

Centre Policy

The present is an agreement between the intending trainee and Globally Speaking S.r.l., with legal headquarters in Rome, Via Prisciano 42, Rome. Please make sure that you understand and sign this document before you complete your enrolment and pay your fees. Keep a copy of the signed agreement for your records.

1. Contract objective

The present contract is stipulated between the trainee and Globally Speaking S.r.l. for enrolment on the following course: _____ starting on _____.

2. Course enrolment

Enrolment on Globally Speaking courses occurs by means of subscription to the present contract, respecting the payment process provided in article 3. The undersigned contract is to be considered definitive, and consents trainee participation in the courses from the moment of payment of the entire cost of the course.

3. Course cost and payment method

Cambridge English CELTA fees are € 1650, to be paid in the following manner:

- payment of a non-refundable deposit of € 500 on acceptance to course
- payment of € 1150 three weeks before course start date.

Should the participant withdraw or cease attending lessons regularly, you will not be reimbursed save for serious reasons shown by means of written documentation, verified and evaluated by the Management of Globally Speaking.

4. Refund and cancellation policy

If written cancellation of enrolment is received four or more weeks prior to the initial course commencement, 100% of fees (less non-refundable deposit) will be refunded. If written cancellation of the enrolment is received less than four weeks prior to the initial course commencement, 50% of fees (less non-refundable deposit) will be refunded. No refund will be given if a course is cancelled in the seven days prior to the commencement date. In the unlikely event of Globally Speaking being unable to provide a course for an enrolled trainee, all fees will be refunded in full or deferrable to a course at a later date. Refunds will not be granted if the Department of Immigration excludes you from continuing your studies, you withdraw from studies after the program begins, or you are expelled. In exceptional circumstances, fee refunds or course deferrals will be considered by the Directors of Globally Speaking in collaboration with Cambridge English. Appropriate evidence, such as an original medical certificate or death certificate in English, will be required. Tuition fees are not transferable to other institutions or other students.

Candidate Agreement

Trainees understand and agree to the following conditions:

5. CELTA course requirements

- Trainees are required to attend 100% of the course. In the case of an unavoidable absence such as illness (documented by a medical certificate) trainees will have to make up the work lost.
- In order to be considered for the CELTA award, trainees must complete and be assessed on 6 hours of teaching practice (with accompanying lesson plans) and 4 written assignments. In addition, trainees must complete 6 hours of observations of experienced teachers. Failure to complete the assessed components of the course will result in a Fail grade overall.
- The range of grades that trainees may be awarded are Pass A, Pass B, Pass and Fail. Completion of all the assessed tasks is not a guarantee that a trainee will pass the course. However, trainees may fail one written assignment and still pass the course overall.
- The course will comprise at least 120 contact hours between trainees and course tutors. In addition, trainees are expected to spend approximately 180 additional hours completing the Pre-Course Task (sent to trainees one month before the course begins), reading, preparing lessons, writing lesson plans and assignments and keeping up to date records of work done.

6. Plagiarism

While collaboration and sharing of ideas will be encouraged on the course, trainees will be required to sign declarations that all the assessed, written components of the course are their own work and have not been copied from any other person or unreferenced source. If evidence of plagiarism is detected, a trainee will be immediately withdrawn from the course and fees will not be refunded.

7. Declaring special requirements

Applicants with special needs (e.g. dyslexia, ADHD, visual or hearing impairments, etc.) must inform tutors of these needs before the course begins and confirm that they have the necessary strategies and/or technical support to enable them to complete the course successfully. Reasonable adjustments will be made to the course programme and delivery where necessary. Application for additional time for completion of written assignments for trainees with specific learning difficulties must be supported by a report by a fully qualified educational, clinical or chartered psychologist which is dated not more than two years before the start of the course.

8. Participation

Only students enrolled and in good standing with payment will be admitted to the course.

9. Use of classrooms and facilities

Trainees are welcome to use the waiting room and the self-access room during opening hours. Free Wi-Fi, computers and study resources are available for use. It is not permitted to loiter in the stairway, the entrance hall and other public areas of the building.

10. Responsibility

Globally Speaking is in no way responsible for objects left unattended or lost in the school. Lockers are provided for valuables.

11. Trainee behaviour

Trainees are required to behave respectfully towards the personnel of Globally Speaking, other trainees on the course and course tutors, as well as teaching practice students. Trainees are expected to be punctual, meet assignment deadlines and display professionalism at all times.

12. Damage to property

Damage caused by trainees to Globally Speaking property will be evaluated, quantified and charged for.

13. Conduct of tutors

Tutors are professional Cambridge CELTA trainers and are responsible for the completion of the CELTA syllabus as well as evaluating and supporting the trainees throughout the course. They will be available to trainees for consultation during course hours and will guarantee at least one face to face tutorial during the course to discuss trainees' progress.

14. Internal complaints procedure

If a trainee is unhappy at any time during the course and wishes to make a complaint, the procedure is as follows:

- i. Speak to your Teaching Practice (TP) tutor regarding your complaint.
- ii. If the problem is not resolved, speak to the Main Course Tutor.
- iii. If your TP tutor and Main Course Tutor are the same person and the problem is still not resolved, speak to one of the Globally Speaking directors.

15. The Cambridge appeals procedure

If a trainee is unhappy with their final result after they have been notified by Cambridge English, they may make an appeal upon payment of an administrative fee. Globally Speaking will provide the trainee with the Teaching Qualifications Stage One Appeal Form which the trainee will need to fill in and submit to Globally Speaking within 2 weeks of receiving the final results from Cambridge English. This will be sent to Cambridge English who will then examine all the documentation and issue a Stage One report. If the trainee remains dissatisfied with the outcome of the Stage One report, they may repeat the procedure and pay a new administrative fee for an independent review and lodge a Stage Two Appeal.

16. Employment opportunities

While Globally Speaking will make suggestions regarding employment opportunities for trainees, it cannot guarantee any trainees' employment at the end of the course.

Date Signature

In accordance with law 196/2003, all personal information provided will be used exclusively by Globally Speaking for tax purposes, for the filing, elaboration and potential informational activity of services or for commercial offers, respecting the rights of the interested party in accordance with Art. 13 of said law. The interested party has the right to access their information at any time and to request its modification and/or cancellation. Upon signature, consent is granted to the processing of personal information in accordance with law 196/2003.

Date Signature

The trainee authorizes Globally Speaking to use images and/or videos portraying them.

Date Signature