

# Cambridge English CELTA Application Form

Please attach recent  
passport size  
photograph (no later  
than six months)

Write clearly in **BLOCK CAPITALS** and use black ink. Post this form to the centre where you would like to take your course.

**1. Personal details** Please enter your name as you would wish it to appear on any certificate awarded

First name:	Nationality:
Family name:	First language:
Date of birth (dd / mm / yyyy):	Present occupation:
Title: <i>Delete as applicable</i> Mr / Mrs / Miss / Ms / Other _____	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>

Permanent address:	Telephone:
	Mobile:
Postcode:	Email:

Correspondence address: <i>If different from the above</i>	Telephone:
	Mobile:
Postcode:	Email:

**2. Course start date selection** Please refer to the date sheet. Final date will be allotted by Planet EDU

<b>First choice</b>	Date:	City:
<b>Second choice</b>	Date:	City:

**3. Educational qualifications** Please provide name of schools / universities / colleges attended by the applicant

School:	Qualifications:	Year:

University / College:	Qualifications:	Year:

ELT qualifications (if any):	Year:

**4. ELT experience** To be completed by the applicant having English Language Teaching experience

Please provide in summary your ELT experience indicating levels taught (whether beginners, intermediate or advanced level), size of groups, present levels you are teaching, number of hours per week, examinations taught for and course books you currently use. Please use a separate sheet if necessary. You may also enclose a detailed CV / Profile detailing your experience and references.

**5. Work experience** *To be completed by the applicant (please use a separate sheet if necessary)*

**6. Knowledge of foreign languages** *Please provide details of any foreign languages you speak and state your level (i.e. advanced / intermediate / basic)*

**7. References** *Please provide name, address, telephone & email ID of 2 people who would be willing to support your application as a referee.*

**8. Statement of purpose** *Please attach on a separate paper in your own handwriting*

Applicant must provide in about 250 to 300 word the purpose why the applicant feels she / he would like to pursue the CELTA course and their plans of using the CELTA qualification and how they feel it will enhance their future.

The objective of this statement of purpose is to assess the writing skills of the applicant and may also be used for discussion at interview.

**Note**

- If your application is approved, you will need to pay the full fee by on or before the due date as notified in the confirmation of application failing which your application will not be processed.
- Postponement of course to a future date is possible and fee paid will be carried forward in total
- Cancellation after receipt of fee will be possible, subject to a cancellation fee of 10% of the total course fee

***I agree to abide by the terms & conditions regarding delivery of the course and confirm that all information provided is correct and true.***

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Please send your completed form to:

**Planet EDU**

304 (3<sup>rd</sup> floor), Park Centra, Sector 30, NH-8, Gurgaon – 122001, Haryana, India

**Toll free:** 1800 102 1050

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**Tel:** +91.124.468 4800

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**Mobile:** +91.9313581695

**SMS :** type CELTA and send to +91. 931 102 1050

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**Email:** helpdesk@theplanetedu.com

## Planet EDU – ExtraExams: Cambridge English CELTA Application Terms & Conditions

A copy of this Terms & Conditions MUST be given to the applicant, at the time of filling of the application form. It is important that the applicant reads and fully understands the applicable CELTA course related rules & regulations given hereunder;

