



Calvary Chapel Bible College - Philippines

Km6 Palinpiñon Road • Dumaguete City • Negros Oriental • 6200
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ESL (English as a Second Language)

Understand and practice English through an interactive approach using listening, speaking, reading and writing activities.

High School and Above

INSTRUCTIONS FOR COMPLETING APPLICATION

Please complete the attached application as per directions and provide additional documents and information as requested.

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|---------------------------------------|---|
| _____ Signed & Dated Application Form | _____ Immigration Requirements |
| _____ P 150 Tuition Fee per hour | a. SSP (Student Study Permit) or Permanent Resident Status |
| _____ Signed & Dated ESL Contract | Letter of Acceptance & Endorsement will be provided by CCBC |
| _____ English Proficiency Test | |

INFORMATION

Full Legal Name: Last: _____ First: _____ Middle: _____

Civil Status: S _____ M _____ Tel # _____ Cel # _____ Gender: M _____ F _____

Age: _____ Address: _____ Email Add: _____

Education:

Highschool: _____ College: _____

Graduate School: _____

Job & Place of Employment: _____

English Level: Beginner _____ Intermediate _____

Schedule Preference: Morning _____ Afternoon _____

Referred by: _____

ESL CONTRACT

This contract outlines the terms and conditions for teaching services provided by _____(teacher) to _____ (student).

Teacher's Responsibilities

The teacher will prepare ESL lessons for each session designed to help student make progress in the areas agreed to by Student and Teacher. Teacher agrees to provide ESL lessons to Student according to the Teaching Schedule. Teacher agrees to be on time for each lesson. Teacher will wait for student 15 minutes in the event that student is late.

Student's Responsibilities

Student agrees to be on time for each lesson.

Student will make every attempt to complete any homework agreed to by Student and Teacher.

Class Schedule

Student and Teacher both agree to meet every _____ a week, unless unforeseen circumstances make it impossible. Student and Teacher will meet for lessons on the following day(s) and at the following time(s):

DAY: _____ TIME: _____

This schedule may be modified when needed and as agreed to by both Student and Teacher.

Tuition Fee

_____ / session (_____ months) payable upon enrollment.

Cancellation and Termination Policy

If Student needs to cancel a schedule lesson, Student agrees to contact the teacher **at least 24 hours before the scheduled lesson. Exemption is when the student is sick, the student may contact the teacher the day of the class.** Student may contact teacher by email, telephone or by cell phone. If teacher needs to cancel a schedule lesson due to holidays and other CCBC non working days, the teacher agrees to let the student know in advance and agrees to reschedule the canceled lesson. **No refund shall be granted when the student fails to contact the teacher ahead of time.**

Either Teacher or Student may cancel this contract at any time with 24 hours notice to the other.

I understand and agree to the terms and conditions set forth above.

Student: _____ Date: _____

Teacher: _____ Date: _____