

**American TESOL Institute**  
Special Thai Projects Terms & Conditions

- 1. Non refundable Fee** - On successful completion of the TEFL application procedure, you will be expected to pay a non-refundable training fee of US\$ 1100 for Bangkok and US \$1390 for Phuket.  
The payment that I have already paid is non-refundable and it won't be refunded for any personal reason like health/medical problems, family problems or any other individual problems.
- 2. Cancellation** - of registration after payment of fees is not allowed by American TESOL Institute, except for exceptions. The payment can rather be considered non-refundable and the decision of the project organizer to be held final as staffing of the course and accommodation involve fixed costs that are paid advance and are non-reversible. The college cannot guarantee to replace course members who subsequently drop out. Transfer to future similar project is possible at an extra payment of US\$ 100.
- 3. Withdrawal** - Any participant, who **withdraws** from the placement after completion of the TESOL program or decides to quit the placement assignment while in the TESOL course, will have to pay a fine of US\$ 500 or may decide to pay the original balance fee for the TEFL program (US\$ 500) and take the certification.  
Decision of the management is final in this regard.
- 4. Dishonor** - During the 4 to 5.5 months teaching assignment if you dishonor the understanding and break the contract then you won't be eligible for the TEFL Certification and will also have to pay a fine of US\$ 500.  
Decision of the management is final in this regard.
- 5. Accommodation** - This project includes double accommodation during the TESOL Project in reputable resort as mentioned in our website. School will provide accommodation within 24 to 48 hrs prior the school contract begins. Teachers may have to organize their own accommodation for a period of few weeks to around 8 weeks between the completion of the TEFL course and before starting the teaching assignment. This is because different schools have different semester start dates.
- 6. Housing** - Different schools have different housing facilities, most of the schools provide housing, however some schools don't provide housing but provide an extra amount of 2500 THB 5000 THB as housing allowance with salary, depending on schools policy. All accommodation needs a deposit for 1-2 months which is refundable after teacher leave the place. Some schools cover this deposit and deduct the same from the salary while others may ask the teacher to pay for this. This deposit varies from 8000 THB to 15000 THB for 1 to 2 months. Please come prepared.
- 7. Teaching Assignment Start Date** - The school assignment for all teachers will start between end of October to 1<sup>st</sup> week of November, 2012. You have to organize your own accommodation until school accommodation is available, it will depend on the school start dates.  
The details of the school start date can be announced only during the TESOL course.  
**PLEASE NOTE YOU CAN T CHOOSE YOUR SCHOOL & PLACEMENT LOCATION. YOUR TEACHING ASSIGNMENT CAN BE IN ANY PART OF THAILAND.**



8. **Deposit in Resort/Hotel** - You need to pay 1000 THB deposit for amenities provided by the resort during your TESOL program and it will be refunded (100%) to you when you will leave the guest house (minus any damage done). \*

Or

You need to give your credit card as guarantee for any facilities you take during your stay in the hotel for 3 weeks apart from your room cost (like food, drinks, telephone, Internet etc.). The credit card won't be charged until you spend something during your stay. It will be charged only when you spend for above. You are requested to carry your Credit card / debit card for this. If you don't possess one, please note you will be asked to keep a cash amount of 2000 THB as Guarantee.

9. **Certification** - The TEFL certificate is not graded and the final certificate will usually be available on the last day of the project completion (Completion of the teaching assignment).

10. **MOE rules** - Since, the Ministry of Education, Thailand [MOE] rules are changing day by day so any additional cost for obtaining teachers license or any change rules will not be the responsibility of American TESOL Institute.

11. **Change in Visa / WP rules** - Any change for Visa rules or Work permit rules, ATI will try to keep you updated on that time to time. The teachers will be responsible for any additional paper work / cost which may be due to change of Ministry of Education policy or Immigration Policy.

12. **Transportation** - You will have to bear the cost of transportation from the TEFL training location to the school where you will be placed; we will definitely be there to guide you.

13. **Teaching** - You should look forward to a maximum of 25 hours of teaching. The duration of a class is usually 40-60 minutes, depending on the school. Normally, a class size varies from 45 - 50 so please come prepared accordingly.

14. **Insurance** - Some schools provide Insurance which covers only accidents and Hospitalization more than 24 hrs. Some School covers Insurance of both IN PATIENT AND OUT PATIENT medical needs. However we would suggest you to be prepared to pay THB 2600 for Health Insurance. Once the Insurance application is approved, this amount is non-refundable even if you withdraw from the Teaching contract.

You are suggested to fly out from your country with a Travel Insurance which should cover your travel and another one to one and half month of your stay in Thailand. I understand that The American TESOL Institute may provide me with a list of recommended independent insurance carrier(s). However, I understand that The American TESOL Institute is not responsible for any transactions that may take place between me and any such third party.

