

# Application for Certificate III and IV Handbook

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teach  
international®



# Guide to Application for Enrolment in Certificate III or IV in TESOL

***Please read this information carefully before completing the Application form.***

Teach International's Certificates III and IV in Teaching English to Speakers of Other Languages (TESOL) are nationally accredited programs that prepare you to teach English to speakers who do not have English as their first language.

If you are seeking a qualification that will assist you to gain employment in TESOL internationally, then Certificate III or IV will equip you to do just that.

If you are already a qualified teacher, the completion of Certificate IV will enable you to gain employment in English Language Colleges in Australia.

If you hold a degree and successfully teach English overseas for 12 months, the Certificate IV will then give you eligibility to teach in Australia.

Certificate III consists of 23 units that cover areas such as

- Lesson Preparation
- Classroom Management
- Communicative Language Teaching
- Use of Activities, Music and Technology
- Preparation for work in TESOL
- Teaching Grammar Implicitly

There are 28 hours of face to face training and assessment conducted between Wednesday and Sunday evenings, and 12 hours of readings from the Teach International Course Manual. As well as the in-class component, participants need to complete four more units on-line and 10 hours of Practice Teaching (Unit TICU17). Your trainer can help to arrange somewhere for you to undertake this teaching.

To complete Certificate IV, all the Certificate III units need to be achieved as well as an additional 10 units (110 hours) which can all be completed and assessed either here in Australia or overseas. This includes 4 hours of class observation and 6 further hours of Practice Teaching.

## Teach International's Job Guarantee

Teach International™ repeatedly gets positive e-mails from excited graduates who can't believe how quickly the job offers come in once they start the job pursuit process. Teach International™ does not offer "job placements", but rather equips graduates to conduct an educated and effective job search.

With confidence in the quality and effectiveness of our program, Teach International™ is pleased to offer the following money-back job guarantee to graduates of our course who:

- are native speakers of English (English is your first language)
- are at least 18 years of age
- have completed high school in Australia, New Zealand, Canada, America, South Africa or the United Kingdom and were born in one of these countries

### The stipulations of the job guarantee are as follows:

1. The guarantee period lasts for six months. It begins when you send your first job application and ends six months later. You must send your first application within six months of completing the in-class component of the course.
2. The compulsory online components of the course must be completed within 100 days of completing the in-class component of the course.
3. The letter of introduction and résumé used in all job applications must follow the guidelines set out by Teach International. These must have been submitted to Teach International via the Student Centre within 30 days of the in-class component. (please note: time spent awaiting approval does not count towards these 30 days). The graduate must be able to show copies of all correspondence from the job application process.
4. The graduate must apply for a minimum of 10 jobs in at least three countries within the timeframe of the job guarantee period. (This means you must apply for a total of at least thirty positions).
5. The graduate must follow up on all responses from schools within five days of receipt of correspondence.
6. The graduate, if having trouble finding a job, must seek assistance from Teach International™ (through his/her TESOL Trainers) within three months of commencing job pursuit.
7. The graduate must use contacts and assistance offered by Teach International™ through the student centre online and the in-class process.
8. After expiration of the six-month guarantee period, if the graduate has not been offered at least one job (with terms and conditions normal for that country) in one of the countries of choice (see list) a refund must be claimed in writing.
9. Teach International™, after thorough evaluation of the refund request, will respond in writing. Any refund offer will be accompanied by a request that the graduate return the TESOL certificate, the TESOL training manual, plus the tax receipt with a note confirming that no use of this tax receipt for income tax purposes has been made prior to receiving the refund. The graduate must also cease to include any reference to his/her training on his/her resume.

**We guarantee that graduates will find a teaching position in ANY of the following locations:**

<b>Those with a completed university degree (in any discipline):</b>	<b>Those without a university degree:</b>
<ul style="list-style-type: none"> <li>▪ South Korea</li> <li>▪ Japan</li> <li>▪ Hong Kong</li> <li>▪ Taiwan</li> <li>▪ Thailand</li> <li>▪ Poland</li> <li>▪ Czech Republic</li> <li>▪ Spain *</li> <li>▪ Italy *</li> <li>▪ Germany *</li> <li>▪ Portugal *</li> <li>▪ Brunei **</li> <li>▪ Saudi Arabia **</li> <li>▪ United Arab Emirates **</li> <li>▪ <b>Plus</b> all locations in column to the right</li> </ul> <p>* for those with EU citizenship            ** for those with extensive teaching experience</p>	<ul style="list-style-type: none"> <li>▪ China</li> <li>▪ Vietnam</li> <li>▪ Cambodia</li> <li>▪ Indonesia</li> <li>▪ Russia</li> <li>▪ Turkey</li> <li>▪ Azerbaijan</li> <li>▪ Kyrgyzstan</li> <li>▪ Kazakhstan</li> <li>▪ Uzbekistan</li> <li>▪ Slovakia</li> <li>▪ Slovenia</li> <li>▪ Laos</li> <li>▪ All of Central/South America</li> <li>▪ Africa (via NGOs)</li> </ul>

NB: Information is correct at time of printing. Government regulations change often which may affect work permit requirements.

I understand and accept the terms and conditions of the job guarantee as stated above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **Entry Requirements**

All applicants, whether native or non-native speakers of English, must have an awareness of language and a competency in English, both written and spoken, that enables them to undertake the course. The strong overseas demand is for native-speaker fluency in English and English teachers also need to demonstrate a reasonable level of literacy to access and be successful in a job.

An applicant may be required to undergo Language and Literacy testing before acceptance into a course if deemed advisable by a trainer or the registrations officer.

Equity and anti-discrimination principles will be adhered to in considering all applicants. However, there may be some disabilities that preclude an applicant from travel or from teaching overseas.

## **Induction**

Once you have enrolled in your Teach International course you will be able to access the Teach International TESOL Handbook which is your guide to the TESOL industry and the in-class component of your course. You need to study this Handbook carefully before coming along to your first class.

The Student Handbook which outlines all policies and procedures relating to certificate-level courses is available on our website at <http://www.teachinternational.com/downloads/StudentHandbook.pdf>

## **Application and Enrolment for Certificate III in TESOL – (new students)**

(if upgrading from Foundation course see page 6)

Application and Enrolment in the Certificate III in TESOL with Teach International is a two stage process.

### **1. To apply for enrolment in Certificate III, you must complete a Registration form as well as an Application Form and pay at least the \$200 non-refundable deposit.**

You can apply in the following ways:

A. Complete an Application Form and a Registration Form and pay at a Teach International Information Session.

**OR**

B. Download an Application Form and a Registration Form, complete the details, and post or fax to the Auckland Office. The Registration form must be accompanied by completed credit card authority, or a bank cheque or money order.

**OR**

C. Call the Auckland Office of Teach International.  
Level 4, 345 Queen Street, Auckland City  
PO Box 106052, Auckland 1143, New Zealand  
Ph: 0800 832 243 or +64 9 970-1656  
Fx: +64 9 377-2811

**OR**

D. Apply and pay on-line through our web site: [www.teachinternational.com.nz](http://www.teachinternational.com.nz)

NB: The \$200 deposit is completely non-refundable. The deposit is transferable to future courses but is only valid for 12 months after initial registration.

Once your completed Application and Registration Forms have been received, they will be assessed. If you meet the entry requirements of the course you will be issued a Confirmation Letter for entry into your Certificate III course.

### **2. Payment options:**

**Certificate III total cost: \$1995 (or \$300 if upgrading from Foundation course – see page 6)**

A. You may pay the total cost of your in-class and electives course and receive your online access instructions via email.

**OR**

B. After initial registration of \$200, you may elect to pay a further \$600 towards the total course cost to receive your Foundation course online access instructions via email. The balance of the tuition fee (\$1195) must be paid by the Friday prior to the in-class component of the course.

