

Terms & Conditions for Teacher Training Courses at CEL-Cambridge English Languages GmbH

1. Prices

CELTA Blended Part-time course.

200 photocopies made in our centre free of charge for the duration of the course. Extra copies are available at a cost.

2. Payment

2.1 **Course fees** are payable per stated terms on the invoice or to be paid according to individual agreements with a CEL-Director.

2.2 Downpayment of CHF500.00 is needed for a CELTA course in order to secure your place.

2.3 **Course participants who are not Swiss residents** are required to provide proof of payment before the start of the course.

2.4 **Payment by instalments.** This option must be arranged in advance with a CEL Director, Director. Each instalment is payable per agreed schedule. Payment must be completed prior to the end of the course. We otherwise reserve the right to withhold the certificate until payment has been completed.

3. Registration and cancellation

Registration is binding. Cancellation must be communicated in writing and has the following cost implications:

3.1 **Cancellation by participant prior to the course start of CELTA blended or CELTA Online**

CHF 500 down payment	(CELTA/CELTA Online only)	no refund
Up to 35 days prior to course starting date		70% refund
21 to 34 days prior to course starting date		50% refund
Less than 21 days prior to course starting date		no refund

4. Non-attendance, absence or stopping a course before the end date.

Participants who fail to attend lessons or who stop a course before the end are not entitled to a refund or reduction of the course fees, nor are they entitled to terminate payment of instalments. Exception: If, due to serious, unforeseen, exceptional circumstances (e.g. accident), a participant cannot attend or finish a course, a written appeal may be made to Cambridge English Languages GmbH. If this is granted, a credit note for the value of the remaining course time will be made. The credit amount will be calculated from the date of receipt of the written appeal by Cambridge English Languages GmbH.

The first choice for your professional development!

- 4.1 **CELTA Face to Face and CELTA Online.** In exceptional circumstances and at the discretion of the Cambridge English Languages centre, participants may complete the assessment requirements on a subsequent course.

Participants who have deferred may be integrated into a future course starting no later than 12 months after the end of the original course.

5. Course changes and cancellation by Cambridge English Languages GmbH

Cambridge English Languages GmbH reserves the right to make changes to the course programme and terms and conditions without prior notice. This includes the right to postpone or cancel courses if there are insufficient registrations. A course can be cancelled up to 14 days prior to the start of the course.

6. Plagiarism

Participants accept that all work submitted must be their own. If plagiarism is detected, participants may be disqualified from the course and may not be allowed to take another CELTA course in any centre within the following three years.

7. Assessment

The assessments of the tutors or external examiners are final.

8. Complaints

Participants must first contact their tutor in the first instance, and should the issue not be resolved they should contact the CEL- Director.

Updated August 2023/Directors CEL Cambridge English Languages

The first choice for your professional development!