Additionally, I understand that foreign students residing abroad may be required to acquire medical insurance which will cover any medical expenses as well as the costs associated with the necessary arrangements in case of death. I hereby agree to make such determinations, preparations, and arrangements, including the purchase of supplemental insurance on my own, as necessary to secure my entry, extended stay, and general well-being or as may be required by the law of the country in which I will reside.

15. **Visa** - Most of our partner Schools prefer teachers to come with a 60/90 days Tourist Visa (which you can get easily applying at your nearest Thai Embassy or Consulate in your country) and then a VISA RUN is organized to the nearest country to get NON IMMIGRANT B VISA. Some schools may send all relevant papers for the NON IMMIGRANT B VISA before you fly from your country. Please don't apply for any visa until you have consulted us. There are various Visa options, and we will guide you step wise which one is appropriate for you. You may land with a Tourist Visa (60/90 days) by applying from the nearest Thai Embassy/consulate or we can send you all relevant documents in time for the Non Immigrant B visa. As a first step we ask you to find out from the nearest Thai Embassy/Consulate what documents they need to get the Non Immigrant B visa as different Thai Embassy /consulate demands different papers. Please be noted, if you plan to move from your home country to other countries before landing Thailand and before fetching your Tourist Visa or Business Visa, you may not get a NON IMMIGRANT B VISA from the third country to enter Thailand. Under those situations you will have to land Thailand with 60 /90 days Tourist Visa which you can get from the third country's Thai Embassy / Consulate.

I am responsible for obtaining an appropriate Visa, where required, prior to my entrance to the Project country I signed up for. If I am required to obtain a Visa, I shall contact the appropriate Embassy or consulate for conditions of the visa and obtain an appropriate Visa prior to my entry.

Additionally, I understand that obtaining a work permit is my responsibility or the responsibility of my future potential employer and that either I or the future potential employer will be the entity responsible for securing this on my behalf.

16. **Cost of Visa** - Teachers need to buy their own Visa. Tourist Visa costs around 50 USD and NON Immigrant B Visa costs around 65 USD. Teachers landing with 60/90 days Tourist Visa, conversion to Non Immigrant B visa is possible in Thailand itself @ 2000 THB provided all papers are ready (we will inform you all details if this is a case for you) If Visa is not possible to convert in Thailand from Tourist Visa to Non Immigrant B Visa the next best option is Visa run to nearby country and you need to come prepared of spending around 6000 THB for the same! (We will inform you all details if this is a case for you). Schools will sponsor the WORK PERMIT.
17. **Deduction from Salary** Some Schools will deduct around 5% of salary and housing allowance .(if schools provide Housing allowance instead of housing). Some schools (mostly government school) will deduct 750 THB for social security as per labour law which government schools have to [follow](#).
18. **Liability** - American TESOL Institute is not responsible for my health, safety, and/or general welfare, nor is The American TESOL Institute liable for lost, stolen, or damaged personal property.
19. **General Health and Medical** - I understand that health and/or traveler s insurance to cover me in the event of illness, accident, or death is my responsibility. I agree to provide my own health and accident insurance and not to hold The American TESOL Institute responsible for my health, injury, or death at any time prior to, during, or after completion of the course.

If I have a medical condition that could potentially affect my attendance, training, or the training of my peers I will notify The American TESOL Institute in advance. Additionally, should I fail to notify The American TESOL Institute of any medical condition that could inhibit my training or the training of others I agree that my offer of acceptance to an The American TESOL Institute course, even a current course, may be withdrawn by an authorized American

TESOL Institute representative and will be subject to the refund policy (see Cancellations and Rescheduling).

