

## **Pre-enrolment information for students**

Dear [Student],

Thank you for considering our TEFL (Teaching English as a Foreign Language) course. Our programme is designed to provide you with the skills and knowledge needed to teach English as a foreign language to non-native speakers.

Below you will find some important pre-enrolment information to help you prepare for the course:

### **Course Overview:**

- Our TEFL programme is [insert number of weeks/months] in length.
- You will be required to attend [insert number of hours] of in-classroom training and complete [insert number of hours] of online coursework.
- The program covers a variety of topics including teaching methodology, lesson planning, classroom management, and language assessment.
- You will have the opportunity to observe experienced teachers in the classroom and practice your own teaching skills.
- Upon completion of the course, you will receive a TEFL certificate which is recognized internationally.

### **Course Requirements:**

- To be eligible for the TEFL program, you must be at least 18 years old.
- You do not need to have any previous teaching experience or knowledge of a foreign language.
- However, a high level of English proficiency is required as the course is conducted entirely in English.

### **Course Fees:**

- The total cost of the TEFL program is [insert cost].
- This fee includes all course materials, in-classroom training, online coursework, and the TEFL certificate.

### **Enrolment Process:**

- To enrol in our TEFL programme, you will need to complete an online application form and provide a copy of your resume and a personal statement.
- You will also be required to complete a short language assessment to ensure that you have the necessary level of English proficiency to successfully complete the course.
- Once your application has been reviewed, we will contact you to confirm your enrolment and provide you with further instructions.

We look forward to welcoming you to our TEFL programme and helping you achieve your goals as an English language teacher. If you have any questions or need further information, please do not hesitate to contact us.

Best regards,

[TEFL Course Provider]