



Application Procedure

The course has a limited number of participants. As there is limited space available, it is best to apply as early as possible to ensure a place.

1. Complete the following and send to Rennert:
 - Application, including the essay (NOTE: The essay is required for all 4-, 6- and 14-week courses only).
 - Conditions of Participation Agreement, signed and dated
 - For non-native English speakers, a copy of your TOEFL, TOEIC or IELTS score (if you have one). **NOTE: A test score is NOT necessary – your English proficiency can be assessed in the application process.**

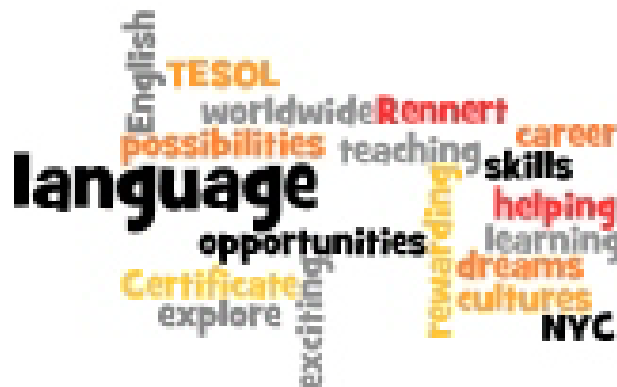
Please mail, fax or email with a signed attachment your application packet to:

TESOL Program
Rennert New York
216 E. 45th St., 17th Floor
New York, NY 10017

Fax: 212-867-7666 attention TESOL

Email: tesol@rennert.com

2. Once we receive your application, we will schedule a phone interview (for all 4-, 6- and 14-week courses only) to assure that the program is a good fit for you.
3. Upon acceptance to the program, mail or fax \$345 non-refundable deposit to secure your space in the class of your choice, along with the \$155 Registration Fee.
4. The balance is payable two weeks prior to the course start date. (Note: if the course is 1 week or less, payment in full is required upon acceptance.)





TESOL Courses Application

Agent Information

Agent Name (only complete if booked through an agency) _____

Course(s) you're applying for (check all that apply):

- SIT's *TESOL Certificate Intensive* (4 weeks)
- SIT's *TESOL Certificate Extensive* (14 weeks)
- SIT's *Best Practices in TESOL Certificate* (6 weeks)
- Rennert's *TESOL Certificate* (4 weeks)
- Practicum Intensive (2 weeks)
- Teaching English to Young Learners Certificate* (1 week)
- Teaching Business English Certificate* (1 week)
- Total Teacher Preparation Package (13 weeks)
- Refresher Course for English Teachers: Course A (2 weeks)
- Refresher Course for English Teachers: Course B (2 weeks)

Personal Data

Name _____
(as you wish it to appear on your certificate)

Current address _____

Permanent address _____

Telephone (home) _____ (other) _____

E-mail _____ Fax _____

Occupation _____ Citizenship _____ Male Female

Native language _____ Date of Birth _____

TOEFL and/or IELTS Score (if non-native English speaker; if available) _____

Dates of course you wish to attend:

First Choice _____ Second Choice _____



Educational Background

School Attended	Dates	Degree/Diploma
_____	_____	_____
_____	_____	_____
_____	_____	_____

Language Learning Experience

Do you have experience learning other languages? Yes No
 If yes, which languages and for how long?

Teaching Experience

Do you have any teaching experience? Yes No
 If yes, what have you taught, to whom and for how long?

Other Information

Why do you want to take the TESOL course? _____

What do you plan to do with your certificate, if awarded? _____

How did you hear about the TESOL course? _____



Please share any other information that you would like the program staff to know.

Please Sign _____ **Date** _____

Each course has a limited number of participants. As there is limited space available, it is best to apply as early as possible to ensure a place.



Application Essay Question

REQUIRED FOR ALL 4-, 6- AND 14-WEEK COURSES ONLY.

Please write a 400-500 word essay on the following topic and send it in with your application.

A Harvard psychologist, Dr David McClelland, has stated that the three ingredients to successful learning are: wanting to learn, knowing how to learn, and having a chance to learn. Discuss this in an essay using personal examples from your own learning (not limited to language learning).

(Attach Word document)



Refunds and Other Policies

Refund Policy

The following policies apply to TESOL courses run at Rennert New York.

1. Cancellation of Courses by Rennert

If Rennert cancels a course due to low enrollment or for any other reason, the \$345 deposit and \$155 Registration Fee will be fully refunded. They may also be applied to a future course.

For courses which do not require a deposit (tuition is less than \$500), the full tuition will be refunded.

Students who have paid their tuition through an agency or another third party must apply to that agency/ third party for a refund.

2. Decision Not to Attend

If an applicant withdraws from the course prior to the course start or no shows on the first day of class, all tuition will be refunded, minus the non-refundable Registration Fee and deposit.

However, if an applicant who enters the U.S. on an I-20 obtained through Rennert withdraws from the course prior to the course start or no shows on the first day of class, tuition will be refunded minus the first four weeks tuition plus the non-refundable deposit and Registration Fee.

Students who have paid their tuition through an agency or another third party must apply to that agency/ third party for a refund.

3. Decision to Withdraw after Course Start (courses shorter than 4 weeks)

If a participant decides to withdraw from a course after the course start; or if a participant is asked by trainers to withdraw because sessions/days were missed in the first two days of the course; or if a participant is in violation of any of Rennert's or SIT's written disciplinary and/ or attendance policies (see below), there will be no tuition refunded.

