



# APPLICATION FORM

Teacher courses 2018: CELTA

A summary of terms and conditions for CELTA courses are included in this document. The full terms and conditions can be found at [www.bellenglish.com/termsconditions](http://www.bellenglish.com/termsconditions).

By submitting this booking form you are accepting and agreeing to all terms, conditions and rules for the course. If completing the form by hand, please write clearly in BLOCK CAPITALS and use black ink. Please send the form back to us with a recent passport photo attached. The photo will be stored securely and only used to aid in the processing of your application.

## STUDENT INFORMATION

Family name (as on passport): .....

First name (as on passport): .....

Title: Mr  Mrs  Miss  Ms  Other  please specify: .....

Male  Female  Date of birth (day/month/year): .....

Nationality: .....

First language: .....

Present occupation: .....

Correspondence address: .....

City: .....

Country: .....

Post/zip code: .....

Email: .....

Telephone (including international dialling code): 00 .....

Mobile/cellphone (including international dialling code): 00 .....

How did you hear about Bell? Educational Tour Operator

Teacher  Family/friend  Event  Online search/Bell website

Bell email  Social media

Other  please specify: .....

## COURSE INFORMATION

Location: Cambridge .....

Start date: .....

End date: .....

## EDUCATION

Please supply the name of schools/universities/colleges you have attended and qualifications gained. ....

School: .....

Dates: .....

Qualifications: .....

University: .....

Dates: .....

Qualifications: .....

ELT qualifications (if any): .....

Other: .....

If you are a non-native speaker of English, please include one of the following verifications of your language level with your application:

Cambridge Exam certificate such as CAE, CPE

IELTS certificate (must have been issued within the last 2 years)

Reference from your school, tutor or college

## INVOICE INFORMATION

The following section MUST be completed for use in case of queries with your payment. Please provide us with the contact details of the person paying for the course.

Same as student  Same as main contact

If different please state:

Name: .....

Address: .....

City: .....

Country: .....

Post/zip code: .....

Email: .....

Telephone (including international dialling code): 00 .....

Mobile/cellphone (including international dialling code): 00 .....

## EDUCATIONAL TOUR OPERATORS

If you are an educational tour operator handling payment on Bell's behalf, please tick to confirm you have received all fees due:

## VISA INFORMATION

Information on visas can be found on the UK Home Office website: [www.gov.uk/visas-immigration](http://www.gov.uk/visas-immigration)

Type of visa required for entry to the UK:

None  Short-term Student

Other please specify: .....

If you require a visa, please send us a copy of your passport.

## MEDICAL INFORMATION

If you have/had a medical condition that we need to know about (including psychological conditions) please give details below (use a separate sheet if necessary)

## INTERVIEW PREFERENCES

We interview all applicants prior to acceptance on the course. Please indicate below your preferred day and time for interview.

Day: .....

Morning  Afternoon

Please email or post to this form:

Bell, Hillscross, Red Cross Lane, Cambridge CB2 0QU, UK Tel: +44 (0) 1223 275598 Email: [enquiries@bellenglish.com](mailto:enquiries@bellenglish.com)

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## ELT EXPERIENCE

To be completed by CELTA applicants with ELT experience. Please summarise your ELT experience indicating levels taught (please state whether beginners, intermediate or advanced), size of groups, present levels you are teaching, number of hours per week, examinations taught for and course books you currently use. It is also useful to know which country (or countries) you hope to work in after the course. Please use a separate sheet if necessary. Alternatively, enclose a detailed CV giving your experience and references.

## OTHER WORK EXPERIENCE

To be completed by all applicants (please use a separate sheet if necessary)

## KNOWLEDGE OF FOREIGN LANGUAGES

Please give details of other foreign languages you speak and state your level for each one (ie. fluent / good / fair / minimal)

## REFERENCES

CELTA candidates should supply the name, address and telephone number of a referee.

## ADDITIONAL TASK

Please attach on a separate piece of paper in your **OWN HANDWRITING**:  
**300 words on why you want to do this course and what you want to do afterwards.**

This task will help us to assess your writing skills and may also be used for discussion at interview.

