

Master of Arts in TEFL Scholarship Instruction Form

YOU ARE ADVISED TO READ THIS PART CAREFULLY FIRST BEFORE YOU FILL THE APPLICATION.

Procedures

- Download the scholarship application form.
- Gather true copies of all the required documents (Original Documents **ARE NOT** Required)
- Pay the **Scholarship Application Fee, £ 30, via Bank Transfer, Bank account:**

HSBC-Middle East Limited
-Business name: Al Khaleej Management Development and Consultancy
-Swift code: BBMEAEAD
- Account number: 026-195016-100 GBP
- After you have completed the **Scholarship Application Form** please print, sign and date it and send to B.O 16284 RAK-UAE by Registered/Recorded mail, together with necessary documents and a payment proof document "copy of your bank transfer receipt".
- After reviewing applications, winner candidates receive admission letters with the amount of fund assigned.

General Terms

- You can submit one application only and you will not be able to change your form once you have submitted it.
- It is very important that you complete your form correctly before you submit.
- We will accept applications up until the closing date of the Scholarship. Deadline of submission is 31st July 2010.
- You need to have the required documents ready. Scholarship Application and required documents should be submitted in **HARD COPIES**
- Send copies of your credentials (Originals are not required)
- Materials must be submitted in English (apart from legal and official documents)
- Application Fees are nonrefundable.
- The Tuition Relief Programme applies to the actual tuition fee and does not apply to other fees including the Application Fee, Credit Transfer Fee, Registration Fee or any other fee. The Tuition Relief Programme cannot be used in conjunction with other discounts on fees offered by Notting Hill College.

Scholarship Application Charges £30 Nonrefundable

Eligibility and entry requirements

- Applicants for this scholarship should:
 - hold a Bachelor degree
 - For non-native English speakers seeking admissions to the Master of Arts in TEFL programme: 500 or higher on the TOEFL (173 CBT, iBT 61), 625 or higher on the TOEIC, 5.5 or higher on the IELTS or Level 3 (60) on the BULATS. Or Spent a year in a College or University where English is the only language of Instruction.
 - Teaching experience is an asset
 - not have received any scholarship or financial assistance from any other institution

Documents Required:

- A certified true copy of the Bachelor's degree certificate and transcripts and/or any qualification(s) held.
- A current CV
- (For students) A letter of reference, preferably from an academic referee,
- (For teachers) A recommendation letter from your employer, school director... etc
- Certified true copies of relevant certificates and/ or documents (recommendation letter, professional training certificates...etc)
- For work experience: recommendation letters are assets
- A copy of your Passport/ ID.
- Submission of a 1000 word essay
- A recent photograph
- A payment proof document of your bank transfer "a copy of your receipt"

Condition:

- No application will be considered until all above documents are received at the Registry) Further instructions follow once you have submitted this form.
- Scholarship winners are to submit all the required documents and finish all enrollment procedures, fees...etc, before the admission period ends. If a scholarship winner fails to finish all the required procedures, s/he would risk scholarship withdrawal.
- The scholarship recipients are required to submit transcript of all qualifications held.
- The scholarship committee reserves the right to withdraw the scholarship if the recipient contravenes the conditions stipulated or breaks any law, which in turn will harm the interests of the scholarship committee.
- The scholarship committee reserves the right to publish and/or use the name, information provided, and photograph of the successful candidate for promotional purposes without prior notice.
- The scholarship committee reserves the right to change the conditions of this scholarship without any notice.
- The decision of the scholarship committee is final. No enquiry or correspondence will be entertained.

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