1. **Course owner:** The Cambridge CELTA Qualification is owned by the Cambridge Assessment English (part of University of Cambridge), also referred to as “Cambridge English”
2. **Authorised centre:** This refers to Planet EDU, having Centre No. IN 145, also referred as the “Centre”
3. **Eligibility:** The CELTA qualification is available to individuals who meet the following minimum professional requirement (MPR):
  - a. Over 18 years of age
  - b. Must be able to demonstrate English language proficiency at level C1 on the CEFR (Common European Framework of Reference)
4. **Identification Document (ID):** The applicant must provide a copy of a valid ID along with the application form. The valid ID would include a Passport, Voter ID card, PAN card, National UID card or a Driving License. Any other ID can be accepted by the centre on a case by case basis
5. **Arrangements for Special Needs:** The Centre will try its best to arrange for the special needs (such as Visual difficulties, Hearing difficulties, Specific Learning difficulties i.e. Dyslexia) of an applicant as requested along with the application under a separate application, which must include appropriate medical documents / medical certificate from a registered practitioner. The application must also indicate in clear terms, what special arrangements are being request. The centre would try their best to make such arrangements, but do not guarantee fulfillment of such requests at all times, in which case the applicant may not be admitted to the course.
6. **Disclosure of Medical Conditions:** Candidates are required to disclose any pre-existing medical conditions to the centre before the start of the course, including but not limited to high/low blood pressure, heart disease, anxiety or depression disorders, respiratory diseases, diabetes or any other pre-existing medical conditions for which the candidate may be under medications.
7. **Application Form & Information:** Application form, completed in all respects will be considered. Incomplete applications will be rejected. The details on the application form are collected for the purposes of the CELTA course and that these details may be disclosed to, processed and stored by Cambridge English and the centre for the purpose of administration of the course and that these details may be disclosed by Cambridge English and / or the centre to an institutions or other bodies to whom the applicant submits the results of the course, for the purpose of verification. The personal details of the applicant may be processed in an anonymous form for statistical and research purposes by Cambridge English and / or the Centre.
8. **Course Booking:** The application forms will be accepted by the centre on a first-come-first basis. Course seats are limited, and the registration will close for a particular course batch, when all seats are booked or as decided by the centre. The decision of the centre will be final and binding on all candidates.
9. **Course Fee:** The course fee will be provided by the centre. The fee is subject to change, as per the decision of the Centre and would be final and binding on all candidates. The application fee charged from the candidate is a part of the full course fee and no application will be processed unless the application is accompanied with the application fee of INR 20,000/-. In case the selected batch, as provided by the applicant in the application form is not possible to allot, the applicant will be given the option to choose another future batch or seek full refund. Such refunds would be processed no later than 4 weeks of receipt of application from the applicant about seeking refund. Each candidate will be required to deposit the course fee in full, a minimum of 2 weeks before the course start date (or as agreed with the centre) upon successful selection in the course, information of which will be given by the centre to the candidate. Failure in payment of course fee as defined above will lead to the registration in the course be treated as cancelled. In case the candidate does not clear the selection process the application fee will be refunded in full to the candidate as per the timeline detailed above however for treatment of application fee under the case of withdrawal of application please read point 16 below.

10. Payment: Payments, for course fee can be made by Demand Draft / Pay order / Credit Card / Cheque (subject to realization / Cash (at Kotak Mahindra Bank branches) only. The Demand Draft / Pay order /cheque must be drawn in favour of "Planet EDU Exams Pvt. Ltd." payable at New Delhi. IMPORTANT: MENTION YOUR NAME, YOUR ID NUMBER, YOUR COURSE DATE on the reverse of the Demand Draft/Cheque (subject to realization). Payment in CASH will only be accepted at all branches of Kotak Mahindra Bank. DO NOT PAY CASH to any Planet EDU staff. If the applicant pays Cash to anybody, OR pays by Demand Draft drawn in another name, he / she would do so at their own risk and Cambridge Assessment English and / or the Centre will not be responsible for the same. Payment of course fee can also be made by Credit Card / Debit Card (Master / Visa) at the select centre offices. However, the candidate understands and agrees to pay a handling charge over and above the course fee, incase of making payments by credit / debit card.
11. Photograph: All applications must be forwarded with applicant's, one recent passport size photographs (no later than three months old). IMPORTANT: MENTION YOUR NAME, YOUR ID NUMBER, COURSE DATE on the reverse of the Photographs. In case of applications submitted on-line, the applicant can upload the photograph online or provide it on the first date of the course.
12. Applying on-line: Applications can be made online, i.e. through the Website [www.theplanetedu.com](http://www.theplanetedu.com). The course fee can be paid by Credit Card (MASTER / VISA) or ATM / Debit Card. The candidate agrees to pay a handling charge over and above the course fee, while paying by credit card or ATM / Debit Card, if applicable.
13. Allotment of Course Date: Course dates will be allotted, based on the choices provided by the applicant in his / her application form or as selected while completing the online registration. However, in case both dates are not available the applicant will be notified of the next available date, which if acceptable to the candidate will be allotted else the application will be returned to the candidate along with full refund of any fee paid. The centre may alter / modify / merge course dates at its sole discretion and in absence of minimum number of application on a Course date or due to any logistic / operational issues. The decision of the centre will be final and binding on the applicant. If the applicant does not want to take the course on such other date, the applicant can make a request for full refund of their fee and the application will be treated as withdrawn.
14. Information Provided by the Applicant: The applicant takes full responsibility for the correctness of the information provided in the application form.
15. Request for Transfer of Course Date: A request for transfer of course date to another date shall only be entertained if there are seats available on such other date as requested by the applicant.
16. Request for Withdrawal / Cancellation: An application/s received for withdrawal / cancellation 4 weeks before the start date will be accepted without any administrative fee and full refund would be provided. Applications received upto 2 weeks before the start date will attract a cancellation charge of INR 25,000/- or the application fee whichever is lower. Cancellation requests received less than 2 weeks from the start date will attract cancellation charge of INR 50,000/- or forfeiting of the fee submitted whichever is lower. No refund shall be applicable in case of withdrawal from the course after the candidate is selected and has been sent the course acceptance letter from the centre. No refund would be considered for applications received on the start date or after the start date of the course. However, in case of special circumstances, such as hospitalization, bereavement, accident, the centre may consider transferring the application to the next date without any charges or even consider full refund, subject to the centre receiving necessary documentation in support of the application, the centre verifying the same and the centre being fully convinced with the fact. The decision of the centre will be final and binding on the applicant.
17. Rejections and refund: The centre will refund full fee to the candidate in case of rejection during the interview. The refund will be processed no later than 4 weeks of interview date.
18. No Show: In case an applicant fails to report on the Course date, his / her application will be treated as cancelled, and the candidate will lose their full course fee and NO REFUND would be possible. The decision of the centre, would be final and binding on the applicant.
19. Certification: The certification for the CELTA course is issued by Cambridge Assessment English and sent to the centre which may take upto 2 months to reach the candidate. The centre does not guarantee issue of certificate to every CELTA participant as it is based on performance during the course and Cambridge Assessment English may not release certification if the performance of the candidate is not found as per required standards. This may also be communicated to the candidate during the course itself by the Tutors / Assessor / Centre administration in which case the candidate will be given an option to defer to the next batch

