

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 enrollment 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 in the following course: _____

course start date: _____

2. **Course Enrollment**

Enrollment to 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 saving 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 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.

5. **Candidate Agreement**

Students acknowledge that:

- they will be required to attend 100% of the course
- the course is intensive in nature and will require good health and resilience
- it will be necessary to allocate a minimum of 15 hours per week for course work beyond time spent at Globally Speaking;
- they will be required to undertake a minimum of 6 hours teaching practice and 6 hours of observation of experienced teachers at the centre;
- Celta assessment is made not only on ability to teach and language awareness, but also on overall professional attitude and behaviour;
- Globally Speaking cannot guarantee candidates employment at the end of the course.

6. **Declaring Special Requirements**

Applicants with special needs must 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.

7. **Participation**

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

8. **Use of classrooms and facilities**

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

9. **Responsibility**

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

10. **Trainee behaviour**

Trainees are required to behave respectfully towards the personnel of Globally Speaking and its equipment. Trainees are expected to be punctual and meet

assignment deadlines. All work submitted must be the student's own and not involve plagiarism.

11. Conduct of tutors

Tutors are professional Cambridge Celta trainers and are responsible for the full completion of the Celta syllabus as well as evaluating and supporting the trainees throughout the course, also with any concerns they may have.

12. Damage to the property

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

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 the 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 the them.

Date Signature