**OR**

C. You may choose to pay off the balance of your fees on the Instalment Plan as follows (please note additional administration fee of \$50 applies):

Application submitted and approved

Deposit (non-refundable)		\$200 - registers your place in an in-class component of your choice
1 <sup>st</sup> instalment	in 1 month	\$380 - allows you to attend in-class component
2 <sup>nd</sup> instalment	in 2 months	\$730 - access to online components
3 <sup>rd</sup> instalment	in 3 months	\$735 - certificate is issued upon completion of all units
<b>TOTAL</b>		<b>\$2045 (includes \$50 admin fee)</b>

**Payment Methods:** Mastercard/ Visa/ Money Order / Bank Cheque / Cash /

Direct Deposit: Please contact our Auckland Office for details (Ph: 0800 832 243)

## **Application and Enrolment for Certificate IV in TESOL (new students)**

Last Updated: February 2, 2007

(if upgrading from Foundation course or Certificate III see page 6)

As for Certificate III, Application and Enrolment in the Certificate IV in TESOL with Teach International is a two stage process.

**1. To apply for enrolment in Certificate IV, you must complete a Registration form as well as an Application Form and pay at least the \$200 non-refundable deposit.**

You can apply in the following ways:

A. Complete an Application Form and a Registration Form and pay at a Teach International Information Session.

**OR**

B. Download an Application Form and a Registration Form, complete the details, and post or fax to the Auckland Office. The Registration form must be accompanied by completed credit card authority, or a bank cheque or money order.

**OR**

C. Call the Auckland Office of Teach International.  
Level 4, 345 Queen Street, Auckland City  
PO Box 106052, Auckland 1143, New Zealand  
Ph: 0800 832 243 or +64 9 970-1656  
Fx: +64 9 377-2811

**OR**

D. Apply and pay on-line through our web site: [www.teachinternational.com.nz](http://www.teachinternational.com.nz)

NB: The \$200 deposit is completely non-refundable. The deposit is transferable to future courses but is only valid for 12 months after initial registration.

Once your completed Application and Registration Forms have been received, they will be assessed. If you meet the entry requirements of the course you will be issued a Confirmation Letter for entry into your Certificate IV course.

**2. Payment options:**

**Certificate IV total cost: \$2695 (or \$700 if upgrading from Certificate III – see page 6)**

A. You may pay the total cost of your in-class and electives course and receive your online access instructions via email.

**OR**

B. After initial registration of \$200, you may elect to pay a further \$600 towards the total course cost to receive your Foundation course online access instructions via email. The balance of the tuition fee (\$1695) must be paid by the Friday prior to the in-class component of the course.

**OR**

C. You may choose to pay off the balance of your fees on the Instalment Plan as follows (please note additional administration fee of \$50 applies):

Application submitted and approved

Deposit (non-refundable)		\$200 - registers your place in an in-class component of your choice
1 <sup>st</sup> instalment	in 1 month	\$400 - allows you to attend in-class component
2 <sup>nd</sup> instalment	in 2 months	\$300 - access to online grammar
3 <sup>rd</sup> instalment	in 3 months	\$400 - access to Cert III online components
4 <sup>th</sup> instalment	in 4 months	\$300 - access to Cert IV online components
5 <sup>th</sup> instalment	in 5 months	\$550 – access to prac teaching + aux units
6 <sup>th</sup> instalment	in 6 months	\$595 - certificate is issued upon completion of all units
<b>TOTAL</b>		<b>\$2745 (includes \$50 admin fee)</b>

**Payment Methods:** Mastercard/ Visa/ Money Order / Bank Cheque / Cash /

Direct Deposit: Please contact our Head Office for details (Ph: 0800 832 243)

*NB: You can apply for enrolment in Certificate IV at any time. However, you will not be able to commence the Certificate IV units until you have successfully completed all the units of Certificate III.*

## **Application and Enrolment for Certificate III & IV in TESOL (upgrade\* students)**

\*upgrade students must be enrolled in or completed Teach International Foundation in TESOL course

### **1. To apply for enrolment in Certificate III or IV as an 'upgrade student', you must complete an Application Form.**

You can apply in the following ways:

- A. Download an Application form and a Guide to Application form (instructions) from our website, complete the details, and post or fax to the Auckland Office.

