Job Support Guarantee

ATA TESOL assists in connecting you with recruiters and job offers. Although ATA TESOL is not a ‘job placement agency’ we offer full assistance during the job application process. If you follow our unique employment process, apply for the positions that you are qualified for and are not offered a job after completing our program (in-class, online or by correspondence) we will gladly refund your money as long as your claim is made within one year of program completion and compliant with the job offer guarantee (subject to a processing fee of 10% of the total tuition fee).

Please note that this job offer guarantee applies to non-native English-speaking countries only.

Our programs are available to everyone, although the following conditions apply in order to qualify for the job offer guarantee:

• You must be at least 18 years of age
• You must have completed your high-school (or equivalent) education
• You must be a native English speaker, or a fluent non-native English speaker
• You must complete an entire TESOL program including all required units. Student who do not complete elective courses only are not eligible for this guarantee.
• You must follow our specific employment process outlined in this manual (self-inquiry, research, letter of introduction, cover letter, resume, reference letters, photo and interview). Proof required.
• You must apply for at least 10 different jobs in each of at least three different countries (30 jobs in total). China must be one of the countries. The graduate must be able to show copies of all correspondence from the job application process.
• You must contact ATA, if you are having trouble finding a job, for job placement assistance on at least one occasion before being eligible to apply for a refund. ATA TESOL College contact must be able to validate this.
• You must hold a passport from at least one of the following countries: Australia, New Zealand, Canada, America, and UK; and meet the visa and other entry requirements for the country you are applying for.
• Job guarantee does not apply to the TESOL refresher program once you course has expired.
Please note:
- Australasian Training Academy reserves the right to carry out a job search on behalf of the Graduate who is claiming a refund if ATA is able to generate a job offer for the Graduate no job guarantee will apply.
- Australasian Training Academy is not responsible for all visa, passport, immigration, quarantine, customs, health and other requirements of the countries in which you choose to teach. A valid passport (with at least six months validity) must be carried by each person. ATA is not responsible for your failure to ensure that you comply with these requirements.

**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 three 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, the school, and 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 three 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 processing fee of 10% of total tuition fee). Postage for returned materials is the responsibility of the student.