Please note:

- If your application is successful you will need to pay a non-refundable deposit of £375. The balance of your fees must be paid 6 weeks before the course begins to guarantee your place. If you are accepted after that time, the full fees are due immediately. We will not hold places open for applicants who do not pay their full fees when they are due.
- All courses are subject to demand
- Please visit [www.bellenglish.com/termsconditions](http://www.bellenglish.com/termsconditions) for full terms and conditions

Occasionally we photograph or film activity at our centres. These photos/film footage are used for promotional purposes. If you do not wish to be photographed/ filmed or do not wish your child to be photographed/filmed please tick here  For more information on our privacy policy visit [www.bellenglish.com/privacy](http://www.bellenglish.com/privacy)

Occasionally we will send information about promotions or services that may be relevant to you. If you do not wish to receive this information please tick here

**Please email or post this form to:**

Bell, Hillscross, Red Cross Lane, Cambridge CB2 0QU, UK **Tel:** +44 (0) 1223 275598 **Email:** [enquiries@bellenglish.com](mailto:enquiries@bellenglish.com)



# Terms and conditions

## CELTA courses

The following terms and conditions apply to all bookings for Bell's CELTA courses, regardless of whether the course is booked directly or through an Educational Tour Operator (ETO). Information is correct at time of publication but may be subject to change; visit [www.bellenglish.com/termsconditions](http://www.bellenglish.com/termsconditions) for the most comprehensive and up-to-date version.

### PAYMENTS

- To secure your booking, you must pay a £375 deposit. The deposit is non-refundable.
- Full fees as quoted on your proforma invoice must be paid at least 6 weeks before the course start date. All pre-course information will be sent to you once full fees have been paid. We cannot guarantee to hold your place on the course unless all fees are paid in full and on time. Students with unpaid fees will be refused entry to classes.
- Payment can be made by bank transfer direct to Bell or through our online payment provider Uni-Pay. Uni-Pay accepts payment by credit/debit card and can be used to set up a bank transfer.
- In addition to a £7 Flywire handling fee, all card payments will be subject to a 2% fee levied by the card company. These fees are non-refundable.
- It is your responsibility to cover all bank charges and exchange rate differences for payments.

### YOUR COURSE

- Prices are correct at time of going to print and are subject to change without notice.
- We reserve right to change course arrangements and prices if necessary. Please note that all courses are run subject to demand.
- Failure to attend sessions for whatever reason may jeopardise your chances of passing the course due to the requirements of the awarding body for certification.
- The total price includes: all course tuition (plus talks by visiting speakers where applicable), all study material required for the course, free on-site internet and email access, use of Bell's sports and other facilities, advice and support from Bell staff.
- The total course price does not include: accommodation, the Candidate Assessment Fee (between £135- £150), any payment fees or handling charges, insurance, the Bell Social programme, or postage of the course certificate

### CANCELLATIONS, CHANGES TO BOOKINGS, COURSE DEFERRALS AND REFUNDS

- Cancellations before the course start date must be made in writing to Bell Head Office. Once a booking has been confirmed, the following cancellation notice periods and fees apply:
  - More than 4 weeks before the course start date: you must pay the deposit
  - 1-4 weeks before the course start date: you must pay 60% of the course fees
  - Less than 1 week before the course start date: no refund will be made.For any notice period given, a 'week' counts as Sunday to Saturday.
- If you need to defer a course, you must tell us in writing and the following fees apply:
  - More than 4 weeks before the course start date: no fee
  - 1-4 weeks before the course start date: you must pay the full fees for the new course in addition to the non-refundable deposit you paid for the original course.
  - Less than 1 week before the course start date: you must pay the full fees for the new course and 60% of the fees for the original course.
- Any refunds must be made by the same payment method and to the same source as the original payment. Handling charges and fees levied by the card company on any card payments are non-refundable. Fees are not transferable to other students.
- We reserve the right to charge an administration fee for any changes made to the original booking.
- In the event that Bell has to cancel a course, we will do our best to move the student to an equivalent programme. If this is not possible, we will refund all fees paid to Bell, but will not refund any other payments, such as for flights.