**OR**

- B. Call the Auckland Office of Teach International.  
Level 4, 345 Queen Street, Auckland City  
PO Box 106052, Auckland 1143, New Zealand  
Ph: 0800 832 243 or +64 9 970-1656  
Fx: +64 9 377-2811

### **2. Once your completed Application has been received, it will be assessed by a member of Teach International staff. If you meet the entry requirements of the course you will be issued a Confirmation Letter for entry into your Certificate III or IV course.**

### **3. Payment options:**

#### **UPGRADE TO CERTIFICATE III IN TESOL – Total cost \$300**

You must pay the total cost of the Cert III upgrade to receive your additional Certificate III study material. Certificate will be issued upon completion of all units.

#### **UPGRADE TO CERTIFICATE IV IN TESOL – Total cost \$1000 (or \$700 if upgrading from Cert III)**

- A. You may pay the total cost of the Cert IV upgrade to receive your additional Certificate IV study material.

**OR**

- B. You may choose to pay off the balance of your fees on a payment plan as follows:

Initial payment		\$500 - access to Cert IV online components
Final payment	in 1 month	\$500 (or \$100 if upgrading from Cert III) - certificate is issued upon completion of all units
<b>TOTAL</b>		<b>\$1000 (or \$700 if upgrading from Cert III)</b>

**Payment Methods:** Mastercard/ Visa/ Money Order / Bank Cheque / Cash /  
Direct Deposit: Please contact our Auckland Office for details (Ph: 0800 832 243)

## Get more for your money!

- Apply within 48 hours of an information session or seven days of receiving an information pack to receive special offers. To see current specials, please visit: [www.teachinternational.co.nz](http://www.teachinternational.co.nz), ring us or come along to an info session.
- Are you applying with a friend? For those applying in “twos” a \$50 discount is provided for both of you (new students only).

## Recognition of Prior Learning and Credit Transfer

It is sometimes possible for students to be granted credit towards units of competency offered by Teach International on the basis of their prior learning experience. Guidelines for Recognition of Prior Learning Applications are available on the Teach International Website at <http://www.teachinternational.com/downloads/RPLHandbook.pdf> Applications for RPL must be made in writing using the appropriate form. You will be informed in writing of the outcome of your application.

Teach International recognises AQF (Australian Qualifications Framework) qualifications and statements of attainment awarded by other RTOs (Registered Training Organisations). You will be able to receive academic credit for relevant learning outcomes, competency outcomes or standards in a qualification you have already achieved at other RTOs to the extent to which they are equivalent to the learning outcomes, competency outcomes or standards in a qualification you wish to undertake at Teach International.

You may apply for RPL or Academic Credit for any of Teach International’s units of competency except the in-class components. This is because these components are unique to Teach International. We have streamlined this part of the course to best meet the needs of people of all backgrounds. The in-class components are packaged into a short, convenient course (Foundation Course), and we believe each component will be beneficial to you.

(The course outlines on our website indicate the units for which you may/may not apply for recognition of prior learning.)

## Refund Policy

- The \$200 application fee is completely non-refundable (and expires 12 months after initial registration).
- Once a student has made the relevant payment and been sent their Online Instructions via email or post, no refund will be given.
- Once a student has made the relevant payment on their instalment plan and been sent their Online Instructions via email or post, no refund will be given.
- Should Teach International Pty Ltd cancel any course, participants are entitled to a full refund or transfer of funds to a future course.
- No refund is available to participants who leave before finalising the in-class component of the course unless a medical certificate is produced. In that case, fees may be refunded on a pro-rata basis. However, should participants wish to finalise incomplete modules in a future course, the original fee payment can be used as credit towards that course.
- No refund of the Certificate IV upgrade fee is given to participants who begin the units in Certificate IV and then choose not to complete them.
- The \$300 Certificate III upgrade fee for unit TICU17 is completely non-refundable.

