

The TESOL Training Centre (TTTC) Course Terms and Conditions

COURSE REQUIREMENTS

In order for students to successfully complete TTTC course, all students must demonstrate the following requirements:

- An awareness of the basic concepts of language teaching
- A native-level of English language and knowledge of English language materials
- An ability to take advice from both tutors, and the capability to improve as a result.

All students should be aware that enroll to any TTTC course does not automatically lead to successful completion of the course. Should a student fail to reach the required standards, we reserve the right to fail that student.

English Language Level of the Student

- All non-native English-speaking students should have at least IELTS score of 6.0 or equivalent, in order to enrol onto TTTC course. If unsure of the required native English level, students advised to discuss requirements with a member of staff.
- Should at any point during the course, a tutor feels that a student's English language ability is insufficient; their case will immediately be forwarded to the Course Director. If both the tutor and the Course Director believe the student unfit to competently teach ESL, we reserve the right to fail the student.

COURSE DEADLINES

Students have a time limit to complete their courses. The time limit commences from the day the passwords were sent to the student. If the students don't complete the course within the time limit stated below, the students will be automatically de-registered from the course.

- The students have six (3) months to complete the Short courses
- The students have six (3) months to complete the Early Childhood courses
- The students have six (6) months to complete the TESOL Specialization courses
- The students have nine (9) months to complete the Certificate in TESOL
- The students have eighteen (18) months to complete the Diploma / Adv Diploma in TESOL

Students are permitted **ONE** extension per course. All requests for deadline extension must be received in writing via email (info@teachtesol.org) at least two weeks before the deadline. Any requests received after the two weeks cut off will be considered on a case-by-case basis.

PLAGIARISM

If a student is suspected of plagiarism by their tutor, they will be issued with a formal warning. If the plagiarism continues it will be referred to the Course who is empowered to dismiss the student from the course. In such cases no refunds will be given.

COURSE GRADING

The assignments are graded on the scale from A to F. Students are expected to receive at least a C in order to be certified. Below is the explanation of this grading scale:

- **Outstanding work - Pass with Distinction (A)**
The student completed the assignment demonstrating great understanding of the presented material. Organizational skills, clear and grammatically correct answers were presented. The lesson plan materials were of outstanding quality.
- **Good work - Pass with Merit (B)**
The student completed the assignment showing a good understanding of the material. Appropriate organization and detail was presented in the work including relevant lesson plan materials.
- **Satisfactory work - Pass (C)**
The student completed the assignment showing basic understanding of the material. Completed materials lacked professional appearance and/or failed to provide adequate detail.
- **Unsatisfactory work - Fail (F)**
The student did not demonstrate understanding of the presented material and/or did not complete the assignment with adequate detail in their work. Unsatisfactory attention to organization or overall appearance of the assignment was shown.

CERTIFICATES

- Every endeavor is made to ensure that certificates reach the successful student within 28 days** of completion of the course. TTTC however, cannot be responsible for certificates that are not received due to postal issues. If you have not received your certificate within 28 days of passing your course, please contact us.
- Students can request a new certificate to replace a lost certificate for the administrative fee of CAD50.00. This fee includes standard postage and packaging. If the student requires alternative postal arrangements, this will solely be at the cost of the student.

** Applicable to short course, TESOL specialization courses and early childhood courses.

CANCELLATIONS AND REFUNDS

- Online course: Since students have instant access and become a member of our website after registration, all cancellations are non-refundable.
- Correspondence course: Since students applying for correspondence courses have the same access to the website as our online students, all cancellations are non-refundable. Course books are non-refundable as well.

ACCURACY OF MARKETING MATERIALS

- We believe that all the statements made in our brochure, website and other marketing materials are factual and correct at the time they are made. Every reasonable attempt has been made to describe the course and any other services mentioned. We cannot be held responsible for any changes that become known or happen after the brochure is produced (up to date information can be found on the website). Nor can we accept liability for happenings outside our control. We undertake to inform you of any material changes to your course before commencement of the course providing there is sufficient time and we are able to contact you.
- All prices we advertise are accurate at the date published, but we reserve the right to change any of those prices at our discretion. Prices on our website are updated regularly. Before you make a booking, we will give you the up-to-date price for your chosen course.

PERSONAL DATA

- We may need to transfer the Personal Data you give us (such as your name / contact details), to your tutor.
- We would also like to store and use your personal details for future marketing purposes (for example, sending you a brochure). All details you give us in connection with your booking will be kept but we will use only names and contact details for marketing purposes (unless you have asked us not to).
- If you believe that any of your personal details which we are processing are inaccurate or incorrect, please contact us immediately.
- As our privacy statement may change due to developments in the law, we would encourage you to reread our privacy statement from time to time so that you are aware of any changes in how we gather and use personal information.