



Oxford House College



CELTA - 2012

Course Application, Dates and Fees

(For DELTA , please contact our Teacher Training department for a DELTA Course Application Pack)

To apply for a CELTA course, please complete the Application Form overleaf and return it with this page by fax or post to: Teacher Training Department, Oxford House College, 30 Oxford Street, London, W1D 1AU Fax: 020 7323 4582

Please tick boxes 1-11 to confirm you have completed each section of the Application Form

- | | | | |
|--|--------------------------|---|--------------------------|
| 1). Listed all languages you understand | <input type="checkbox"/> | 6). Provided details of your Employment History and enclosed your CV, and copy of your passport | <input type="checkbox"/> |
| 2). Confirmed Course Mode and Preferred Start Date | <input type="checkbox"/> | 7). Completed Marketing Questionnaire | <input type="checkbox"/> |
| 3). Supplied Personal Information requested | <input type="checkbox"/> | 8). Indicated your Country preferences | <input type="checkbox"/> |
| 4). Read information about arranging accommodation | <input type="checkbox"/> | 9). Attached your 250 words summary | <input type="checkbox"/> |
| 5). Provided details of your education history and attached copies of certificates | <input type="checkbox"/> | 10). Selected your method of payment | <input type="checkbox"/> |
| | | 11). Signed and dated your application below | <input type="checkbox"/> |

I have read and understood the CELTA Terms and Conditions and would like to apply for the CELTA course:

11). Signature of the trainee:

Name (IN CAPITAL LETTERS PLEASE)

Date:

FOR OFFICE USE ONLY

Interview Date: _____ Time: _____	Pre-course task and welcome notes sent / given? Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____
Class Observation Arranged: _____	Interviewer: _____ Test: _____
Send Pre-Interview Test? <input type="checkbox"/>	Make offer for: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Interview Confirmed? <input type="checkbox"/>	Forecast: _____

General Comments: _____

2012 CELTA Course Dates and Fees

Full-time (4 weeks)

Code	Start		Finish
C1	09/01/12	-	03/02/12
C3	06/02/12	-	02/03/12
C4	05/03/12	-	30/03/12
C5	02/04/12	-	27/04/12 (plus one extra Saturday due to Easter)
C6	30/04/12	-	25/05/12
C8	28/05/12	-	22/06/12 (plus one extra Saturday due to Jubilee Bank Holiday)
C9	11/06/12	-	06/07/12 **
C10	25/06/12	-	20/07/12 *
C11	09/07/12	-	03/08/12 **
C12	23/07/12	-	17/08/12
C13	06/08/12	-	31/08/12 **
C14	20/08/12	-	14/09/12
C16	17/09/12	-	12/10/12
C17	15/10/12	-	09/11/12
C18	12/11/12	-	07/12/12

Part-time (13 weeks)

Code	Start		Finish
C2	09/01/12	-	05/04/12
C7	14/05/12	-	09/08/12
C15	03/09/12	-	29/11/12

Course Times

Full-time:

10.15-18.30, Monday-Friday (trainees will start at 09.00 on six days of the course to allow for observations).

* These courses will run from 12.00-20.00

** These courses will run from 09.00-17.00

Part-time:

18.30-21.30 Mondays, Tuesdays and Thursdays & 10.30-16.00 on six alternate Saturdays.

Course Fees -

Full-time course - £990 plus VAT, plus Moderation Fee

Part-time course - £990 plus VAT, plus Moderation Fee

Registration Fee for new students £50

How Your Application is Processed

Once we receive your form it will be checked to ensure it meets our requirements. If so, you will be contacted by telephone or e-mail to arrange a test and interview at a mutually convenient time. If English is not your first language, to apply for a CELTA course you need to have a level of English equivalent to C1 or C2 on the Common European Framework of Reference for Languages (CEFR). The interview will take place with other candidates unless you cannot come to London. In this case, we can arrange a telephone interview. This stage is essential to assess your language awareness skills, teaching ideas and interaction with others. We will then inform you of the outcome within a few days.

If your application is successful, you will need to pay a deposit of £100 in order to secure a place on the course.

We do not accept payment before a place on a course has been offered.

For further information, please contact our CELTA Teacher Training Administrator on tel: +44 (0)20 7580 9785, who will be pleased to discuss any aspect of the CELTA course. Please call during office hours or visit us in person.

1). Please list all languages that you understand. Tick one box according to level of proficiency.

Language	native speaker	fluent	good	basic
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2). Course Mode and Preferred Start Date

Which study mode are you applying for?

Full-time Part-time

Which is your preferred start date?

1st choice: _____ 2nd choice: _____

3). Personal Information

Surname : (Mr/Mrs/Ms/Miss)

First Name: _____

Date of Birth: _____

Nationality: _____

Profession/Occupation: _____

Address: _____

E-mail: _____

Contact Tel No. (Daytime): _____

(Evening): _____

Mobile: _____

Next of Kin: _____

Tel. No.: _____

Important:

Do you have any of the following (if yes, please give details):

Dyslexia?

