

TERMS & CONDITIONS

COMPANY DETAILS

- **Company name:** EDUA Languages, s.r.o., trading as TEFL in Prague
- **Identification number (IČ):** 290 133 72
- **Address:** U Půjčovny 2, 110 00 Praha 1, Czech Republic

APPLICATION

To sign up for a TEFL course applicants are required to complete TEFL in Prague's [on-line application form](#). Applicants receive application results within two business days of filing their application.

PAYMENT

- To secure a place in the course applicants are required to pay a **non-refundable deposit** of **EUR 400**.
- The remaining course fee balance is due **one week** before the course start.
- If registration is made **less than a week before the start of the course**, all course fees are due upon registration.
- Those who wish to take advantage of the „**early-bird**“ **discount** are required to pay **all course fees at once** no longer than **4 months prior to the start of the course**.
- All payments are to be settled **before the course start** and no student will be allowed to start their course until full payment has been received.
- No certificates will be awarded to students unless their course fees have been paid in full.

PAYMENT METHOD

Payments are to be made **by card through TEFL in Prague's on-line payment gate (GoPay)**. Applicants receive a link to the payment gate upon acceptance to the course.

In exceptional cases course fees can also be paid by bank transfer, in cash/by card in TEFL in Prague's Client Centre, by bank transfer, by education vouchers or benefit points.

CHANGES IN COURSE DATES

Having paid the deposit, students can change their course dates within all available courses. The change has to be made at least 30 days prior to the start of the course they originally signed up for. If course dates are changed less than 30 days before, late-notice fees can be applied.

CANCELLATIONS

- All course fees are **non-refundable**.
- **Cancellations before deposit payment:** Application for the course is non-binding, and students can withdraw from the course until a payment is made. No cancellation fees apply.
- **Cancellations after deposit payment and up to a week before the start of the course:** Cancellation fee of 400 EUR (course fee deposit).
- **Cancellations after full/balance payment or after the start of the course:** No refunds will be made.
- If students cannot participate in the course they originally registered for, **course fees can be transferred** to a different available course.

CHANGES IN THE COURSE

TEFL in Prague reserves the right to make slight amendments to the course (e.g. changes in syllabus, changes in venue, changes in classroom, changes in teaching materials, shifting or cancellation of a lesson etc.) and at the same time it reserves the right to cancel a course, or its part. In that case a proportion of the course fees paid will be refunded.

COURSE ATTENDANCE

Students are required to attend and **complete all parts of the TEFL course**: written and reading assignments (including resubmission of assignments as required), workshops/input sessions/foreign language classes, observations of peers and experienced EFL teachers, lesson planning, teaching practice and feedback sessions.

The course is intensive 4-week training and **requires a major commitment**. Sessions take place from Monday to Friday, 9 am to 5 pm. Evenings and weekends are dedicated to lesson planning and other coursework. Students should not have any other commitments for the duration of the course.

Applicants with a **medical condition** that might prevent them from attending all parts of the TEFL course or cope with the intensity of the course, need to inform the school upon application.

In case of any **absence from the course**, as well as in the event of any kind of emergency that may affect a student's full participation in the course, the TEFL Course Manager needs to be notified immediately.

If a student misses more than 10 % of the sessions due to an **illness**, a confirmation from a local doctor is required in order for the student to be allowed to continue with the course.

THE COURSE

The course will be conducted at the school building at **U Půjčovny 2, 110 00 Prague 1, Czech Republic**.

E-mail communication is an official means by which the course staff may communicate with trainees and TEFL in Prague by Edua Languages exercises the right to send e-mail communication to trainees and expects that it will be received and read by trainees in a timely manner.

Some **comments and photos** might be used for further marketing activities of the company.

ACCOMMODATION

Students can book accommodation in the TEFL House for **EUR 350/month**. All students staying in the TEFL House need to follow the [TEFL housing rules](#).

MEDICAL INSURANCE

All students are advised to purchase travel insurance prior to traveling to Prague.

GRADING SYSTEM

To receive a passing grade, students must successfully complete all of the following required sections: written assignments, workshop attendance and participation, lesson planning, teaching practice, observations, appropriate professional conduct.

All these above mentioned requirements are assessed. Assessment by course trainers, both oral and written, is ongoing and cumulative. Trainees must pass all required sections of the course in order to receive a passing grade. Course trainers may require timely resubmission of work that fails to meet course standards. Once issued, final grades and final reports cannot be changed. Trainers do not discuss final grades or final reports with trainees at any time.

Acceptance to the course does not guarantee a passing grade on the course and students must pass the course to receive a certificate. The final course grade will be determined solely by TEFL in Prague and once issued it cannot be changed.

Passing grades are divided into these parts:

A **Pass 1** “*excellent pass*” grade is awarded to trainees who have successfully completed all required parts of the course and whose lesson planning and excellent teaching performance demonstrated evidence of training, as well as clear and consistent ability to apply techniques studied throughout the course. Further, the trainee will have completed all course written work, including resubmissions, in a timely fashion.

