**Office Use Only - Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Instructions for application:** |
| * Complete **the form below** (if you fill this out on your computer make sure you save it!)
* Attach an up-to-date **CV**
* Complete the **Pre-Interview Task**
* Include a recent photo please
* Provide a **passport copy**
* Proof of NZ Citizenship **OR** NZ Visa, if you already have this

**Return all of the above to:**penny.ebbrell@campbell.ac.nz**Or post to:** Director of Studies, The Campbell InstitutePO Box 670, Wellington 6140, New Zealand | *Please, if possible, insert your passport size photo here, if not possible, send a jpeg. ID size photo in a separate attachment.* |

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| 1. Your Details |  |
| First Name(s) |  |
| Family Name |  |
| Date of Birth |  |
| Place of Birth |  |
| Passport Number |  |
| Passport Nationality |  |
| Visa Type |  |
| Present Occupation |  |
| 2. Contact Details |  |
| House Number & Street |  |
| Suburb |  |
| City |  |
| Country |  | Postal Code |  |
| Contact Phone |  |
| Contact Email |  |
| 3. Course Dates |  |
| Please specify which course dates you are applying for.  |  |

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| 4. Education |  |
| Highest school qualification |  |
| University qualifications:Institution Dates |  |
| Other relevant qualifications |  |
| First Language |  |
| Languages spoken | Language: | Level: |
| 5. Teaching experience(if applicable) |  |
| English language teaching to non-native speakers (in NZ or overseas) |  |
| Other teaching |  |
| 6. Other relevant experience. |
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| 7. Do you have any special needs which you need support with?  |
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| 8. Write a paragraph about why you would like to do the CELTA course.  |
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| 9. How did you find out about our course? |
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| --- | --- | --- | --- |
| Newspaper | 🞎 | (please specify) |  |
| Google Ad | 🞎 |  |  |
| Google Search | 🞎 |  |  |
| Other internet search engine | 🞎 |  |  |
| A website | 🞎 | (please specify) |  |
| Other | 🞎 | (please specify) |  |

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| 10. Equal Opportunities  |
| CELTA is based on the principle of open and equal opportunity for all. This principle applies to eligibility for entry to CELTA courses that are based solely on professionally relevant criteria.  |

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| 11. Fees and Refunds |
| **Course Fees:** $3,375 (Includes GST, Cambridge Assessment Fee and course materials).* International Students must also pay an International Student Levy of 0.89% ($30.04).
* Students not covered by the NZ healthcare system must also provide a copy of their insurance policy, which must meet the standards as set out in the Code of Practice 2016 (Pastoral Care of International Students) **OR** they can purchase one month of insurance from The Campbell Institute for $70

If you are offered a place on a course, you need to pay a deposit of $500 within a week of the offer being made to secure your place. This deposit is non-refundable.The refund policies detailed below are compliant with student refund entitlements under the Education Act 1989. |
| **Written confirmation of withdrawal received by The Campbell Institute:** | **Refund entitlement:** |
| 6 weeks or more before the course start date | Full refund minus the $500 non-refundable deposit |
| less than 6 weeks before the course start date and before the end of the 2nd calendar day of the course | 50% refund |
| after the end of the 2nd calendar day of the course | No refund |
|  |
| 12. Applicant’s Declaration and Signature |
| I declare that the information provided in this application is true and correct.I have read, understood and agree with The Campbell Institute’s rules on withdrawal and refund.Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |