

Please indicate which course you are interested in

2014 Course Dates(to be confirmed)

FULL-TIME (4 wks intensive)	FULL-TIME (2 x 2 wks intensive)	PART-TIME	MIXED FORMAT (2 wks + 10 Saturdays)	ONLINE FORMAT
<input type="checkbox"/> 17 Feb – 14 Mar <input type="checkbox"/> 04 Aug – 30 Aug	<input type="checkbox"/> 9 – 20 Dec 2013 plus <input type="checkbox"/> 6 – 17 Jan 2014 <input type="checkbox"/> 8 Dec – 19 Dec Plus <input type="checkbox"/> 2 week Jan 2015	<input type="checkbox"/> 04 Feb – 27 Jun <input type="checkbox"/> 18 Jul – 20 Dec	<input type="checkbox"/> Not available in 2014	<input type="checkbox"/> 07 Oct – 20 Dec 2013 <input type="checkbox"/> 22 Apr – 31 Ju 2014 <input type="checkbox"/> 1 Sep – 12 Dec 2014

**CAMBRIDGE CERTIFICATE IN ENGLISH LANGUAGE TEACHING TO ADULTS
(CELTA)**

APPLICATION FOR ADMISSION FORM

Family Name:	Other Names:
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Address:	Postcode:
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Telephone Home:	Work:
Mobile:	Email:
Date of Birth:	Nationality:

Secondary Education (please include details of final certificate):

Tertiary Education (please include details and dates of degrees, certificates, years of study, etc.):
<i>**Please remember to bring your original documents to the interview**</i>

Current Position:

Conditions of Acceptance

1. Acceptance Procedures:

- 1.1 Candidates are required to return a completed and signed application form and language awareness task, which will be assessed by the tutors.
- 1.2 Potential candidates will be interviewed then informed whether meet the requirements for acceptance to the course.
- 1.3 Details as to course organisation, requirements of trainees, assessment and fee payment will be given at interview.
- 1.4 All courses are subject to maximum and minimum numbers.
- 1.5 Candidates who have taken this course unsuccessfully on an earlier occasion are required to inform the institute on application. The earlier course does not prelude acceptance on the course for which the application has been made.
- 1.6 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.

2. Attendance:

- 1.2 Candidates are expected to attend the whole course. Candidates who know in advance that they cannot attend significant parts of the course will not be accepted.
- 1.3 If absence is unavoidable due to illness, a medical certificate must be supplied and the tutors must be notified on the day of absence. Under no circumstances can a candidate who has not completed the 6 hours teaching practice or the written assignments be eligible to entered for the award.

3. Fee Payment:

- 3.1 A \$700.00 non-refundable deposit is payable to secure a place on the course. This deposit is credited against the full fee. It is not refundable after ten days prior to commencement of the course.
- 3.2 To guarantee a place on a course, full fees must be paid ten days prior to course commencement. After this date the institute reserves the right to offer the place to other potential candidates on the wait-list.
- 3.3 Tuition fees are payable by cheque (made out to Holmesglen Institute of TAFE), credit card, EFTPOS or in cash.
- 3.4 There are no additional academic fees payables for programs at Holmesglen: no enrolment, library or other fees. 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.

4. Refund Procedures:

- 4.2 No refunds are possible once the course has started.
- 4.3 A 75% refund of fees will be made to students who submit a notice of withdrawal to the Institute ten days prior to commencement.
- 4.4 Course fees are not transferable.
- 4.5 Candidates who are not successful on the course are not able to request a refund of fees.
- 4.6 There are no exemptions or concessions for the course.
- 4.7 These regulations may be waived by Holmesglen in exceptional circumstances.

5. University of Cambridge ESOL Examinations Entry requirements state that applicants must:

- (a) Be at least 18 (it is generally recommended that candidates should be aged 20 or over, but candidates between 18 and 20 can be accepted at the centre's discretion.)
- (b) Have an awareness of language and a competence in both written and spoken English which will enable them to undertake the course and prepare for teaching at a range of levels
- (c) Have the potential to develop the necessary skills to become effective teachers and to complete successfully the written assignments and the assessment of teaching practice.

Candidates should normally have, as a minimum entry requirement, a standard of education equivalent to that required for entry to higher education.

**** Please sign the application form to acknowledge that you have read and accepted these conditions.**