

CELTA is the most widely recognised pre-service qualification for teachers of English to speakers of other languages anywhere in the world, and is well regarded by language centres in Australia.

To complete the course successfully, trainees are required not just to assimilate a great deal of new information but also to learn and demonstrate a wide range of specific skills within a short period of time.

## Cambridge CELTA Entry Requirements:

Candidates are selected by pre-interview task and interview. Applicants must:

- Be at least 18 years old at the start of the course
- Have a standard of education which would allow entry to Higher Education in their country
- Have a competence in English, both written and spoken, that enables them to follow the course and complete all the assessed elements successfully.

## Special Consideration

If you have a disability, impairment, medical condition or any other problems which may affect your performance during the course, please provide information regarding your condition or circumstance, the possible impact on your study and suggestions for how we might assist. Submit this with your application to allow sufficient time to consider whether Monash College can provide appropriate support.

## Conditions of Acceptance

### Acceptance Procedures:

- Application for acceptance on the course requires candidates to return a completed and signed application form and a language awareness task (enclosed).
- All applicants will need to be assessed before being admitted to the course.
- All pre-interview tasks are assessed by tutors. Those applicants who have completed their task satisfactorily will be invited for an interview.
- Applicants will be offered a place on a course depending on their performance in the interview.
- Full details as to course organisation, requirements and expectations of trainees, assessment, fee payment and refund policy will be given at interview. You will be required to acknowledge you understand these terms and conditions and expectations.
- All certificate courses are subject to maximum and minimum numbers.
- Candidates who have taken this course unsuccessfully on an earlier occasion are required to inform MUELC on application. The earlier course does not preclude acceptance on the course for which the application has been made.
- There are no exemptions or concessions for the course.

## Fee Payment:

- If an applicant wishes to take up the offer of a course a non-refundable deposit of \$310 is required to secure a place.
- The balance of the course fee (\$2790) is payable 28 days prior to the course. Confirmation of a place can only be given when the full fees are paid.
- Tuition fees are payable online or by bank transfer
- There are no additional academic fees payable for CELTA programs at Monash College. All materials used on the course (handouts, photocopying for teaching practice, board markers, teaching aids etc.) are supplied. Candidates are, however, responsible for purchasing their own reference books as appropriate, subject to guidance by the tutors.

## Refund Procedures:

- Course fees will be refunded, minus the non-refundable deposit, if written notice is provided 28 days before the commencement of the course.
- If a course is cancelled by Monash College all fees will be refunded.
- Course fees are not transferable.
- Course fee are not refundable if the written notice is received within 28 days of the commencement of the course, or after the course commencement date, except in exceptional circumstances. Application for special consideration should be forwarded in writing to the CELTA Course Administrator with documentary evidence.
- Candidates who are not successful on the course are not able to request a refund of fees.

# CELTA Application Form

## Application Form

Please enter the dates of the course you are applying for:

### Personal Details *please print or type*

Surname:	First Names:	Title:
Address:	Tel No (mobile/home):	
	Tel No (Work):	
	E-mail address	
Date of Birth	Nationality	
First Language	Present Occupation	

### Formal Education and Qualifications

School/College/University	Qualifications Obtained	Dates

# CELTA Application Form

Other relevant qualifications

If your first language is not English, please indicate your level of proficiency in both spoken and written English

Details of any other languages you speak and indicate your level of proficiency

# CELTA Application Form

Details of any experience you have of Teaching English to Speakers of Other Languages

*NB previous experience is **not** a requirement for CELTA courses*

Details of any other relevant teaching / training experience you have

Personal statement – why do you want to do the course and why do you feel you would be a successful teacher of English to Speakers of Other Languages?

# CELTA Application Form

How did you hear about the CELTA course at Monash University?

Please provide details of any health issue or medical disability that might affect your ability to complete the course

# CELTA Application Form

## Declaration:

- I declare that the information contained in this application is true.
- I have read, understood and consent to the conditions of acceptance, acceptance procedures, fee payment procedures, refund procedures and entry requirements for CELTA at Monash University English Language Centre as detailed on the previous pages.
- I confirm that I am in good health and that there are no pre-existing conditions that may prevent me from completing the course.
- I authorise Monash College to use this information in accordance with the Monash College Data Collection Statements in the Monash College Website<sup>1</sup>.

Applicant's name:

Applicant's Signature:

Date:

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<sup>1</sup>The personal information collect by Monash College is in accordance with the Monash College Data Collection Statements. Further information on how your personal information is handled and your rights to access your personal data is contained in the Monash College Privacy Policy available on the [Privacy](#) page of the Monash College Website..