

Action in English at EC Boston
(formerly known as The Olin Center)
Teacher Training Program
Application Form

STUDENT INFORMATION (PLEASE PRINT CLEARLY)

All students

Male Female

Name _____

US Address _____
Street _____

City _____ State _____ Zip code _____

E-mail _____

Home Phone _____

Work/cell Phone _____

Where did you hear about our program? _____

International students on an I-20 only

Country of Birth _____

Nationality _____

Date of Birth _____ / _____ / _____
Month Day Year

Address in Home Country _____
Street _____

City _____ Country _____ Postal Code _____

EDUCATION

Please indicate the highest level of education you have completed _____ high school _____ college _____ graduate school

If it is college, what is your degree in? _____ If it is graduate school, what is your degree in? _____

Is English your native language? Yes No If no, what is your native language? _____

What other languages do you speak? _____

What is your current occupation? _____

SESSION REGISTRATION

PROGRAM **PART-TIME SATURDAY PROGRAM** (not available for I-20 students) **FULL-TIME PROGRAM**

SESSION START DATE first choice _____ second choice _____

I agree that I will not sell, lend or otherwise allow to be distributed the content of written materials received in the course. I understand that unexcused absence or failure to complete course work satisfactorily may result in denial of the certificate.

Signature of Applicant _____ Date _____

ADMISSION REQUIREMENTS

ALL APPLICANTS:

- Students must be 20 years of age
- Four-year undergraduate degree preferred for US Residence, required for international students
- Completion of written application and possible oral interview
- No prior teaching experience is required

NON-NATIVE ENGLISH SPEAKERS:

- Proof of language proficiency is required – a minimum TOEFL score of 550/213. (If you do not have proof, such as TOEFL or MTELP score, we will test you upon your arrival at EC Boston. If your test score is does not meet requirement for program, you will be placed in Intensive English courses.)

PAYMENT REQUIREMENTS - LOCAL STUDENTS (US RESIDENTS)

2009 Part-time tuition	\$2145	12-week program
2009 Full-time tuition	\$2295	4-week program

The above tuition rates includes application fee & books

Registration & Payment Deadline: No later than 14 days prior to course start. Full payment due at time of application.

INTERNATIONAL STUDENTS ONLY

2009 Full-time tuition	\$2295
Non refundable application fee	\$150

OVERSEAS APPLICANTS ONLY – PLEASE INCLUDE THE FOLLOWING PAYMENTS:

1. Full tuition payment or tuition deposit of \$200 (credited towards your first session). The balance will be due upon arrival.
2. Application fee of \$150
3. Other fees: Express Mail fee \$60 (required)
Airport Pick-up fee \$95 (optional)
Housing Placement Fee \$80 (optional)

If requested, please complete an Airport Pickup Form & a Housing Application form.

Registration & Payment Deadline: No later than 14 days prior to course start. Recommended: 1.5 months in advance in order to obtain visa interview.

PAYMENT INFORMATION

1. Enclosed please find my check or money order of **USD\$** _____ payable to EC Boston. (*No starter checks*).
2. Please charge my Visa MasterCard the amount of \$ _____
Card Number _____ **Expiration Date** _____
Security Code _____ (last 3 digits from back of credit card)
Cardholder name (please print) _____ **Signature** _____
Credit card billing address (if different from above) _____

REFUND AND CREDIT POLICY, OTHER POLICIES

- If you withdraw from class **at least 1 week in advance of the starting date**, we will send you a full refund (if tuition was paid in full) less \$200 tuition deposit and \$150 application fee if you requested an I-20; no refunds will be made thereafter.
- If the class you have registered for is canceled, we will apply your tuition to another course starting the next session or refund your tuition in full.
- There is no compensation made for instruction lost because of holidays, emergencies, bad weather or instructor illness occurring during the session. In case of instructor illness, we make every effort to make up classes.
- EC Boston periodically uses written comments by students enrolled in our courses for promotional and informational purposes.
- Attendance and completion policy: TEFL certificate programs are intensive; both part-time and full-time courses cover a great deal of information in a short period of time. Trainees are therefore required to attend all classes. If a trainee becomes ill or experiences an emergency, s/he must call EC Boston before a class to inform the trainers. In the case of illness or emergency, where possible, the trainee will be given the opportunity to make up the work missed, through assignments. EC Boston reserves the right to decline to award a certificate to a trainee who fails to attend class two or more days or fails to complete all assignments satisfactorily. If a trainee has missed two classes or more, h/she may also be required to withdraw from the class. No refund will be given in that case. Trainees who have missed class or failed to complete assignments due to circumstances beyond their control, as determined by EC Boston in its sole discretion, shall be allowed to attend the next TEFL class for a fee of \$150 per day, space permitting.

I have read and consent to the refund policy outlined above; I have read and understand the school's procedures and agree with all policies.

Student's signature

Date

MAILING INSTRUCTIONS

Please complete the Teacher Training Program Application form (and housing application & airport pickup if needed) and mail it, with appropriate payment and documents, to:

Action in English @
EC Boston
729 Boylston Street, Boston, MA, 02116 USA
 Or fax it to: 617-247-2959 mail: info@ActioninEnglish.com

We will review your application. Upon acceptance, EC Boston will provide you with a confirmation letter of acceptance and I-20 form if requested.

INTERNATIONAL STUDENTS ONLY**DOCUMENTS (I-20 STUDENTS ONLY)**

You must be at least 20 years of age to attend Action in English Teacher Training Program.

- a completed application form
- a) a current letter from your bank or a current personal bank statement (no more than 60 days old) indicating the specific balance in your account (minimum balance required is USD\$3500), or
 b) **both** a letter/affidavit of support from a member of your family, your employer, or a school guaranteeing your financial support while you are at EC Boston (see enclosed affidavit) **and** a bank letter/statement from the person or organization that will sponsor you (no more than 60 days old)
- proof of language proficiency – a minimum TOEFL score of 550/213 (If you do not have proof, such as TOEFL or MTELP score, we will test you upon your arrival at EC Boston. If your test score is below the requirement for this program, you will be placed in our Intensive English Program.
- A copy of your passport

FINANCIAL STATEMENT (INTERNATIONAL STUDENTS REQUESTING I-20 ONLY)

I understand that I will need at least US\$3500 for tuition and living expenses for every month at EC Boston. I agree to be responsible for these expenses. This statement is true. I understand that I will be expelled if it is false.

Signature of Applicant

Date

Signature of Guardian (if under 21)

Date

IN CASE OF EMERGENCY, WHOM SHOULD EC BOSTON CONTACT?

Name

Relationship

Address

Telephone

Email

FOR TRANSFER STUDENTS ONLY

I certify that I was most recently a full-time student at _____ and that the last date I

Name of School

attended classes there was _____

Last date of attendance

Signature of Applicant

Date