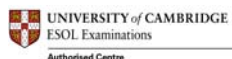
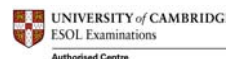


Manchester Academy Teacher Training (UK) Ltd.



Delta Module One
Delta Module Two



Mr. Ms. Mrs. Miss	First Name:	Recent Photograph essential
Surname:		
Present Address: To which Correspondence may be sent		
Tel:	Email:	
Permanent Address: (If different from above)		
Tel:		Fax:
Date of Birth	Place of birth	Nationality

EDUCATION (* Enclose copies of Certificates)

Last School attended	Dates	A & S Level subjects & grades
College or University	Dates	Degree subjects & grades *
TEFL Qualifications	Dates	School/Institute Awarding body *
Other Qualifications	Dates	School/Institute Awarding body *

TEACHING EXPERIENCE

1. School Address	Dates: From
Reason for leaving	To
Telephone:-	Fax:-
2. School Address	Dates: From
Reason for leaving	To
Telephone:-	Fax:-
3. School Address	Dates: From
Reason for leaving	To
Telephone:-	Fax:-
Other relevant ELT experience (i.e. giving/attending talks, seminars etc; responsibility posts, writing articles etc.)	
Why do you think you are ready to do the Diploma course?	

Health

Your general health and Medical History. Mention any medical condition which might affect your performance, eg. Diabetes, epilepsy, haemophilia etc.

References

Name of referee. Organization/ firm Address. City/Country Postcode Tel: Fax Email:	1.	2.
Name of referee. Organization/ firm Address. City/Country Postcode Tel: Fax Email:	3.	4.
Have you ever been convicted of a criminal offence? Yes [] No [] If yes, please give details.		
Timetable information How many teaching hours do you expect to be doing during the course?		
I have read and accept the Terms and Conditions attached <input type="checkbox"/> (please tick) I confirm that all the above statements are, to the best of my knowledge, true		
Signature	Date:	

Delta

PRE-INTERVIEW TASKS

You should be prepared to answer questions about this task during the interview.

1. Language

Discuss the possible problems that students may have with the following language items.

- a. They are always forgetting their homework.
- b. It's going to rain.
- c. I've been washing the car.
- d. If we'd come earlier, we'd have got better seats.

2. Teaching

Provide a few examples of changes in your teaching practice since you started teaching.

3. Essay

In approximately 300 words write an account of your most successful lesson, highlighting the aims of each stage and the reasons for its success.

TERMS AND CONDITIONS

1. Student Registration

All courses must be booked in advance and where appropriate can be started on any Monday. Manchester Academy of English reserves the right to cancel or change the course programme without prior notice. You should send the stated deposit with your application and a photocopy of passport at least two weeks in advance of your arrival.

2. Booking confirmation

- On receipt of the completed application form and deposit, we will send you the confirmation of the booking.
- An invoice, acceptance letter and, if required, visa support letter will then be issued. These items will be faxed and then posted.

3. Payment Methods

Full fees must be paid in Sterling currency, before the course begins. You may pay by "Swift", Bank transfer, Credit Card, Travellers cheques or cash. Bank charges in the country of origin and in England are for the account of the remitter. (Please see "How to Apply for a course").

4. Cancellation Charges

- The registration fee, accommodation booking fee and insurance charge are non-refundable.
- If cancellation is due to a visa refusal, a refund will only be given once we have received official written confirmation of the visa refusal from the Home Office or British Consulate/Embassy concerned. In the case of a visa refusal if we are notified up to a week before the course starts we will refund the deposit less registration fee, accommodation fee and any insurance fee. If we are not notified of this a week before the course is due to start, other charges will be incurred.
- Cancellations must be made in writing by letter or fax and addressed to the Director. Written evidence of the student's inability to attend must be provided. Proof of transmission/postage is required. Cancellation fees are as follows:

up to 28 days before the course starts: - lose deposit

8 -28 days before the course starts: - lose 50% course fees and one week accommodation fee if booked

0 - 7 days before course starts - lose 100% course fees and one week accommodation fee if booked

5. Postponement Fee/Charge

You must give a minimum of one week's notice if you are forced to postpone the start of your course. If such notice is not given the normal fees may be charged. If you postpone more than once then a further administration fee will be charged.

6. Refunds

Tuition fees will not be refunded for early departure, absence or illness once a course has started. No refunds or credit will be given for early departure, absence or illness during the course or for a reduction in previously booked hours. You are recommended to take insurance to cover this.

Courses cannot be shortened. If a refund or credit is agreed, it is at the discretion of the Director of Manchester Academy of English, and in all cases an administration fee will be charged on both course and accommodation arranged on your behalf.

In cases where a student's leave to remain in the U.K has been granted by the Home Office or British Consulate on the basis of his/her studies at this college, no refund of fees is possible unless his/her termination of studies is approved by the Home Office or British Consulate in writing and this written evidence submitted to our office.

7. Policies on holidays

Students wishing to have a planned period of absence must give two weeks notice. If the student is taking a minimum course of ten weeks, the course can be extended. The period of absence must be for a full week.

8. Insurance

We strongly recommend that every student takes out insurance to cover such events as: Cancellation or Curtailment of the course booked, due to serious illness or accidental injury before your arrival; Loss of personal effects, loss of passport or tickets, medical expenses and repatriation; Personal liability and Personal Accident. Failure to do so could cause serious problems in the case of an emergency. Manchester Academy of English can provide cover for all the risks mentioned above if you require it.

For students in homestay accommodation arranged by Manchester Academy of English, insurance covering personal liability is compulsory and is payable with your deposit unless you can provide us with a copy of an equivalent insurance policy in English at the time of booking.

In the event of death or illness, we do not accept responsibility unless the cause is shown to be negligence by Manchester Academy of English or Manchester Academy Tours Limited or its staff. We do not accept liability for loss of students' property or for extra expense incurred by circumstances outside our control including strikes, riots, war etc. Once paid the insurance charge is not refundable. Please note that these conditions replace any earlier printed version.

9. If the student is under 18.

The person in charge of the student (father, mother, or guardian,) will have to sign on the back of the application form and authorise the person at the head of the Manchester Academy of English or their representative to take the following action:

- to have my son/daughter treated in an emergency, or to allow a doctor or hospital to carry out an urgent operation if required.
- I declare I will pay the doctor's or hospital bills for any eventual treatment.
- I will allow my child to travel into Manchester by public transport.
- I authorise my child to take part in all tourist, sporting, and cultural activities organised.
- I allow my child to go out in the evening.

10. Please ask for a copy of our Equal Opportunities policy if required.