

## TEFL Services International - Terms and Conditions

### **Application:**

Your application must be completed on TEFL Services International's online application form [www.teflcourse.com/apply](http://www.teflcourse.com/apply).

As part of our screening process, we ask that applicants submit an account of their motives for joining the course including their tentative plans after the course. We reserve the right request further information from non-native English speakers in the form of an additional written essay or phone call.

All applications receive a response within 2 business days. Accepted applicants are asked to pay a non-refundable deposit of \$500 USD. Applicants are not permitted to make a deposit payment until their official acceptance email is sent.

### **Cancellation:**

If for any reason you wish to subsequently cancel your place in the course, TEFL Services International cannot provide a refund. If exceptional circumstances arise, we will address the matter at that time. Certain costs per student must be covered far in advance, and the schools cannot guarantee to replace course members who are unable to attend.

The deposit can be used for any course on any date, subject to the availability of places and regardless of the original application choice. Applications cannot be transferred or deferred within one week of the start of a course that the applicant has agreed to attend. At this time, if you are unable to attend the course, your deposit could be forfeited.

Should for any reason beyond our control a course must be unavoidably cancelled, those who have made a deposit may transfer to any future course at any location (subject to availability) or receive a full refund.

### **Deposit Discounts:**

All discounts advertised on [www.teflcourse.com](http://www.teflcourse.com) apply to the \$500 deposit payment. Applicants may take advantage of only one discount. The Bring-a-Friend \$50 discount cannot be combined with any other offers. Discounts can only be applied to credit card payments made over the phone or check. If paying through our online secure server, a check for the difference will be mailed to the address specified by the accepted applicant.

### **Final Payment:**

Method of final payment depends on the specific location. Please read through all enrollment materials for instructions on making your final payment. Options include:

credit card, cash, check or wire transfer though not all are available for every location.

**Certification:**

The course fee is based on your completion of all course aspects within the allotted four week time period. If for any reason you do not complete these satisfactorily within the period, an extension could be granted for additional charges: \$35 USD for each Teaching Practice and \$20 USD for each piece of written work.

The TEFL International TESOL certificate is not graded and the final certificate will usually be available on the last day of the course.

All course members are liable to the disciplinary regulations of the center. The course director's decision is final.

**TEFL + Foreign Language Program Payment:**

Our programs that include foreign language require full payments before departure. Accepted applicants are asked to pay a non-refundable deposit of \$500 USD at least 60 days prior to the desired start date. Upon receipt of this payment an invoice will be sent to the student for 20% of the remaining course fees. An invoice for the final balance will be sent 30 days prior to the start date. All payments are due to TEFL Services International within 2 weeks of invoice dates.

**Cancellation:**

**Costa Rica:** Students who cancel at least 30 days before program date are granted a full refund minus the \$500 deposit. Those who cancel less than 30 days of the start date will receive a partial refund.

**Italy:** Students who cancel at any point after making their payment prior to departure will forfeit the \$500 deposit and the 20% payment. A refund will be granted for the remaining fees.