

English UK Diploma in ELT Management (DELTm) 11/12

APPLICATION FORM

1a. Personal Details (PLEASE COMPLETE IN BLOCK CAPITALS)

Title:	First Name:	Surname:
Job Title:		
Organisation:		
Work Address:		Home Address:
Tel:	Tel:	
Fax:	Mobile:	
Email:		

1b. If English is not your mother tongue please state your level of English in terms of the CEFR and give details of any relevant language qualifications that you hold _____

2. Application Information (please attach extra sheets if necessary)

a. Reasons for wishing to attend the course:

b. Details of any relevant management and supervisory experience:

c. We **normally** expect candidates to have an advanced specialist qualification in ELT such as a TEFL Diploma or an MA in Applied Linguistics/TEFL/TESOL and an undergraduate degree. Please give details of any relevant qualifications:

Title of qualification	Institution	Date obtained	Grade

d. Details of **current** or **most recent** employer:

Line manager:	
Organisation:	
Address	
Telephone no:	

- e. Are your course fees being sponsored by the above organisation? Yes/ No
- f. Will this organisation allow you access to its management systems in order to complete the diploma? Yes/ No
- g. Please ensure that a member of the senior management of that organisation signs below:

_____ (organisation name), will allow
 _____ (candidate's name) access to its management systems (financial information, marketing plans, operations guidelines, etc.) in order for the above named candidate to complete the English UK DELTM assignments successfully.

Name: Organisation:

Signed: _____ Contact phone number: _____

- h. Please be advised that English UK may contact you to discuss your application in more detail. If you would prefer to be contacted on your mobile rather than work telephone number please advise in the 'personal details' section above.
- i. English UK may wish to contact a referee to further ascertain your suitability for the DELTM course. Please provide the contact details of an appropriate referee below:

Name of referee _____ Job title _____

Contact address _____

Phone number _____ Email address _____

3. Fees

English UK Member Rate (£1,647+VAT)

Non-Member Rate (£2,141 +VAT)

NB. VAT is 20.0%

Please enclose a deposit of £400+VAT (£480) with this application to secure your place on the course.

There are two payment options:

a) If you would like to pay in one lump sum please tick here. An invoice for the remaining course fees will be sent to you if your application is approved

b) If you would like to settle the remaining fees by instalments, please tick here

The instalment payment dates and amounts are as follows:

Payment Deadline	EUK Member Rate	Non-member Rate
Deposit	£400 (+VAT)	£400 (+VAT)
1 st September 2011	£647 (+VAT)	£891 (+VAT)
9 th December 2011	£600 (+VAT)	£850 (+VAT)

Please note that the maximum group size is 14 and places are allocated on a first-come first-served basis.

