



## WESLI Teacher Training Program (WTTP)

### Course Overview Packet

### Welcome to the WESLI Teacher Training Program!

The WTTP welcomes you to an intense, but fun learning experience that will open your eyes to different views of teaching and learning. WESLI has taught English to international adults since 1981 in Madison. Students and professionals come to WESLI from all over the world because of its reputation for effective language teaching and a positive learning environment.

In 1999, WESLI decided to pass on its teaching experience and expertise by offering a TEFL (Teaching English as a Foreign Language) training program called the Midwest Teacher Training Program. Graduates of MTTP have gone on to teach English in over 45 countries. In 2013, the name of the program was changed to the WESLI Teacher Training Program. This program will continue to grow, change and improve, always focusing on the needs of our candidates and their students.

We look forward to watching you grow, change, and improve as both a learner and a teacher.

### Program Mission

The mission of WTTP is to revolutionize the way our candidates look at learning and teaching through a practical, hands-on program that prepares them to teach English overseas. WTTP will accomplish this mission in an atmosphere that supports growth in the science and the art of teaching, guided by the following principles:

Collaboration: Candidates participate in the program as learners and teachers. In both roles, learning is facilitated through hands-on, experiential processes honoring the previous education and experience of all who participate in the program.

Critical Thinking: Candidates refine the ability to set goals and reflect on their growing gifts and skills as learners and teachers, planting the seeds for lifelong professional development.

Cultural Competence: Candidates cultivate an awareness of their own values and ideologies in order to understand how those affect the way they approach learning and teaching styles, and cultural differences.

## WESLI Overview

As a certified program offered by WESLI, an independently run ESL institute owned by Carlos Osorio of Osorio, LLC., the program allows trainees unique access to an ESL school. Vital to the practicum, this access gives trainees first-hand experience to the day-to-day workings of a language school, the rigors of an Intensive-English Program (IEP) curriculum, and understanding of what is included in an immersive ESL environment, by interacting with students from around the world on a daily basis.

The WTTP Program is accredited by the national accreditation body, CEA - Commission on English Language Program Accreditation and state-run Wisconsin EAP - Education Approval Program. The school and its programs, including the WTTP, undergo extensive approval and review processes annually, including rigorous program evaluation. Review meetings are held annually to prepare the accrediting and renewal material, in which all areas of the program - goals, practicum, curriculum, marketing and operations - are reviewed. During this time, all informal and formal evaluation surveys are reviewed and proposed changes are reviewed by the school Director.

In this packet, you will find information about the program as a whole, course goals, your individual classes, practicum teaching, and other important administrative information. If you have any questions about the course, please contact the WTTP Administrator ([wttp@wesli.com](mailto:wttp@wesli.com)) or WESLI's Director, Ashley Micklos ([ashley.micklos@wesli.com](mailto:ashley.micklos@wesli.com)).

## Overall Program Information

### Admissions + Acceptance

For all US Citizen Applicants, the following are required documentation for acceptance to the program. The Online Application can be found at [www.wesli/tefl.com](http://www.wesli/tefl.com). All applications will be reviewed upon completion of all required steps and applicants will be notified of the decision within two weeks of application submission.

Requirements:

- High school diploma
- Four-year undergraduate degree preferred (This is a work visa requirement for some countries.)
- Application form and a 1-page essay which explains your reasons for obtaining a TEFL certificate. (We want to make sure the program can help you achieve your goals.)
- \$125 non-refundable application fee
- For non-native English speakers: Proof of English proficiency (80 TOEFL, IELTS 6.5, 213 CBT, or TOEIC 800) and an oral interview

**Application Deadline:** All application materials and supporting documentation must be received by the school a minimum of two weeks before the intended course start date. Applications received after the two-week deadline will be reviewed on a case-by-case basis and acceptance to the intended session will depend on spaces available in the cohort.

Note: The program must be completed as a whole and no 'advanced standing' will be granted for students having completed prior coursework in related areas. Of exception, applicants with current TEFL or TESOL Certificates from an accredited program may apply for the Practicum-Only portion of the program. The Practicum only portion requires applicants to complete the practicum portion of the program in one, five-week course, for a total of 40 hours. Please contact us for more details about this option.

