



The Cultural Exchange Project's TEFL Plus Certification Course

Terms and Conditions Agreement

All TEFL Plus students must agree to and sign this form.

Fees and Payments

Course Fee: The student agrees to pay all fees in full before the course start date. The TEFL Plus 126-hour certification fee is \$950, and the TEFL Plus 146-hour certification is \$1,150. This fee is split into a \$350 non-refundable course reservation fee and either a \$600-course tuition fee or an \$800-course tuition fee, depending on the course selected.

The \$350 non-refundable reservation fee is required to submit an application to The Cultural Exchange Project for the TEFL Plus course.

Upon payment of the \$350 non-refundable course reservation fee, the student has one calendar year to enroll in a course and pay the course tuition fee balance. If the student does not enroll in a course within one calendar year, their application will be canceled, and the reservation fee will not be refunded.

Payment may be received by credit card, debit card, or ACH online.

Course Changes: Students who pay the course fee but cannot complete their course within a year are allowed up to one opportunity to restart the course from the beginning with the payment of a \$150 restart fee. If the student wishes to restart their course, they must do so before one calendar year from the original start date. After one calendar year, a student will not be eligible to restart their course for the \$150 restart fee but would need to pay the full course fee and re-enroll.

Late Practicum Grading Fee: If a student who has chosen the 146-hour TEFL Plus course with teaching practicum requires more time to complete their practicum, they must get written approval from The Cultural Exchange Project at least 14 days before the due date of the practicum documentation by sending an email request to telfplus@culturalexchangeproject.org. If a student does not turn in complete and required practicum documents within 30 days of week 10 and has not received an

approved extension, the student will have up to 180 days from the last day of week 10 to complete their practicum for a \$150 late grading fee. Practicum submitted after 180 days from week 10 will not be reviewed and the course will be concluded.

TEFL Plus staff may, in their discretion, waive a course transfer fee or late practicum grading fee in the following circumstances:

1. Bereavement
2. Medical emergency for self or immediate family member
3. Long-term illness for self or immediate family member

TEFL Plus staff may require proof of the above circumstances before granting a waiver request.

Eligibility Requirements

Students who wish a TEFL Plus certification must meet the following minimum requirements:

1. English proficiency:
 1. Students must be native English speakers or maintain an advanced level of English proficiency equivalent to the Common European Framework of Reference (CEFR) B1 level or higher.
 2. If a nonnative English speaker applies for certification in TEFL Plus, they must demonstrate their advanced English proficiency by submitting an official CEFR certificate at level B1 or higher from iTEP All Skills, iTEP Academic Plus, TOEFL iBT, IELTS, PTE General, PTE Academic, TOEIC.
2. Competencies:
 1. TEFL Plus coursework requires reading, listening, speaking, and writing skills. Course outcome and evaluation will include elements of all four competencies.
3. Age:
 1. Students must be at least 18 years of age or older.
4. Students must be capable of using a personal computer, as all coursework is completed online. Students must have consistent access to internet.

Course Requirements

TEFL Plus 126 Hour and TEFL Plus 146 Hour courses consist of the following requirements:

- 126 hours of online coursework spread over 12 modules with Renzulli Learning coursework.
- If the student opts for the 146-hour TEFL Plus course with teaching practicum, the 20 contact hours are required and graded. These 20 hours of independent practicum must be completed in order to complete the course.

The 12 content modules are both required and include corresponding graded quizzes and assignments. Each of the 12 content modules consists of 3-5 units. Each individual unit concludes with a graded quiz. Quizzes are untimed and students may take and submit each quiz once. Modules 1- 7 include one corresponding 'Module Graded Assignment' (MGA). Module 8 includes a 'Final Graded Assignment' (FGA).

Modules 9-10 include only 'Make the Grade' (MTG) quizzes. Post completion of module 10, students must take a 4-part final exam. Each part of the final exam has a set time limit of 30 minutes, and students may take and submit each test once. Each module is a pre-requisite for the proceeding module.

In order to earn TEFL Plus's 146-Hour TEFL Certificate, students must complete 41 MTGs, 7 MGAs, 1 FGA, 1 4-part Final Exam, and 20 hours of approved practicum documentation.

Students must earn an average of 70% or higher to pass the course (and maintain at least a 60% throughout the course).

Grading, evaluation, and course performance will be measured according to the following scale:

COMPONENT WEIGHT

'Make the Grade' Unit Quizzes (MTG): 25%

'Module Graded Assignments' (MGA): 25%

'Final Graded Assignment' (FGA): 25%

Final Exam: 25%

Practicum Documentation: Pass/Fail

Distinction will be awarded to students who earn 90% or higher in the course, receive an 'outstanding' grade (7 or 8) on their practicum reflection, participate in discussion boards regularly, and attend at least five weekly tutorials.

Students will have access to their online course for an additional 180 days after the TEFL Plus course concludes. Students have access to their course records at any time by contacting teflplus@culturalexchangeproject.org.

