The ACE-TESOL Diploma at Renison University College
APPLICATION FORM 2018

Course dates: Monday June 25 – Friday, Aug 10, 2018
In class hours:

Observations: During the program and the week of August 13
Practicum: Fall 2018
Final day to register: Friday June 15, 2018

Applicant Information: (Please print)

*Full name: ________________________________________________________

*Address: _______________________________________________________

*City: ____________________________________________________________

*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_____ 

<table>
<thead>
<tr>
<th>For Renison Office Use:</th>
<th>For ACE Coordinator Use:</th>
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<tbody>
<tr>
<td>Date received:</td>
<td>Date received:</td>
</tr>
<tr>
<td>Time received:</td>
<td>Application reviewed for processing the deposit:</td>
</tr>
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<td>Signed:</td>
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</tbody>
</table>

Education:

Page 1 - ACE-TESOL Diploma Registration Form 2018
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 provide a current resume with three references and include contact information for them.
3. 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 Ontario 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

4. 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.

Costs:
• The total cost of the course is $3300.00 (tuition $2950, and a deposit of $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.

• If accepted into the program, $2950.00 is due on Monday, June 18, 2018, a week before the start date of the course. Participating in the course on June 25th 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 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 note: Renison will issue refunds after August 10th and not before.

• 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:**

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

Please note that cheques are not accepted.

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:**

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

Bank Draft _____ OR Cash__________ (please pay office administrator)

Please note that cheques are not accepted.

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).

**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 4 and 11. 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.

<table>
<thead>
<tr>
<th></th>
<th>Week of June 4, 2018</th>
<th>Week of June 11, 2018</th>
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<tbody>
<tr>
<td></td>
<td>Morning</td>
<td>Afternoon</td>
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<td>Tuesday</td>
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<tr>
<td>Friday</td>
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**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>
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<tr>
<th>Hours</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>
</tr>
<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>
</tr>
<tr>
<td>2:15–3:45</td>
<td>7 Learning: 1.2.3 Slavic Languages</td>
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</table>

The course comprises of 150 hours of classroom instruction, observation hours and assignments. 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: ________________________________
This information, which is collected by Advanced Consulting for Education, INC or one of its partners, will be protected by the provisions of the provincial Freedom of Information and Protection of Privacy Act relevant to the place of delivery of the ACE TESOL Certificate course and by the Privacy Policy for Advance Consulting for Education, INC. For inquiries about the collection and use of this information, contact Advance Consulting for Education, INC at 416-513-9730 or info@aceducation.ca. To view the Privacy Policy for Advance Consulting for Education, INC, please see www.aceducation.ca/privacypolicy.

For more information about TESL Canada call 1-800-393-9199 or email admin@tesl.ca or search www.tesl.ca.

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 read, understood and signed the cancellation policy on page 3.

___ I signed on page 5 regarding the course intensity.

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

___ I attached a current resume.

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

___ I paid the $350.00 non-refundable deposit.