

Overseas Teachers Courses Application for Enrolment Form 2010

- for Teachers applying for Comenius or Grundtvig funding

OXFORD HOUSE COLLEGE, LONDON

Please send by Mail or Fax to: **Oxford House College, London**

30 Oxford Street, London, W1D 1AU, United Kingdom

Tel: +44 (0) 20 7580 9785 Fax: +44 (0) 20 7323 4582 Email: enrol@oxfordhousegroup.com

PERSONAL DETAILS (CAPITAL LETTERS PLEASE)

First Name:
Family Name: Sex (M/F):
Date of Birth: Nationality:
Occupation:
Home Address:
City: Country:
Postcode:
Tel:
Fax:
E-mail:

YOUR ENGLISH LANGUAGE LEVEL

Common European Framework of Reference for Languages –

Overall level – please underline

B2 Upper-Intermediate **C1** Advanced

C2 Proficient

Please underline –

Written Level: B1 B2 C1 C2

Oral Level: B1 B2 C1 C2

The Overseas Teachers courses are suitable for those with an overall level of English at CEFR B2 or higher

Ages of students you teach *Please underline the age groups which apply to you*

4-6 **7-9** **10-12** **13-15** **16-18** **18+**

Age(s) your students start learning English: Sizes of your classes: Min Max

How long have you been teaching? *Please underline – 0-2 years / 3-5 years / 5-10 years / 10-20 years / 20 years+*

Levels taught *Please Underline – CEF A1 (Elementary) / CEF A2 (Pre-Intermediate) / CEF B1 (Intermediate) / CEF B2 (Upper-Intermediate) / CEF C1 (Advanced) / CEF C2 (Proficient) / Mixed Ability*

What books/resources do you use to teach English?

Do you have knowledge of any other languages?

Do you teach any subjects other than English?

Do you teach other subjects *through* English (Content and Language Integrated Learning - CLIL)?

TRANSFERS:

DO YOU REQUIRE A TAXI TRANSFER **FROM** THE AIRPORT? Yes No

If yes, Arrival Details: **Date:** **Airport:** **Flight No:** **Arrival Time (UK):**

DO YOU REQUIRE A TAXI TRANSFER **TO** THE AIRPORT? Yes No

If yes, Departure Details: **Date:** **Airport:** **Flight No:** **Departure Time (UK):**

Please check the current transfer fees with our office.

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COURSE(S) – please tick box(es) (course search form: <http://ec.europa.eu/education/trainingdatabase/>)

- Creative Methodology Week 1, Course Ref: UK-2008-688-004.....
- Creative Methodology Week 2, Course Ref: UK-2008-689-004.....
- Creative Methodology Weeks 1 and 2, Course Ref: UK-2008-690-004.....
- Creative Methodology & Language Skills Week 1, Course Ref: UK-2008-750-003.....
- Creative Methodology & Language Skills Week 2, Ref: UK-2008-751-003.....
- Creative Methodology & Language Skills Weeks 1 and 2, Ref: UK-2008-752-003.....
- Professional Development Week 1, Course Ref: UK-2008-691-003.....
- Professional Development Week 2 Course Ref: UK-2008-692-003.....
- Professional Development Weeks 1 and 2, Course Ref: UK-2008-693-003.....
- Professional Development & Language Skills Week 1, Ref: UK-2008-750-003.....
- Professional Development & Language Skills Week 2, Ref: UK-2008-751-003.....
- Professional Development & Language Skills Weeks 1 and 2, Ref: UK-2008-755-002..

COURSE DATES: Start Date: ____ / ____ / 2010 Finish Date: ____ / ____ / 2010

TUITION FEES – please tick one box (fees quoted include College Registration Fee and course materials)

- Creative Methodology: £239 (1 week, 30 hours) £438 (2 weeks, 60 hours)
- Creative Methodology & Language Skills: £279 (1 week, 30 hours) £518 (2 weeks, 60 hours)
- Professional Development: £239 (1 week), 30 hours £438 (2 weeks, 60 hours)
- Professional Development & Language Skills: £279 (1 week, 30 hours) £518 (2 weeks, 60 hours)

ACCOMMODATION FEES – please tick one box (fees quoted include Accommodation Finding Fee)

- Homestay, Bed & Breakfast, Zones 2 / 3: £155 (1 week) £270 (2 weeks)
- Homestay, Bed & Breakfast, Zones 4 / 5: £135 (1 week) £230 (2 weeks)
- Homestay, Half Board, Zones 2 / 3: £200 (1 week) £360 (2 weeks)
- Homestay, Half Board, Zones 4 / 5: £180 (1 week) £320 (2 weeks)
- I do not require accommodation I would like information about other accommodation options

Do you have any special requests relating to medical condition, allergies or diet? Yes No

Please give details: _____

HAVE YOU APPLIED FOR COMENIUS OR GRUNDTVIG FUNDING YET? Yes No

IF Yes, HAVE YOU RECEIVED CONFIRMATION OF FUNDING YET? Yes No

If you have applied but not received funding, please give reason:

- Application in process I have been refused Comenius / Grundtvig funding

Overseas Teachers Courses Terms and Conditions - for teachers applying for Comenius or Grundtvig funding

1. The course fees are valid only for the person, course[s] and dates specified on the Application for Enrolment Form.
2. If you cancel your course before arrival due to visa refusal or you are refused entry to the UK, we shall refund your course fees in full minus a £50 cancellation charge. We need to see the original refusal letter in order to give you a refund. You must apply for refund within six months of refusal date. If you cancel your course before arrival for any other reason, no refund or credit will be given. If you cancel your course after arrival, leave it early, or miss any lessons, no refund or credit will be given, including in case of sickness.
3. The timetabling of the afternoon lessons is subject to change between 12.30 - 15.30 each day.
4. When necessary, the College reserves the right to alter the timetable and/or transfer students from one class or course to another, from one time of study to another, and to merge small classes or cancel classes and courses.
5. Class sessions have total breaks of up to 30 minutes.
6. During July and August, Oxford House College may use additional classrooms in local colleges / universities.
7. There is no reduction in fees where there is a UK public holiday.
8. You are strongly advised to organize medical and cancellation /curtailment insurance before travel.
9. There is no cancellation fee if you apply for Comenius or Grundtvig funding but do not receive it.

Accommodation Terms and Conditions - for teachers applying for Comenius or Grundtvig funding

1. In arranging accommodation, Oxford House College is acting as the supplier's agent.
2. The accommodation finding fee is non-refundable.
3. The accommodation rent is valid only for the person and dates specified. Any changes of dates must be notified to us in writing or by e-mail at least 2 weeks before the arrival date.
4. We reserve the right to allocate alternative accommodation without prior notification.
5. It is the student's responsibility to obtain the accommodation address before travelling to the United Kingdom.
6. Two weeks rent is non-refundable except in the case of a visa refusal.
7. If students in Homestay wish to leave earlier than the dates they have booked, they must give seven days notice to their host.
8. Confirmation of accommodation is subject to full payment of fees.
9. In July and August, the minimum booking period for Homestay is 2 weeks.

Application for Enrolment

I, the undersigned, accept the Overseas Teachers Terms and Conditions and wish to apply for enrolment -

Signature:

Date:

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Email: enrol@oxfordhousegroup.com
www.oxfordhousecollege.co.uk/teachertraining