## Flexible Learning and Assessment Procedures

Certificates III and IV in TESOL are competency based courses. The courses are structured to allow ongoing opportunities for you to demonstrate your developing competence over the duration of the course. Each module has clearly articulated outcomes that you are made aware of from the outset. The Student Handbook <http://www.teachinternational.com/downloads/StudentHandbook.pdf> also provides information about the range of assessment criteria that will be used to judge your competence.

You will be notified in writing of the outcome of your assessment in each of the modules you undertake. An application for the reassessment of any assessment judgment may be made on the appropriate form available from your trainer or Teach International Head Office. You will be notified in writing of the reassessment in writing.

Your trainers and the Academic Director at Teach International are committed to the highest levels of quality and client service. We are always available to assist you with welfare and guidance services.



## Complaints Procedure

1. If you are unhappy with any aspect of Teach International's products or services you should advise Teach International in writing of the nature of your complaint and the form of resolution you seek. The complaint must be put in writing before it can be addressed. (A Complaints or Grievance Form is available for download in the Student Handbook <http://www.teachinternational.com/downloads/StudentHandbook.pdf>)
2. Written complaints are addressed to the Office Manager, Head Office, Brisbane. The address is Teach International, Level 2, 370 George Street Brisbane QLD 4000.
3. The Office Manager refers the complaint to the relevant staff member of Teach International as follows:
  - A problem with an academic component of the course, or about the delivery of the in-class course, is referred to the Academic Director.
  - Complaints about the online courses are forwarded to the Resource Development Officer.
  - Any complaints about customer service or staff related matters are managed by the Office Manager.
4. All complaints are dealt with in a fair and equitable way and wherever possible, in a face-to-face situation. The staff member handling the complaint will arrange a time to discuss it with the complainant. A record of this meeting will be kept. The best interests of both Teach International and the client will be served if at all possible.
5. If the matter is not resolved through discussion, the complainant may lodge a written request to Teach International Pty Ltd to appeal the decision made in relation to it by Teach International staff.

An independent mediator, external to Teach International Pty Ltd, will investigate the appeal. In carrying out this investigation and reaching a resolution, the following steps will be included:

- Interview and/or take written statements from the complainant
- Interview and/or take written statements from all relevant people involved in the matter
- Interview and/or take written statements from the Teach International personnel who handled the grievance
- Review all relevant documents
- Consider the grievance in the context of the relevant Teach International Pty Ltd policies and procedures

The complainant and CEO will be advised in writing of the determination following the appeal process, including the reasons for it, and of any recommendations for action as a result of the determination.

This appeal process should take no more than 10 working days. This time line may be extended in light of matters such as the availability of relevant staff or students.

## Attendance and Behaviour

Because of the intensive nature of the course it is necessary that participants attend every class and demonstration lesson. If, because of illness you are unable to attend a class, you must inform your trainer as soon as possible. If you are unable to attend any portion of the in-class components you may be required to complete these in a future course before your certificate can be issued.

Course participants are asked to behave and dress in the class as they would in the workplace, allowing maximum attention and participation of all class members. Ongoing failure to adhere to either of these two conditions may result in expulsion.

## Privacy policy

The details disclosed on this Application form will only be accessible to authorised staff of Teach International. Information about clients or staff of the college is never given to any third party except in those cases indicated below.

*Teach International may be required to provide your contact details to the Training and Employment Recognition Council as part of the audit process to enable the Training and Employment Recognition Council to interview students about the training provided by the organisation.*

# Application for Enrolment in Certificate III or IV in TESOL

Your Name					
Address					
State		Postcode			
Daytime Phone		Mobile Phone			
E-mail address					

**Course Choice** (Select one)

- Certificate III** (\$300 – upgrade from Foundation in TESOL)
- Certificate III** in Teaching English to Speakers of Other Languages (TESOL) – 30502QLD (\$1995 – new students)
- Certificate IV** (\$1000 – upgrade from Foundation in TESOL)
- Certificate IV** (\$700 – upgrade from Certificate III)
- Certificate IV** in Teaching English to Speakers of Other Languages (TESOL) – 30476QLD (\$2695 – new students)

- I am applying for Recognition of Prior Learning (RPL) – please attach RPL Application Form.
- I am applying for credit transfer from my previous TESOL studies – please attach Recognition Application Form.

