The ACE-TESOL Diploma at Renison University College
APPLICATION FORM 2017

Course dates:
Classroom component: Monday June 25 – Friday, Aug 11, 2017
Observations: During the program and the week of August 14
Practicum component: September - October 2017
Final day to register: Friday, June 16, 2017

Applicant Information: (Please print)

*Full name: __________________________________________________________

*Address (please include city and postal code):
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

*E-Mail: ____________________________

*Telephone (home): _______________ Telephone (work): _______________
Telephone (cell): __________________

*Required information

Do you have a University of Waterloo ID card (WAT Card)? Yes_____ No_____

Education

Do you already have an undergraduate degree? Yes_____ (complete Box A)
No____ (complete Box B)
Box A

If yes, what was your degree? ___________________________________

What university is your undergraduate degree from? _________________

When did you graduate? _________________________________________

Do you have a graduate degree?___________________________________

What university is (are) your graduate degree(s) from? _________________

When did you graduate from your graduate degree(s)? _________________

* Please note: to be eligible for TESL Ontario certification, you require
  • a minimum of an undergraduate degree (in any major), and
  • an ACE-TESOL Certificate or other course that meets TESL
    Canada Standard One Interim certification.

Box B

If no, are you currently studying for an undergraduate degree? Yes___ No ____

At which university are you currently studying? _______________________

Once completed, what degree will you hold? __________________________

What is your expected date of graduation? ___________________________

* Please note that if you do not have an undergraduate degree, you will not
  be eligible for TESL Ontario Certification. You will be eligible for TESL
  Ontario Certification when you have completed your undergraduate degree,
  in addition to the ACE TESOL Certificate (or other course that meets TESL
  Canada Standard One Interim certification).

Attachments to the application:

1. Please provide a copy of your degree and/or official transcripts.

2. Please note that if you do not possess an undergraduate degree from a recognized
   Canadian university, you will not be eligible to apply for TESL Canada Professional
   Certification until you have a document-by-document Canadian degree equivalency
   report for degrees obtained from universities located outside Canada. The
   equivalency report must indicate that the evaluated international degree is
equivalent to a minimum three-year Bachelor’s degree, or a graduate degree from a
university in Canada. The TESL Ontario website explains this process:
http://www.teslontario.net/accreditation/LIapplication-through-plar

3. Are you a native English speaker?  ___ Yes  ___ No

If no, provide your score on a standardized proficiency test.
Test name: ______________ Score: ______________

Please attach your official test results. Please see the link below for English
Language Requirements for the Faculty of Arts.
http://www.findoutmore.uwaterloo.ca/admissions/elr.php

Please Note: In order to complete the teaching practicum in Renison University
College’s undergraduate/graduate classes and all EAP courses, candidates need to
demonstrate a higher language proficiency level than the students they will be
teaching. Typically, this requires that candidates have an IELTS 8 or equivalent.
Candidates with language proficiency levels below an IELTS 8 will be accommodated
in other practicum placements, possibly, at other locations, or can find practicum
placements of their choosing.

Course hours:  This is a schedule of part of a typical week in the ACE-TESOL
Diploma program. Usually classes are four days a week.

<table>
<thead>
<tr>
<th>Hours 4.5 to 6/day</th>
<th>Monday June 26 Day Two</th>
<th>Tuesday June 27 Day Three</th>
<th>Wednesday June 28 Day Four</th>
<th>Thursday June 29 Day Five</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 – 10:00</td>
<td>4 Learning: 1.1.4 Language Competencies</td>
<td>8 Learning: 1.2.4 Languages of the Indian Subcontinent</td>
<td>11 Learning: 1.3.3 Motivation I</td>
<td>14 Learning: 1.4.2 Culture and the Teaching and Learning Process</td>
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<tr>
<td>10:15–11:45</td>
<td>5 Learning: 1.2.1 Romance Languages</td>
<td>9 Learning: 1.3.1 Learning Styles I</td>
<td>12 Learning: 1.3.4 Motivation II</td>
<td>15 Learning: 1.4.3 Teaching and Cultural Behaviours</td>
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<tr>
<td>12:30 – 2:00</td>
<td>6 Learning: 1.2.2 Japanese, Korean and Chinese</td>
<td>10 Learning: 1.3.2 Learning Styles II and Learning Strategies</td>
<td>13 Learning: 1.4.1 Key Culture Concepts</td>
<td>16 Learning: 1.4.4 Activities for Teaching Culture</td>
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<tr>
<td>2:15-3:45</td>
<td>7 Learning: 1.2.3 Slavic Languages</td>
<td>Observation</td>
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Certification is contingent upon attending a minimum of 90% of the classes. Trainers will require
that you make up for any classes missed through additional reading and/or assignments. Please
sign to indicate you understand the intensive nature of the course and can commit to
these hours:

Applicant’s signature: ______________________________________
4. **Scheduling an Interview**

Acceptance into the ACE-TESOL Diploma program is contingent upon submission of

- an application with all required attachments
- a deposit at the time of application
- full payment before the course begins
- 20-minute interview with the program coordinator(s)
- a satisfactory score on a grammar and writing test if you did not complete the ACE TESOL certificate or equivalent at Renison

Interviews will be scheduled the weeks of June 1 and 8. Please indicate the week, day and time that is most convenient for you by placing a check (√) in the appropriate box.

**Please note:** If you complete our ACE TESOL Certificate program at Renison, you will not require an interview, nor will you have to write the grammar and writing test, as you would have already previously completed this component.

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<tr>
<th></th>
<th>Week of June 1, 2016</th>
<th>Week of June 8, 2016</th>
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<tbody>
<tr>
<td></td>
<td>Morning</td>
<td>Afternoon</td>
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<td>Monday</td>
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<td>Tuesday</td>
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<tr>
<td>Friday</td>
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</table>

**Costs:**

- The total cost of the course is $3100.00 (tuition $2750 and deposit $350.00) plus the cost of a textbook (approximately $50.00).

- To apply for the ACE-TESOL Diploma, please submit a non-refundable deposit of $350.00 **when you submit your application form.**

- $2750.00 is due on Friday June 16, 2017, a week before the start date of the course.

- Certification is contingent upon full payment of all tuition due.

**Cancellation Policy:**

- The administration fee is non-refundable unless the course is cancelled.
- If the course is cancelled, the administration fee and the tuition will be refunded to you in full.
- You can withdraw up until the registration deadline and receive a full tuition refund.
• After the course begins, you can withdraw in writing up until the last day of the second week. Tuition will be refunded on a per diem basis. After this date, refunds will not be issued.

* Please sign here to indicate your agreement with the Cancellation Policy:

_____________________________________ (*required)

Method of Payment (you have three options):

1) By Fax: Credit Card only

Send Fax to Maggie Heeney, ACE TESOL at Renison University College, 519-884-5135

Card Type and Number: _________________________________

Expiry Date: _________________

Cardholder Name: _________________________________

Signature (must be included):

____________________________________________________________________

2) By Mail:

Cheque _________($30 fee for NSF cheque)

OR Credit Card _____(please fill in the box above with credit card information.)

Please mail to ACE TESOL Diploma Program c/o Maggie Heeney, Renison University College, University of Waterloo, 240 Westmount Road North, Waterloo, Ontario, Canada, N2L 3G4

3) In Person:

Cheque _________($30 fee for NSF cheque)

OR Credit Card _____(please fill in the box above with credit card information.)

OR Cash___________(please pay office administrator)
Please visit the Main Reception Office on the main level of Renison University College, University of Waterloo, 240 Westmount Road North, Waterloo, Ontario, Canada, N2L 3G4. (Come down the stairs from the main parking lot, and the Main Reception is to the right).

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For more information about TESL Canada call 1-800-393-9199 or email admin@tesl.ca or search www.tesl.ca or send a letter to TESL Canada, 3751-21st Street NE, Calgary Alberta, T2E 6T5.

For more information on TESL Ontario visit http://www.teslontario.net/accreditation or email questions from this link http://www.teslontario.net/staff/general or you can call 416-593-4243 or 1-800-327-4827 or write to TESL Ontario, #405 - 27 Carlton St. Toronto, ON, M5B 1L2

Application Checklist:

___ I signed at the bottom of page 3

___ I attached my transcript(s) for my degree(s) or a copy of each degree.

___ I attached an English language proficiency score (for non-native speakers of English only).

___ I paid the $350.00 non-refundable deposit.

___ I have read, understood and signed the program refund policy on page 5.