to improve performance. In case the candidate has agreed to a payment plan with the centre and fails to submit the complete course fee as per the agreed payment plan, the centre has the discretion to hold the certificate of the candidate and release it only after the full fee has been received.

20. Attendance, Portfolio: It is important that the applicant attends to the course sessions as per the time table and also completes their portfolio and other activities as per the direction of the course director / trainer. If a candidate fails to demonstrate the required learning evidence as required by the course, the applicant may not be able to pass the course. The portfolio and other related activities, assessments to the required standards are necessary to complete and to pass the course.
21. Malpractices / Plagiarism: The applicant understands that it is important to produce evidence of original work and that they must not involve in practices that can be treated under malpractice or plagiarism. In an event it is found the work is plagiarized or unfair means have been used in producing the portfolio the assignments will be cancelled and will not be treated as evidence of applicant's work.
22. Enquiry of Results: The final course outcome in terms of passing will be communicated by the centre. If the applicant is not satisfied with their results, they may approach the centre using the appropriate re-evaluation form. This process would entail a fee equivalent to 5% of the course fee. In case there is a change in the results the fee would be refunded.
23. Course Terms and Conditions: Once an application is submitted, it will be assumed that the applicant has read and understood all the terms and conditions herein. The terms and conditions can be modified and / or changed as deemed fit, by the centre, without giving prior notice. Such modified terms and conditions once communicated to the applicant would be applicable and binding on the applicant.
24. Errors & Omissions: Cambridge Assessment English and the Centre will take full precautions that the course procedures, are handled to the defined standards and in the most professional manner and that, no errors or omissions are committed. However, in case any errors or omissions are reported / brought to the notice by the applicant, the same would be taken up and necessary action / remedial measures would be taken. The decision of Cambridge Assessment English and / or Centre in such case will be final and binding on the applicant. No claims or compensations of any nature would be entertained / applicable.
25. Grievance: The applicant has the right to report any grievances they may have which they feel has impeded their performance. Such grievance must be reported using the 'Grievance Form', within 2 working days of such experience, failing which the grievance will not be taken up. All details as required in the Grievance Form must be completed and full details must be provided. A Grievance Committee of the Centre headed by its Chief Executive plus 3 senior members will look in to the Grievance. The decision of the committee will be communicated to the applicant within 14 working days of receipt of the grievance. The decision of the Grievance Committee would be final and binding on the applicant and the applicant will not be entitled to any compensation or fee refund.

If you need any clarification / assistance, please feel free to get in touch with the centre by phone, email or in person.

#### Declaration by the applicant

I have read the above terms and conditions, have understood the same and agree with them.

Name of the applicant: \_\_\_\_\_

Full Signatures of the application: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_