**Educational History** (include all courses you have been enrolled in including your final year of high school)

Year	Course	Name of institution	Qualification gained

What is your first language? \_\_\_\_\_

Applicants whose first language is not English must **EITHER**:

1. Attach to this application evidence of their ability to communicate in English (e.g. a recent, that is, not more than 12 months old IELTS Test result). Applicants must demonstrate an overall English proficiency level of at least IELTS 7 to enroll in Certificate III and IELTS 7.5 to enroll in Certificate IV,
2. **OR**
3. Complete and sign an English Language Proficiency Statement, Release and Waiver (Available on request from the Auckland Office by emailing [auckland@staff.teachinternational.com](mailto:auckland@staff.teachinternational.com).)

I have read and understood Teach International's

- Job Guarantee;
- Application process and requirements for enrolment in Certificates III and IV in TESOL;
- Fee payment options and refund policy;
- Disclosure Statement (as shown on the following page)
- I give my permission for my personal details to be disclosed to the Training Employment and Recognition Council if required (as per the disclosure statement on the following page).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Payment Details

Cash	Cash may be brought in with your application to Teach International's Auckland office.
Money Order	Made out to Teach International™ Auckland
Bank Cheque	Made out to Teach International™ Auckland ( Not Personal Cheque)
Direct Deposit	Please contact our office for information. Ph: 0800 832 243 or email: <a href="mailto:auckland@staff.teachinternational.com">auckland@staff.teachinternational.com</a>
Credit Card	<b>Visa/ Mastercard:</b> Please enter your details below. This will be processed by the Auckland Office.
Credit Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry Date	Month: <input type="text"/> <input type="text"/> Year: <input type="text"/> <input type="text"/> Authorisation No: <input type="text"/> <input type="text"/> <input type="text"/> (Last 3 digits above signature)
Name on Card	<input type="text"/>
Amount	<input type="text"/>
Card Holder's Signature	<input type="text"/>

## Course Duration

Teach International recommends that the Certificate courses be completed within 12 months, but extensions will be given on application.

## Disclosure of Information Statement:

The details disclosed on this Application form will only be accessible to authorised staff of Teach International. Information about clients or staff of the college is never given to any third party except in those cases indicated below.

*Teach International may be required to provide your contact details to the Training and Employment Recognition Council as part of the audit process to enable the Training and Employment Recognition Council to interview students about the training provided by the organisation.*

## Refund Policy

- The \$200 application fee is completely non-refundable (and expires 12 months after initial registration).
- Once a student has made the relevant payment and been sent their Online Instructions via email or post, no refund will be given.
- Once a student has made the relevant payment on their instalment plan and been sent their Online Instructions via email or post, no refund will be given.
- Should Teach International Pty Ltd cancel any course, participants are entitled to a full refund or transfer of funds to a future course.
- No refund is available to participants who leave before finalising the in-class component of the course unless a medical certificate is produced. In that case, fees may be refunded on a pro-rata basis. However, should participants wish to finalise incomplete modules in a future course, the original fee payment can be used as credit towards that course.
- No refund of the Certificate IV upgrade fee is given to participants who begin the units in Certificate IV and then choose not to complete them.
- The \$300 Certificate III upgrade fee for unit TICU17 is completely non-refundable.

