



Application Procedure

The course has a maximum of six or twelve 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
 - 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**

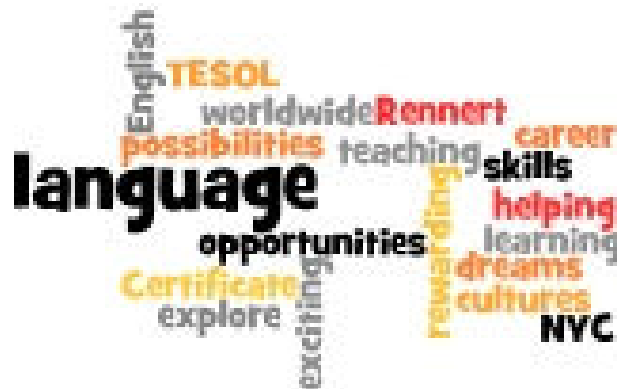
Please mail, fax or email with a signed attachment your application packet to:

WL-SIT TESOL Certificate 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 to assure that the program is a good fit for you.
3. Upon acceptance to the program, mail or fax \$500 non-refundable deposit to secure your space in the class of your choice, along with the \$145 Registration Fee.
4. The balance (\$1850) is payable two weeks prior to the course start date.





WL-SIT TESOL Certificate Course Application

Agent Information

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

Personal Data

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

Current address _____

Permanent address _____

Telephone (home) _____ (other) _____

E-mail _____ Fax _____

Occupation _____ Citizenship _____ Gender **M / F**

Native language _____ Date of Birth _____

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

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 *WL-SIT TESOL Certificate* course? _____

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

How did you hear about the *WL-SIT TESOL Certificate* course? _____

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

Please Sign _____ **Date** _____

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



Application Essay Question

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

A Harvard psychologist, Dr John 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).



Refunds and Other Policies

Refund Policy

The following policies apply to *WL-SIT TESOL Certificate* courses run by Rennert New York.

1. Return of Deposit

If the course is cancelled due to low enrollment or for any other reason, the \$500 deposit and \$145 registration fee will be refunded. They may also be applied to a future course.

2. Pre-Course Decision Not to Attend (more than 2 weeks prior to course start date)

If a participant decides more than two weeks before the start of the course not to attend a course into which s/he has been accepted, s/he may apply the course fee towards another course within 6 months, provided that Rennert is able to fill his/her spot in the original course. If the participant no longer intends to take the TESOL course, the \$500 deposit can be refunded, provided that Rennert is able to fill his/her spot in the course. The Registration Fee is non-refundable.

3. Pre-Course Decision Not to Attend (2 weeks or less prior to course start date)

If a participant decides two weeks or less before the course start date not to attend a course into which s/he has been accepted, s/he may apply the course fee towards another course within 6 months, provided that Rennert is able to fill his/her spot in the original course. If the participant no longer intends to take the TESOL course, the course tuition fee less the \$500 deposit and Registration Fee can be refunded, provided that Rennert is able to fill his/her spot in the course.

Rennert will make every endeavor to replace the participant's spot on the course, but if we are unable to do so, no refund or course transfer will be given.

4. Decision to Withdraw After Course Start

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 decides to withdraw from a course for any reason, 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 *WL-SIT TESOL Certificate* course is 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 *WL-SIT 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 the course cannot be missed. If this should occur, the participant must withdraw.
- If the participant must take a prolonged absence (more than two days), 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 start another course within 6 months without payment of further fees. There will be no refund.
- If the participant has missed more than 2 days of the course 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 *WL-SIT TESOL Certificate* course, or not completing written assignments, no certificate will be granted.

Obtaining the *WL-SIT TESOL Certificate*

Acceptance into the course is not a guarantee that a participant will receive the certificate. 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, the participant will not be awarded the course certificate, but will be awarded a *Letter of Learning* instead.

* Non-native speakers need to show a minimum level of English **equivalent to a 650 paper-based TOEFL score (115 ibt) or an IELTS 7.0.** 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.



TESOL Certificate 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) and the WL-SIT course 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, at its sole discretion, reserves 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 concerning their responsibility and liability for participants' participation in the program. These conditions of participation supersede any previous or contemporaneous understandings with SIT, whether written or oral, and cannot be changed except in writing and signed by an authorized officer or agent of SIT. 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 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 SIT 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.