4. Decision to Withdraw after Course Start (courses more than 4 weeks)

If a participant decides to withdraw from a course after the course starts in the first 4 weeks Rennert will keep the charges applicable to the first 4 weeks. If a participant decides to withdraw from a course after the first 4 weeks of the course but before or at the mid-way point of the course, the prorated unused portion of the tuition will be refunded.



Students who have paid their tuition through an agency or another third party must apply to that agency/ third party for a refund.

If a participant is asked by trainers to withdraw because sessions/days were missed in the first two days of the course; or if a participant is in violation of any of Rennert's or SIT's written disciplinary and/ or attendance policies (see below), there will be no tuition refunded.

Attendance Policy

- Participants are expected to attend all course sessions. Those who know in advance that they are unable to attend the whole course cannot be accepted. Participants should understand that the course is a full-time endeavor. In order to complete the demands of the course successfully, participants should not expect to be able to work or attend to other commitments during the course.
- *Note:* The TESOL Certificate courses are all very intensive. This being the case, it is highly recommended that it be your top priority for the duration. We have found in the past that participants can become extremely frustrated when trying to juggle the demands of the course with other commitments. The TESOL Certificate course is an amazing opportunity and we want you to be able take full advantage of it while enjoying the experience. We are very confident that you will be happy with the results.
- In the event of a serious illness or emergency, participants should notify a trainer as soon as possible. The participant must make up all missed work and practice teaching.
- The first full two days of any course cannot be missed. If this should occur, the participant must withdraw. No refund will be given.
- If the participant must take a prolonged absence (more than two days for 4-week courses longer (or equivalent for part-time courses); three days for 6-week courses; one day for shorter courses), s/he must withdraw from the course. If the absence is due to serious medical reasons and s/he can provide a doctor's note confirming the situation, the participant can re-enroll in another course within 6 months without payment of further fees. There will be no refund.
- If the participant has missed more than two days (or equivalent for part-time courses) of the course (for 4-week courses; 3 days for 6-week courses; or more than 1 day for shorter courses) or has been unable to meet criteria for receiving the certificate, e.g. not completing practice teaching requirements (6 hours of individual assessed practice teaching) in the TESOL Certificate courses, or not completing written assignments on time, no certificate will be granted and no refund will be given.

Obtaining your TESOL Certificate



Acceptance into the course is not a guarantee that a participant will receive the certificate or obtain a good grade on the TKT test (whichever is applicable). If a participant has not successfully completed or mastered any segment of the course, or has not completed the written work satisfactorily, the participant will not be awarded the certificate, but rather will be awarded a *Letter of Learning* instead. If trainers decide that a non-native English speaker's English skills are inadequate to credibly teach Advanced level students for the *SIT TESOL Certificate* course, the participant will not be awarded the course certificate, but will be awarded a *Letter of Learning* instead.

* For entry into the SIT TESOL Certificate course, non-native speakers need to show a minimum level of English **equivalent to** a 650 paper-based TOEFL score (115 ibt) or an IELTS 7.5. This can be assessed in the application essay and oral interview (which can be done by phone) to ensure their listening/speaking skills are adequate to take the course and to teach English. The language level required for the other TESOL programs is high Intermediate level of English.



TESOL Course Conditions of Participation

Participants are required to participate fully in all course components and to comply with all procedures and policies of the World Learning SIT Graduate Institute (SIT) (for the SIT courses) and the TESOL courses run at Rennert. A participant who leaves any scheduled course activities without written authorization from the course trainers or program administrators will not be allowed to return and will be considered withdrawn. The normal refund schedule will apply.

Dismissal

SIT (where applicable) and Rennert, at their discretion, reserve the right to dismiss any participants for any of the following reasons: failure to participate fully in all program components, failure to observe published policies or procedures, failure to disclose information requested by the School (e.g. health information), ill health that interferes with effective program participation, or conduct that is, in the sole judgment of the course trainers, improper or offensive to the School, the hosting school, ESOL students, or other program participants, or is potentially detrimental to the health and safety of the participant or the health and safety of other participants in the course, or inappropriate for the course or for study in a cross-cultural environment. Examples may include, but are not limited to the use of drugs, excessive alcohol consumption, racist comments and unacceptable sexual behavior. In the event of dismissal, the normal refund schedule will apply.

Miscellaneous

These conditions of participation represent the complete understanding with SIT (for applicable courses) and Rennert concerning their responsibility and liability for participants' participation in the program. These conditions of participation supersede any previous or contemporaneous understandings with SIT (for applicable courses) and Rennert, whether written or oral, and cannot be changed except in writing and signed by an authorized officer or agent of SIT/ Rennert. Should any provision or aspect of this agreement be found unenforceable, all remaining provisions of the agreement remain in full force and effect. Should there be any dispute with SIT concerning participation in the course that would require the adjudication of a court of law, such dispute or lawsuit must be filed only in a court in Windham County, Vermont or in the United States District Court for the District of Vermont, to the exclusion of any other court or jurisdiction. This agreement shall be governed by the laws of the state of Vermont (without regard to its conflicts of law rules).



Conditions of Participation Agreement

In anticipation of acceptance by Rennert and in consideration for being permitted to participate in the program, I agree to the terms of the "Conditions of Participation," and "Refund and other Policies", acknowledge that I have read them and understand them thoroughly, and represent that my agreement is wholly voluntary. I have shared the above information with any other parties responsible for payment of my fees or with related interest. I understand that, before signing this agreement, I have the right to consult with the advisor, counselor or attorney of my choice. I certify that I am 18 years of age or older.

Name (please print) _____

Date _____

Signature _____

Please make a copy for your records and return this form to Rennert along with your application.