**If you have any further queries or need clarification about your Application for Enrolment, please phone Teach International Auckland on (09) 970 1656 or 0800 832 243 (free call).**

**Applications for enrolment may be:**

**Faxed to: (09) 377 2811 or**

**Posted to: Teach International Auckland, PO Box 106052, Auckland 1143, New Zealand**

**A Guide to Application for Enrolment for Certificate III and IV is available via our website [www.teachinternational.co.nz](http://www.teachinternational.co.nz)**

# Course Registration

Today's Date		Course Date	
Course Location (please circle)	Auckland		
Course (please circle)	Foundation TESOL	<b>Certificate III</b>	<b>Certificate IV</b>
			Refresher *

Application for Enrolment for **Certificate III & Certificate IV** must accompany this Registration

Your Name			
Address			
State		Postcode	
Home Phone		Mobile Phone	
E-mail address			
Next of kin details	Name:		
	Address:		
	Phone:		
How did you hear about Teach International? (Please tick one)	<input type="checkbox"/> Internet <input type="checkbox"/> Newspaper (please specify) _____ <input type="checkbox"/> Word of mouth / friend	<input type="checkbox"/> TESOL graduate <input type="checkbox"/> Poster <input type="checkbox"/> OWH / other agent <input type="checkbox"/> Story in newspaper	<input type="checkbox"/> Flyer / brochure <input type="checkbox"/> Other (please specify) _____

### PAYMENTS – This form can be faxed to Teach International Auckland 09 377 2811

The full course fees must be paid in full <b>by the Monday 10 days</b> prior to commencement of the in-class component	
Credit Card	<b>Visa/ MasterCard:</b> Please enter your details below. This will be processed by the Auckland Office. A credit card authority form must be filled out for subsequent payments.
Cash	Cash can only be accepted at an information session for the deposit of \$200.00
Money Order	Made out to Teach International™ Auckland
Direct Deposit	Please contact office for Bank Account Details
Bank Cheque	Made out to Teach International™ Auckland (Not Personal Cheque)

### Credit Card Details

Credit Card Number	-         -         -
Expiry Date	Month:     Year:     Authorisation No:         (Last 3 digits above signature)
Name on Card	Amount to be processed
Card Holder's Signature	
Discount	Friends Discount \$50
Amount Paid	Balance
	Receipt Number

What is your first language? \_\_\_\_\_

Foundation in TESOL Course registrants whose first language is not English must **EITHER:**

1. Attach to this application evidence of their ability to communicate in English (e.g. a recent, that is, not more than 12 months old) IELTS Test result. Students registering for the Foundation in TESOL Course must demonstrate an overall English proficiency level of at least IELTS 6.5. **OR**
2. Complete and sign an English Language Proficiency Statement, Release and Waiver (Available on request from the Auckland Office by emailing [auckland@staff.teachinternational.com](mailto:auckland@staff.teachinternational.com).)

I hereby state that the information provided above is correct. I understand that the \$200 deposit is non-refundable (deposit expires after 12 months) and once the appropriate payment has been paid to be sent the online instructions this is also non-refundable. (Please turn over for Job Guarantee and Refund Policy)

Signed: \_\_\_\_\_

To be eligible for the TESOL Refresher course, you must have completed either a Teach International TESOL course, or a similar qualification from a different company/institution, that is deemed suitable by Teach International (evidence of the qualification will be required).

## Teach International's Job Guarantee

Teach International™ repeatedly gets positive e-mails from excited graduates who can't believe how quickly the job offers come in once they start the job pursuit process. Teach International™ offers job placements to recommended graduates, but also equips graduates to conduct an educated and effective job search for themselves.

With confidence in the quality and effectiveness of our program, Teach International™ is pleased to offer the following money-back job guarantee to graduates of our course who:

- are native speakers of English (English is your first language)
- are at least 18 years of age
- have completed high school in Australia, New Zealand, Canada, America, South Africa or the United Kingdom and were born in one of these countries

