

## Candidate's Agreement

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In order to obtain your CELTA certificate you need to agree to the terms and conditions of this agreement:

- 1.1 Pay the applicable course fees
- 1.2 Accept the terms and conditions of this Agreement before starting the course
- 1.3 Pass all required assessment stages specified on the Course Programme
- 1.4 Comply with any additional requirements specified on the Course Programme
- 1.5 Keep contact information up to date
- 1.6 Meet all of the Course Programme entry requirements
- 1.7 ATTENDANCE/ILLNESS
  - Attendance to 80% of the face-to-face component is mandatory.
  - In case of illness a doctor's certificate should be sent to the Main Course Tutor and your situation will be given special consideration.
- 1.8 REFUNDS
  - No refunds apply once the course has started
- 1.9 FACILITIES AND RESOURCES
  - Those provided by our centre
- 1.10 PLAGIARISM
  - Following the guidelines of WEA (See attached document)
- 1.11 SPECIAL CONSIDERATIONS
  - In order to apply for Special Considerations you have to contact the Main Course Tutor and provide evidence for your claim.
  - Special Consideration will be given to applications submitted before the end of the course or before assignment submission deadline.
  - In case a deadline is not met you may apply for special considerations up to 2 weeks after the deadline is due
  - You will be notified of the decision taken 2 weeks after applying for Special Considerations
- 1.12 CONDUCT OF TUTORS
  - Tutors should respect every aspect of the Equal Opportunities Policy document and should fulfil all the requirements of the course
- 1.13 WHAT TO DO IN CASE OF CANDIDATE CONCERNS ABOUT THE COURSE/THEIR ASSESSMENT.
  - In case of concern you may talk to the corresponding tutor, to the main course tutor, or file a claim using our "Hoja de Reclamaciones"

I have read and accept these conditions

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Date

Signature