### VISAS

- It is your responsibility to check your visa requirements for entry into the UK, and if necessary apply for and ensure you are granted the appropriate visa for your period of study with Bell. Information on visas can be found at: [www.gov.uk/visas-immigration](http://www.gov.uk/visas-immigration)
- Bell will only issue visa support documentation once all booking requirements are met and all fees due have been paid.
- All students, including British Citizens, will be asked to show their passport on the first day of the course.
- If a visa application is rejected and we receive notice in writing, along with a copy of the visa refusal letter, we will refund the following:
  - More than 2 weeks before the course start date: all fees except the £95 administration fee and any courier charges
  - 2 weeks or less before the course start date: all fees except the £375 deposit, the £95 administration fee and any courier charges
  - We will only offer refunds in cases for visa refusal where the student followed UK Home Office guidelines for their visa application.
- If you arrive without the correct visa, we are required by law to arrange for you to leave as soon as possible and standard cancellation fees apply.
- All decisions on visa applications made by the UK Home Office are final.

### INSURANCE

- Insurance is provided for students who are not UK residents.
- If you are a UK resident, we strongly recommend that you arrange suitable insurance to cover cancellation, deferral or curtailment of the course.

### MEDICAL INFORMATION

- You must inform Bell of all relevant medical information at the time of booking. If you need special assistance or arrangements and medical information has not been provided before the course, Bell may be unable to provide the necessary support and you may be asked to leave the school and/or accommodation with no refund of fees.

### BELL RULES

- We have a set of rules which apply to behaviour in our centres and must be adhered to at all times. The Bell rules can be found here [www.bellenglish.com/termsconditions](http://www.bellenglish.com/termsconditions)

### COMPLAINTS PROCEDURE

- We are committed to providing the highest level of customer care. If you are not satisfied with our service, please see the complaints procedure.

### PRIVACY POLICY

- By making a booking with Bell you are agreeing to the storage and use of the information you supply for Bell's purposes only.
- The passport photo supplied with your application will be stored securely and only used to aid the processing of your application.
- Bell will share your personal details only with third party providers who are contracted to provide a specific service on behalf of Bell and require the information to perform their function (i.e. examiners, examination bodies.) Bell will pass on your details to UK government agencies if requested by them to do so.
- We will take photographs of students at the beginning of courses for identification cards.
- Bell may take photographs of social events, lessons and activities which may be used in promotional materials or social networking sites such as Facebook. Please indicate on the registration form if you are not happy for your photographs to be used for these purposes.
- Please see our full website cookies and online privacy policy.

### INTELLECTUAL PROPERTY

- All intellectual property rights in Bell's name and logo, website, promotional and marketing materials and all course and examination content and materials belong to Bell. Anyone seeking to use, publish or copy any of Bell's materials needs to seek our permission in order to do so.

### LIABILITY

- Bell will only be responsible for loss or damage suffered by a student, which occurs as a foreseeable result of Bell's breach of the terms and conditions or its negligence.
- Nothing in the terms and conditions shall limit or exclude Bell's liability for death or personal injury caused by negligence, or for fraud or fraudulent misrepresentation.

### FORCE MAJEURE

- Bell is not liable for any failure or delay in providing our services that occurs as a result of any event outside our reasonable control, such as but not limited to war, disease outbreak, natural disaster or terrorist attack. In such cases, we will immediately notify you in writing and shall be excused from performing our obligations for the duration of the force majeure event.

### LEGAL ENFORCEMENT

- These terms and conditions are governed by English law. English courts will have exclusive jurisdiction to settle any disputes that may arise out of the terms and conditions.

Information is correct at time of publication but may be subject to change.

These terms and conditions apply to Bell's Delta courses only. For terms and conditions of our adult and young learner courses, please visit [www.bellenglish.com/termsconditions](http://www.bellenglish.com/termsconditions)