confirm that I am in good health and that there are no pre-existing conditions that may prevent me from completing the course.

**Signed** \_\_\_\_\_ **Date** / /

