

English UK Diploma in ELT Management (DELTM) 2016 /17

APPLICATION FORM

Please note: Where course requirements are fulfilled places will be allocated on a first come, first served basis. Application deadline is 19 August. Please contact the office after this date to check availability (details below)

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

Title:	First Name:	Surname:
Job Title:		
Organisation:		
Work Address:		Home Address:
Tel:	Tel:	
Fax:	Mobile:	
Email (work):		
Email (personal):		
Please indicate your preferred contact 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

a. Reasons for wishing to attend the course:

b. Details of any relevant management and supervisory experience (250 words maximum):

c. Please give details of any relevant qualifications that you hold including undergraduate or post-graduate degrees and specialist ELT qualifications:

Title of qualification	Institution	Date obtained	Grade

d.1. Details of current position of employment

Organisation	
Role / position	
Line manager with his/her email	

d.2. Details of previous two positions of employment

Organisation	
Role / position	

Organisation	
Role / position	

e. 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 the above named candidate 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: _____

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

g. 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 (£2,100)

 Non-Member Rate (£2,750)

There are two payment options:

a) If you would like to pay in one lump sum please tick here.

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

The instalment payment dates and amounts are as follows:

Payment Deadline	EUK Member Rate	Non-member Rate
26 August 2016	£1,100	£1,750
16 December 2016	£1,000	£1,000

4. Payment options (please tick the appropriate box)

 Please **invoice** my organisation

 I enclose a **cheque** for the first instalment/full payment (delete as appropriate)

Please make all cheques payable to **English UK Ltd.**

 Please **debit** my debit/credit card

 VISA MasterCard Eurocard SWITCH SOLO

 Card No:

Security No: _____ Expiry date: _____ Issue No. (SWITCH only): _____

Card holder's name: _____ Signature: _____

5. Terms and Conditions

Fees

- 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.

Refund Policy

- iv. ENGLISH UK will refund fees in full in the unlikely event of the course not going ahead.
- v. ENGLISH UK will only refund fees in exceptional circumstances and only if a replacement candidate is enrolled.

Important Note

- vi. By signing this form the applicant confirms that s/he has 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 his/her 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 _____

Please send / scan a copy of this form, with signatures, to:

tom@englishuk.com

by Friday 19 August

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