

English UK Diploma in ELT Management 2019-20

Application form

Thank you for your interest in the DELTM qualification. Please complete this form and [email it to Eleanor Thomas](#) by Sunday 18 August. Please contact the office after this date to check availability on +44 20 7608 7960.

Please note, where course requirements are fulfilled places will be allocated on a first come, first served basis. English UK may wish to contact a referee to further ascertain your suitability for the DELTM course, we will email you if these details are required.

1. Personal information:

First name:		Surname:	
Job title:			
Organisation:			
Date of birth:			
Work address:			
Tel:			
Email:			
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			

Please list any special requirements (e.g. diet, mobility, etc)

2. Application information

<p>Reasons for wishing to attend the course (please give specific areas of interest / improvement)</p>	
<p>Details of any relevant management and supervisory experience.</p>	
<p>Please give details of any relevant qualifications that you hold including undergraduate or post-graduate degrees and specialist ELT qualifications</p>	

3. Senior management declaration

If applicable, please ensure that a member of the senior management of that organisation signs below:

_____ (candidate's name) will be allowed access to management systems (financial information, marketing plans, operations guidelines, etc.) in order for them to complete the English UK DELTM assignments successfully.

No DELTM assignment will require personal information for completion. All assignments and information are treated with strictest confidence and only seen by English UK staff, course tutors and (if selected) the course moderator.

Name: _____ Organisation: _____

Signed: _____ Contact phone number: _____

5. Fees

English UK Member fee (£2,350) | Non-Member fee (£3,100)

Please indicate if you would like to pay:

in full

in instalments

The instalment payment deadlines and amounts are as follows:

Payment deadline	EUK Member fee	Non-member fee
Within 30 days of invoice	£1,250	£1,800
14 December 2019	£1,100	£1,300

An invoice will be sent to your organisation unless otherwise requested.

Terms and Conditions

- i. The course fee covers the provision of the course, all modules and light refreshments for one participant. Lunch will be provided at the venue.
- ii. Only the declared participant will be able to attend the course and substitutes are not permitted for any of the sessions.
- iii. English UK reserves the right to refuse entry onto the course.
- iv. English UK will refund fees in full in the unlikely event of the course not going ahead.
- v. English UK will impose a charge equivalent to 20% of the full course fee in respect of cancellations received in writing up to 30 days prior to the start of the course. Thereafter the full amount is payable.
- vi. By signing this form the applicant confirms that they have read copy of the introductory information (available on the [training page](#) of the English UK website – see footer for address). The applicant also declares to the best of their knowledge that the information included in support of this application is accurate and correct.

I have read and understood the terms and conditions. All information submitted is correct and any falsifications may lead to my participation in the course being cancelled with no refund.

Please print name (participant) _____

Signed (participant) _____

Date _____

Please print name (sponsor, if applicable) _____

Signed (sponsor, if applicable) _____

Date _____

We require the above information for your application to be approved, we will keep this information for one year from date of the qualification ending and a record of registration is kept on our database until you request otherwise. Only your name and organisation will be shared with relevant English UK staff, event organisers, trainers and the awarding body (LanguageCert). Your date of birth is required for certification by LanguageCert and will only be shared with them.

Please tick the box to confirm that you accept these terms

Please return the completed registration form by post/ email to:

Post: Eleanor Thomas, English UK, 47 Brunswick Court, London, SE1 3LH

Email: eleanor.thomas@englishuk.com