A **Pass 2: I** “*good pass*” grade is awarded to trainees who have successfully completed all required parts of the course and whose lesson planning and teaching performance demonstrated evidence of training as well as clear ability to apply course techniques. Further, the trainee will have completed all course written work, including resubmissions, in a timely fashion.

A **Pass 2: II** “*decent pass*” grade is awarded to trainees who have successfully completed all required parts of the course, and whose lesson planning and teaching performance demonstrated evidence of training as well as some ability to apply course techniques. Further, the trainee will have completed all course written work, including resubmissions.

A **Pass 3** “*basic pass*” grade is awarded to trainees who have completed all required parts of the course and whose lesson planning and teaching performance demonstrated evidence of training.

Incomplete: Trainees who fail to complete any written coursework to a pass level and/or who fail to complete required teaching practice by the end of the course will be given an incomplete and informed of which written assignments and/or which teaching practice session/s are not fully complete. Trainees will be given a limited amount of time to complete all required course work. No certificates, grades or final reports are issued until the trainee has fully completed all parts of the course.

FAIL: A Failing Grade is awarded to those trainees who clearly fail to meet some or all course requirements. Trainees, who are experiencing serious problems with parts of the course, especially during the final week of the course, should not expect to receive a certificate. Trainees who are absent from more than 10% of course sessions will not receive a certificate. Trainees who fail to submit or resubmit written coursework that meets basic course standards in a timely fashion will not receive a certificate.

Awarding of Certificates

Certificates and final course reports are awarded to trainees who pass the course. Trainees will be invited to a Graduation Ceremony on the last day of the course or in the week following the course. Trainees must return all school materials (e.g. books, locker keys) and must have paid any and all school fees before they receive their certificates/final reports.

JOB GUARANTEE

- Those who receive a **PASS 1 and are legally employable in the Czech Republic** (i.e. have obtained a work visa/business visa/long term residency permit or are EU citizens) will receive a full-time job with EDUA Group.
- The contract starts on the first day of the month following the completion of the course (or obtaining a visa) or after 14 days, whichever is later.
- The employment is guaranteed for the period of six months after which, if both sides agree, the contract is renewed.
- Those who receive a **PASS 2.1, PASS 2.2 and PASS 3** will be considered for a job position depending on current hiring needs and upon a successful interview with the academic department.

VISA ASSISTANCE

TEFL in Prague provides visa assistance if required.

Tourist visa

Students who need to obtain a tourist visa prior to travelling to Prague will be sent the following documents (after they have paid the course fee deposit):

- Invitation Letter
- Proof of Accommodation (for those who book accommodation in the TEFL House)

These two documents are provided at no extra cost.

Long-term visa

- Visa assistance is also offered to students who want to obtain a **long-term (business) visa**. This visa assistance is not included in the course price and an **extra fee of 11 000 CZK** applies.
- Trainees who wish to get visa assistance must inform the TEFL Course Manager and pay the visa assistance fee by the end of the first week of the course, unless advised otherwise.
- The visa process and all that is included in the visa assistance is specified in the [Visa Assistance Guidelines](#).
- Trainees receiving visa assistance are required to meet the given deadlines and otherwise cooperate during the visa application process.
- Under the Czech law, there is no legal entitlement to a visa. The decision to approve/refuse a visa is made by the Czech Ministry of Interior and cannot be appealed. Although all documents will be prepared with the utmost care and according to all legal requirements, TEFL in Prague cannot guarantee a visa will be approved.

PERSONAL DATA PROTECTION

EDUA Languages, s.r.o. declares that all personal data provided by students will be collected and processed for the purposes of the services provided within EDUA Languages, s.r.o. that commits to treat them in accordance with law no. 101/2000 Sb. of Czech Republic. If the contractual relationship is not concluded or a student does not further agree with keeping his/her personal data, the said data will be devalued.

By enrolling for the course a student declares that in accordance with law no. 101/2000 Sb. of Czech Republic, regarding personal data protection, he/she agrees with processing of all personal data stated in the application form provided to EDUA Languages, s.r.o. company for the purpose of conclusion of the contractual relationship and marketing purposes of EDUA Languages, s.r.o. company. A student gives this approval for the period of duration of such a contractual relationship and further for 2 more years since the end of such a contractual relationship.

By making a payment for the course, applicants declare that they are in a position to attend and actively participate in the TEFL in Prague course. They give their guarantee that they will work diligently, conduct themselves in a professional manner, and be tolerant and supportive towards their students, fellow trainees and training staff.

They realize that they risk expulsion from the course should they fail to conduct themselves in a fitting manner, and risk failing the course if they fail to submit written assignments, or are absent from workshops or teaching practice, without beforehand requesting an exception for a valid reason.

They understand that the course is an intensive one, and that they will be asked to work for long hours over an extended period, and that having paid the course is no guarantee of receiving a pass.