

TESOL College Job Guarantee

If you follow TESOL College's unique employment process, apply for positions that you are qualified for, and are not offered a job after completing one of our programs (in-class or via distance learning) TESOL College will gladly refund your money, as long as it is within one year of program completion (subject to a processing fee of 10% of the total tuition fee).

Applies to non-native English speaking countries only.

TESOL College programs are available to everyone, although the following **conditions apply in order to qualify for the job guarantee:**

- Graduate must be **18 years of age** or older
- Graduate must have completed a **high school diploma** or equivalent
- Graduate must be a **native English speaker**, or a fluent non-Native English speaker (fluency to be determined by the corresponding instructor or TESOL College contact)
- Graduate must **complete an entire TESOL Program** including all courses. Students who complete elective courses only are not eligible for this guarantee
- Graduate must **follow our specific employment process** outlined in the Job Process Flowchart and Work Guide manual (self-inquiry, research, letter of introduction, cover letter, resume, reference letters, photo and interview)
- Graduate must **apply for at least 10 different jobs in each of at least 3 different countries**. China must be one of the countries. (30 jobs in total)
- Graduate must **contact corresponding instructor** or TESOL College contact for **job placement assistance** on at least one occasion before eligible to apply for a refund. Corresponding instructor or TESOL College contact must be able to validate this
- Graduate must hold an Australian passport
- TESOL College reserves the right to find a job offer on your behalf. If you refuse this job offer the refund conditions no longer apply.

How to Apply for a Refund

1. Graduate must prove to TESOL College that you emailed, faxed or mailed at least 10 letters of introduction/job applications to a minimum of each of 3 different countries in which you are qualified to teach (a minimum of 30 job application letters in total).
2. Graduate must prove to TESOL College that they were rejected by all 30 schools that you applied to for employment. Copies of all 30 rejection letters must be submitted to head office by mail. Rejection letters must include the name of the director, school, and include the email, telephone, fax number and mailing address of the contact person in charge of hiring.
3. Graduate must submit cover letter, resume and reference letters used during their process of job searching to head office by mail.
4. Graduate must complete in full the Refund Application Form. This must be printed off the computer, completed and sent by mail to Head Office. Please be aware that any form without all criteria checked off will not qualify for a refund.

Note: Other forms of proof may be accepted in lieu of these letters of rejection.

By mail, send the TESOL College Head Office the following documents (all in one envelope labelled "Job Guarantee Refund"):

1. 30 job application/ letters of introduction; 10 each, from at least 3 different countries (3 x 10=30)
2. 30 rejection letters
3. Your cover letters, resume, and reference letters.

Once your request is received, TESOL College will research your case thoroughly and respond.

Please be aware that any package without a completed Refund Application Form or without all required documents will not qualify for a refund.

Upon verification that all your documents and letters of correspondence are legitimate, you will then be required to return all TESOL manuals, TESOL certificates, license, and a copy of your tuition receipt, in order to receive your tuition refund (minus the 10% processing fee of total tuition fee). Postage for returned materials is the responsibility of the student.