Any mental or physical health problems that could affect you or anyone else on the course?

A criminal record?

Details: _____

4). Accommodation

Our experienced staff can help you find comfortable accommodation if required so that you can quickly settle into life in London.

Please call our Accommodation Officer for details and available options.

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Terms and Conditions

Please note that enrolment on our courses is subject to the following terms and conditions:

1. Deposits are non-refundable.
2. You must pay the balance of your course fees no later than 4 weeks before your course begins. Otherwise, you may be placed on a reserve list and risk losing your place. We will make other arrangements for you if yours is a late booking or your interview date is within 3 weeks of the start of your course.
3. Course cancellation fees: if you cancel your course more than 4 weeks before the course starts - full refund of course fees less cancellation fee £100 in addition to deposit £100; if you cancel your course less than 4 weeks before the course starts - no refund of course fees.
You also lose the Accommodation Finding Fee and Homestay deposit (if applicable) if you book accommodation in London and give less than 7 day's notice of cancellation.
4. Please note that there are no refunds if you leave the course once it has started. However, in the case of extreme or unavoidable circumstances such as serious illness, we may allow you to join a later course upon payment of a second course deposit (£100). It will be at the College's absolute discretion to deem whether or not the circumstances were extreme or unavoidable. The date for joining a later course would be mutually agreed between you and Oxford House College. Courses may only be deferred once.
5. Oxford House College cannot be held liable for any losses to trainees other than those covered by its public liability insurance for its London office. Trainees taking courses outside their home country are strongly advised to take medical / personal effects /cancellation, etc. insurance to cover themselves. Trainees should not purchase their flight tickets (if applicable) for courses more than three weeks in advance of the course starting date.
6. Please note that in arranging accommodation, Oxford House College is acting as the supplier's agent.
7. The College cannot be held responsible for the loss or theft of personal belongings.
8. On part-time courses, some Mondays may be replaced by Wednesdays if there are any Bank Holiday Mondays within the course dates.
10. Your course fees cover the following: use of the College Library & study materials; Internet access.
11. You will be required to pay for any damage to photocopiers and/or printers caused by negligent use. This includes, but is not restricted to, the use of incorrect acetates.

5). Education

Institution's Name:

Address:

Dates (Month/Year) - From:

To:

Subject(s)	Qualification/Award (include grade if known)	Date

Institution's Name:

Address:

Dates (Month/Year) - From:

To:

Subject(s)	Qualification/Award (include grade if known)	Date

6). Employment History

Employer's Name:

Address:

Dates - From:

To:

Brief Description of Duties

Employer's Name:

Address:

Dates - From:

To:

Brief Description of Duties

Education

Please give full details of your highest academic and professional qualifications and list any examinations still to be taken. Continue on a separate sheet if necessary and attach photocopies of certificates.

If your documents are not in English, we need attested translations.

Do not send original documents with your application. We only require attested copies.

Employment History

Please enclose a detailed and up-to-date CV.

7). Country Preferences

In which country/countries would you prefer to teach?

If you DO NOT want us to give your details to potential employers after you have completed the course, please tick this box:

(If you do not tick the box, we will assume that you authorise us to give your details to interested parties. Please take normal and sensible precautions when accepting interviews or posts - ask us for advice if in doubt.)

8). Marketing Questionnaire

Where did you hear about the course?

- British Council Recommendation Hotcourses
- Agent Which agent? _____
- Advert Which advert? _____
- Internet search Which search engine? _____

Other - please give details: _____

Why did you decide to apply to Oxford House College?

Have you applied anywhere else and, if so, where?

9). Write Briefly

Please write briefly about why you want to follow the CELTA course and why you think you would be suited to a career in teaching English.

(Please write a minimum of 250 words on a separate sheet and attach to this Application Form)

10). HOW TO PAY

- In cash** (in person only - do not send cash through the post)
- By credit/debit card** (there is a 3% surcharge for credit cards)
All major cards (except Diners Club and American Express)
- Direct to our account** (add £15 for bank charges)
Barclays Bank, 27th Floor, 1 Churchill Place, London E14 5HP
Sort code: 20 65 63
Account no: 80830542
SWIFT/BIC code: BARCGB22
IBAN: GB58 BARC 2065 6380 8305 42

Marketing

We would be grateful if you would answer Question 8 for our marketing purposes. Thank you.

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/London /Oxford /Stratford-upon-Avon

Oxford House College

What did you learn today?

Teacher Training department, 30 Oxford Street, London W1D 1AU United Kingdom

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email: ttlondon@oxfordhousegroup.com www.oxfordhousecollege.co.uk/teachertraining