### The stipulations of the job guarantee are as follows:

1. The guarantee period lasts for six months. It begins when you send your first job application and ends six months later. You must send your first application within six months of completing the in-class component of the course.
2. The compulsory online components of the course must be completed within 100 days of completing the in-class component of the course (Foundation course only).
3. The letter of introduction and résumé used in all job applications must follow the guidelines set out by Teach International. These must have been submitted to Teach International via the Student Centre within 30 days of the in-class component. (Please note: time spent awaiting approval does not count towards these 30 days). The graduate must be able to show copies of all correspondence from the job application process.
4. The graduate must apply for a minimum of 10 jobs in at least three countries within the timeframe of the job guarantee period. (This means you must apply for a total of at least thirty positions).
5. The graduate must follow up on all responses from schools within five days of receipt of correspondence.
6. The graduate, if having trouble finding a job, must seek assistance from Teach International™ (through his/her TESOL Trainers) within three months of commencing job pursuit.
7. The graduate must use contacts and assistance offered by Teach International™ through the student centre online and the in-class process.
8. After expiration of the six-month guarantee period, if the graduate has not been offered at least one job (with terms and conditions normal for that country) in one of the countries of choice (see list) a refund must be claimed in writing.
9. Teach International™, after thorough evaluation of the refund request, will respond in writing. Any refund offer will be accompanied by a request that the graduate return the TESOL certificate, the TESOL training manual, plus the tax receipt with a note confirming that no use of this tax receipt for income tax purposes has been made prior to receiving the refund. The graduate must also cease to include any reference to his/her training on his/her resume.

### We guarantee that graduates will find a teaching position in ANY of the following locations:

Those with a completed university degree (in any discipline):	Those without a university degree:
<ul style="list-style-type: none"> <li>▪ South Korea</li> <li>▪ Japan</li> <li>▪ Hong Kong</li> <li>▪ Taiwan</li> <li>▪ Thailand</li> <li>▪ Poland</li> <li>▪ Czech Republic</li> <li>▪ Spain *</li> <li>▪ Italy *</li> </ul>	<ul style="list-style-type: none"> <li>▪ China</li> <li>▪ Vietnam</li> <li>▪ Cambodia</li> <li>▪ Indonesia</li> <li>▪ Russia</li> <li>▪ Turkey</li> <li>▪ Azerbaijan</li> <li>▪ Kyrgyzstan</li> <li>▪ Kazakhstan</li> </ul>
<ul style="list-style-type: none"> <li>▪ Germany *</li> <li>▪ Portugal *</li> <li>▪ Brunei **</li> <li>▪ Saudi Arabia **</li> <li>▪ United Arab Emirates **</li> <li>▪ <b>Plus all locations in column to the right</b></li> </ul>	<ul style="list-style-type: none"> <li>▪ Uzbekistan</li> <li>▪ Slovakia</li> <li>▪ Slovenia</li> <li>▪ Laos</li> <li>▪ All of Central/South America</li> <li>▪ Africa (via NGOs)</li> </ul>
<p>* for those with EU citizenship ** for those with extensive teaching experience</p>	

NB: Information is correct at time of printing. Government regulations change often which may affect work permit requirements.

### Refund policy (This policy is applicable to Foundation Students only; for Refund Policy for Certificate III & IV students see Application for Enrolment in Certificate III or IV in TESOL)

- The \$200 deposit collected upon registration is completely non-refundable, but will be held for twelve months if a course is deferred.
- Once a student has paid \$800 towards their course fees (Foundation level) and has been sent their Online Instructions via email or post, the \$800 is non-refundable.
- Instalments: Once a student has paid their second instalment (refer to individual courses instalment schedules) for their online access and has been sent their Online Instructions from via email or post, no refund will be given.
- Once you have received access to specific Certificate III in TESOL and Certificate IV in TESOL online components all monies paid to this point are non-refundable.
- Should Teach International Pty Ltd cancel any course, participants are entitled to a full refund or transfer of funds to a future course.
- No refund is available to participants who leave before finalising a course unless a medical certificate is produced. In that case, fees may be refunded on a pro-rata basis. However, should participants wish to finalise incomplete modules in a future course, the original fee payment can be used as credit towards that course.

I understand and accept the terms and conditions of the job guarantee and refund policy as stated above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_