



# BOOKING FORM

Teacher courses: 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.

## 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

**First choice:** .....

Location: Cambridge  London

Start date: .....

End date: .....

**Second choice:** .....

Location: Cambridge  London

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: .....

## 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.

Passport number: .....

Expiry date: .....

## 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)

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. 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

To ensure students' welfare and success at Bell, we sometimes share relevant information such as progress reports. Please indicate below which contacts you would like us to share this information with. If you do not want us to share this information with anyone please leave all boxes blank.

I give my permission for Bell to share my progress on the course with:

Parent/guardian  Emergency contact  Educational Tour Operator  Embassy   
Employer  Group leader

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

We, Bell Educational Services Ltd, would love to keep in touch with you by post, email or phone with offers, news and information on Bell's products and services. We will treat your information safely and with care, and will never share it with third parties for the purposes of marketing. The only way in which we can contact you is with your explicit consent, so to join our mailing list, please tick the box below. You can unsubscribe at any time by emailing [enquiries@bellenglish.com](mailto:enquiries@bellenglish.com).

Yes, I'd like to receive offers, news and information about Bell's products and services by:  
Email  Post  Phone

I have read and accept the privacy policy attached.

Please email or post this form to:

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

17/05/2018



# Terms and conditions

## CELTA courses

The following terms and conditions apply to all bookings for Bell's CELTA courses, regardless 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 £350 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 £445 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](http://www.bellenglish.com)??

### 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.

### 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)



# PRIVACY POLICY

## PRIVACY POLICY

Bell Educational Services Limited, known as 'Bell' is committed to processing your data fairly and lawfully. This privacy policy explains how we use any information we collect about you or your child when you engage with us.

Any reference to 'your data' includes any data collected on those attending our Young Learner courses, and so may be your child. It also includes Bell employees and, other individuals Bell engages with.

## WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect information about you when you book onto one of our courses or engage you in employment. Information is also collected when you submit an enquiry either through our website (bellenglish.com), directly by email, or if we meet you at an event. Website usage information is collected using cookies.

We will only collect information necessary to your relationship with Bell and will retain this data for no longer than is necessary for its intended purpose or until you request otherwise.

## HOW WILL WE USE THE INFORMATION ABOUT YOU?

We collect information about you to process your booking, manage your account throughout this process and your time at Bell. With your permission we will occasionally contact you following your time with Bell, with offers on our products and services we think may be of interest to you.

Information gathered from your usage of our website will be used for internal analytics to inform how we can improve the website for the benefit of the customer journey.

We will only share your information with third parties that are necessary during your time with Bell. Bell will never share your information for marketing purposes with companies outside Bell.

## MARKETING

We would like to occasionally send you information on our products and services which may be of interest to you. If you have consented to receive marketing, you can opt-out at any time.

If you no longer wish to be contacted for marketing purposes you can do so through the unsubscribe link on our emails, or by emailing enquiries@bellenglish.com. Where you do opt-out of communications from us, we will retain your information to ensure we do not contact you in the future, while still maintaining a record of your academic achievements with Bell.

## ACCESS TO YOUR INFORMATION AND CORRECTION

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email dpo@bellenglish.com or write to us at Bell, Red Cross Lane, Cambridge, CB2 0QU, and Bell will aim to respond within 40 days. We may make a small charge for this service

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

## COOKIES

Cookies are text files placed on your computer to collect standard internet log and visitor behaviour information. This information is used to track visitor use of the website and to compile internal reports on website activity.

You can set your browser to not accept cookies, however as a result some of the features on our website may not work as a result.

## OTHER WEBSITES

If our website contains links to other websites, we are not responsible for its content. This privacy policy applies to our website only, so you should ensure you read their privacy policy.

## CHANGES TO OUR PRIVACY POLICY

We will keep our privacy policy updated and under regular review and will place any updates on this webpage. This privacy policy was last updated 17 May 2018.

## HOW TO CONTACT US

Please contact us if you have any questions about our privacy policy or information we hold on you:

- by email dpo@bellenglish.com
- or write to us, Bell, Red Cross Lane, Cambridge, CB2 0QU