20. **Safety** - I understand that it is my responsibility to obtain information regarding my general safety as it relates to travelling abroad and to obtain any such necessary notifications or warnings as they may relate to my safety and travelling abroad. At no time shall I hold The American TESOL Institute responsible or liable for suggestions made or information provided with regard to the safety of a particular country or region of the world.
21. **Course Requirements** - I agree to be punctual for every class, and for any such required meetings or assigned meetings that relate to my class work and that may not occur during the designated class time. Tardiness will be grounds for dismissal from the course and under these conditions subject to the refund policy (see Cancellations and Rescheduling). I agree to 100% attendance. Absences may be made up at the discretion of The American TESOL Institute Lead Trainer. I understand that unprofessional manner, or manner that is not in accord with the local culture or environment, will be grounds for dismissal from the course without recourse thereof. I understand that I must successfully pass all components of the course within four weeks of the final date of the course in order to be eligible to receive The American TESOL Institute TEFL certification. In the event that I do not pass The American TESOL Institute TEFL Certificate Course I understand it may be possible to retake components of the course at the discretion of the American TESOL Institute Staff, however, additional fees may apply.
22. **Reservations and Scheduling** - I understand that after I have submitted my application to The American TESOL Institute, if I am accepted, I will initially receive a letter of "general acceptance". I may reserve a place on a particular course date once I have submitted my non-refundable deposit of 500 US Dollars.
23. **Cancellations and Rescheduling** - I understand that I have an opportunity to reschedule my participation in the course and apply my deposit to a future available course, within 6 months of the original course date. Upon rescheduling, assuming availability, I shall pay a penalty of 100 US Dollars.
24. **Payments** I certify that when I make payments to The American TESOL Institute for any services or offerings I am doing so using my own personal funds. If I am using the funds of a third party, I hereby state that I have been given the authority to act on behalf of third party to request authorization of such transaction. Additionally, I understand that I am responsible for all damages, bank fees, credit card fees, or penalties that may be associated with the unauthorized use, transfer, or disclosure of credit or bank account information (e.g. charges associated with frozen funds, disputes, reversals, refunds, legal fees, court fees, or any applicable penalties). After I have made the required 500 dollar deposit to secure my place on the course, I will make remaining payment(s) by cash in the training location on the first day of the TEFL Course.
25. **Application and Applicant Background Information** - I agree that I have not knowingly misrepresented myself to American TESOL Institute or its authorized representatives in any way. I also agree that I have disclosed the true disposition of any past, pending, or potential future criminal status. Additionally, I acknowledge that the application essays and skill-based questions are my own true, authentic, and original works. I understand that submitting falsified or plagiarized works to The American TESOL Institute and its representatives may be grounds for immediate withdrawal of acceptance offer, ineligibility for any future course, or dismissal from a current course in which I am enrolled without refund. Additionally, I understand that I must be 19 years of age by the time I actually commence my course study. I further understand that I qualify for the job

guarantee if I am 21 years of age or older. I will also provide The American TESOL Institute with the emergency contact information of a relative or significant other who would be able to advise The American TESOL Institute about the management of my welfare in the event of an emergency or situation where I cannot act on my own behalf.

The contact information for that person shall consist of his/her telephone numbers, email addresses, and the postal mailing address where he/she may be reached. Additionally, I will not at any time hold The American TESOL Institute liable for the exchange of personal information between an authorized company representative and my designated emergency contact should such exchange be necessitated to promote my well-being. I understand that if I fail to do so, The American TESOL Institute is limited in its role to assist me in the event of an emergency.

26. **Conduct** - During my training session, I agree to behave in a courteous and professional manner with my fellow trainees, trainers, administrative staff, or any person associated with The American TESOL Institute. Inappropriate conduct, abuse, or damage to school or vendor property will be grounds for immediate dismissal from the course and housing obtained from American TESOL Institute. No refund or any portion thereof will be given (see Cancellations and Rescheduling). In such a case, the decision of The American TESOL Institute administration is final.
27. **Information, Electronic Correspondence, and Brochure** - I understand that the information contained in all electronic correspondence, including The American TESOL Institute web site, and in printed material is believed to be accurate. However, I understand that it may be subject to errors, changes, omissions, availability of courses, or withdrawal of special offers without notice. It is the responsibility of the applicant to contact an official American TESOL Institute representative for periodic updates as terms of this course offering are subject to change without notice.

Additionally, I understand that it is my sole responsibility or responsibility of my authorized representative to check for all continuous email correspondence from an authorized American TESOL Institute representative. All official correspondence shall be conducted via email unless the applicant otherwise indicates on the application or in written form that this is not a suitable mode of communication. Should my email address or pertinent contact information change, I shall notify The American TESOL Institute within a reasonable amount of time.

28. **Cancellation of Project** - by American TESOL Institute. I hereby agree if the Special Thai Project is cancelled by American TESOL Institute for any natural calamity like flood, earthquake, epidemic, political situation, terrorist activity or any situation, which can directly affect the trainees, I will cooperate and wait for a proper situation when the project can be conducted smoothly.
29. **Governing Law and Jurisdiction** - These Terms of Service shall be construed in accordance with and governed by American law. Any action, claim or proceeding seeking to enforce any provision of, or based on or arising out of, these Terms of Service may be brought against any of the parties in the courts of USA. By execution and delivery of these Terms of Service, I hereby irrevocably accept, generally and unconditionally, the exclusive jurisdiction of the aforesaid courts and waive any objection to venue laid therein. Process in any action or proceeding referred to in the preceding two sentences may be served on me anywhere in the world.