Cancellation and Refund Definitions

The following definitions will apply for the purposes of any cancellation, withdrawal, transfer, or refund requests from The Cultural Exchange Project and TEFL Plus.

- **Cancellation:** A student who never completes a quiz or an assignment and informs The Cultural Exchange Project.
- **No Show:** A student who never completes a quiz or an assignment and never informs The Cultural Exchange Project.
- **Withdrawal:** A student who completes at least one of the following actions: completes a quiz or submits an assignment but does not complete all assignments as listed in the certification distribution guidelines.
- **Termination:** A type of withdrawal initiated by TEFL Plus due to failure to meet one or more TEFL Plus policies.
- **LDA:** Last Date of Attendance. This will be calculated by the date of the most recent action of one of the following: completes a quiz or submits an assignment.
- **DOD:** Date of Determination. The date the student notifies The Cultural Exchange Project of their withdrawal or the date TEFL Plus terminates or administratively withdraws the student.

Cancellations and Refund Policies

1. TEFL Plus Cancellation: If The Cultural Exchange Project cancels any part of a course, The Cultural Exchange Project will allow students to move to another date, or refund all monies paid by the student.
2. Student Withdrawal/Cancellation:
 1. If a student accepted by The Cultural Exchange Project cancels their enrollment less than 7 days after their final payment is made, The Cultural Exchange Project will refund all monies paid, less the \$350 non-refundable reservation fee. If a student accepted by The Cultural Exchange Project cancels their enrollment anytime before their final

payment is made, The Cultural Exchange Project will not refund the \$350 non-refundable reservation fee.

2. Cancellation after the course starts and no assignment completed: If a student starts a course and has yet to submit an assignment or take a quiz and wishes to cancel their enrollment, The Cultural Exchange Project will refund all monies paid, less the \$350 non-refundable reservation fee.
3. Cancellation after completing an assignment in the course: If a student submits at least one quiz or assignment and withdraws or stops completing assignments or quizzes, no refund will be provided.
4. If an applicant is rejected from enrolling in the TEFL Plus course, they will be refunded all monies paid to The Cultural Exchange Project.

Refund Due Dates

1. Cancellation before the start of class or no-show: All refunds due must be made within forty-five (45) calendar days of the start date or the date of cancellation, whichever is earlier.
2. Cancellation after the start of class: all refunds due must be made within forty-five (45) calendar days of the start date of class or the date of cancellation, whichever is earlier.

Analyzing Student Coursework

TEFL Plus staff may sometimes view and analyze student coursework, discussion board posts, tutorials, and any other activities related to completing the TEFL course. This research is conducted to continue to offer the best educational experience possible and to increase industry knowledge of best practices in online instruction. All reporting is done anonymously – student name and likeness will not be used in any presentations or publications that result from this research. If the student doesn't consent, they must write to The Cultural Exchange Project before starting the pre-course module.

The Cultural Exchange Project expects all students to adhere to academic honesty in all their work. Failure to comply with The Cultural Exchange Project's academic integrity will result in disciplinary action, including expulsion from the TEFL Plus course.

Intellectual Property

The Cultural Exchange Project expects all faculty, staff, and students to comply with United States Copyright law. The Cultural Exchange Project staff, TEFL Plus faculty, staff, and students are prohibited from copying or distributing copyrighted material, including licensed software, without proper authorization.

Responsibility

The Cultural Exchange Project reserves the right to dismiss from the course any student who is deemed, by The Cultural Exchange Project or the course instructor, to be a danger to themselves or to others, whose academic performance, including English language ability, is inadequate, who does not complete the course work promptly, or whose conduct is determined in The Cultural Exchange Project's sole discretion to be detrimental to the success of the course. In the event of such dismissal, The Cultural Exchange Project shall not be required to return any fees paid by the students.

The Cultural Exchange Project offers job placement guidance as a service to course graduates. Job placement opportunities do not constitute firm job offers. The Cultural Exchange Project endeavors to provide reasonable guidance; however, there is no guarantee that a job offer will result from such guidance or that placement will be secured.

The Cultural Exchange Project and TEFL Plus are not responsible for delays, cancellations, or any issues related to the program due to force majeure or for reasons beyond their control, such as, but not limited to, acts of government, labor disruptions, changes in staffing requirements, etc.

Disputes

Binding Arbitration. Any dispute concerning, relating to, or referring to this contract, the brochure, or any other literature concerning my program or the program itself shall be resolved exclusively by binding arbitration in New Haven, Connecticut, USA, according to the then-existing commercial rules of the American Arbitration Association. Such proceedings will be governed by substantive Connecticut law. The arbitrator and not any federal, state, or local court or agency shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, enforceability, conscionability, or formation of this contract, including but not limited to any claim that all or any part of this contract is void or voidable.

I have carefully read and understand this entire document. I agree to comply with the terms and conditions set forth in this Terms and Conditions Agreement.

I certify that I sign this contract of my own free will.

Name, date, and signature (electronic form)