### **International Students**

U.S. immigration regulations require people who will be in the U.S. for the purpose of full-time study to enter the U.S. with a student visa. If you will apply for a student visa, please submit a copy of your financial documentation along with your WTTP online application. The financial documentation is required to show that you will be able to support yourself while you are in the U.S. on your I-20.

This documentation can be any of the following:

- A copy of your personal bank statement
- A copy of your parents' or other sponsor's bank statement AND a signed letter stating that this person or institution will pay for your tuition and living expenses (Request this letter by emailing [wttp@wesli.com](mailto:wttp@wesli.com).)
- A letter from your government or its scholarship agency stating that they will pay for your tuition and living expenses

The minimum you will need to show for our program is \$5,000. When we receive these documents and you are accepted into the program, we will send you an I-20 form, which you will use for your student visa application.

If the mail service is not reliable in your country, we suggest having the I-20 sent by DHL, which costs \$100. You can pay by credit card, personal check drawn on a U.S. bank, or money order. If you choose this option, add the \$100 to your \$125 application fee at the time of application.

Admissions Decisions:

A student is accepted if they complete the application and submit an essay demonstrating their reasons for taking the program + they are sent an email saying they have been accepted into the program.

## Program Dates

The WTTP runs throughout the year in 5-week sessions. Part time options are available, to take the program over two or three sessions.

Spring - February 19 - Mar 22, 2024

Summer - May 28 - Jun 28, 2024 (Alternative: July 15 - August 16)

Fall - September 16 - Oct 17, 2024

The WTTP is only run three to four times a year, according to the dates listed above. WESLI, however, is open year-round, and trainees may have access to the school for further observations and meetings after the completion of the program. The school is closed during the below times.

January 1-2 (New Year's Day)

January 15 (Martin Luther King Jr. Day)

April 29 - May 3 (Spring Break)

May 27 (Memorial Day)

July 4-5 (Independence Day)

August 26 - 30 (Summer Break)

September 2 (Labor Day)

November 28-29 (Thanksgiving Day)

December 23-January 1 (Christmas Break)

## Program Instructors

The WTTP Program Instructors are all long-term, qualified, ESL teachers with extensive experience in Teacher Training.

### Ashley Micklos, Program Director

(BA Spanish, MA & PhD Applied Linguistics and TESOL)

I have been a teacher of languages for over a decade. While completing my degrees at UCLA, I taught Spanish, English, and linguistics. I recently joined WESLI after moving back to the US from the Netherlands, where I also taught in Academic English programs. Helping both students and teachers in their pursuits is what drives me, and WESLI is a wonderful environment to do that. Even being from California, I think Madison is an amazing place to live, explore, and grow!

### Carson Fish, Curriculum Coordinator

(BA Russian, MA Slavic Languages & MA Library Sciences, TEFL Certificate)

I am an experienced researcher and instructor. After earning my BA, I completed a Fulbright English Teaching Assistantship in Tyumen, Russia, at the Tyumen State Oil and Gas University. I received pedagogical training and intensive classroom experience as part of both graduate degrees.

### Michael Helt, Grammar Review Instructor

(BA, TEFL Certificate)

I have been teaching at WESLI for over a decade! I especially enjoy teaching grammar and mentoring teachers in training. I took the teacher training program at WESLI in 2008, and I'm excited to use my teaching experience and knowledge to assist trainees in their professional development. I enjoy getting to know students on a personal level, and encouraging them to bring their perspectives and experiences to the classroom.

## Overall Program Goals

The 130-hour WESLI Teacher Training Program is designed to train aspiring teachers, or current practitioners, in the fundamentals of English as a Second or Other Language (TESOL) in an environment that encourages collaboration, critical thinking and cultural competency. This goal will be achieved by a balance of theory and practice, with particular emphasis on practical, hands on experience. The program will provide candidates with the opportunity to apply and reflect upon theoretical knowledge of language acquisition theory, ESL/EFL methodology, and assessment theory in a real ESL classroom. (Note: The curriculum is designed to meet the [TESOL International Association ASEG Draft Short-Term Certificate Program Standards \(2014\)](#).)

WTTP offers an international learning experience with the convenience of studying in the US in Madison, WI. As you walk down the halls, you'll hear WESLI students speaking languages such as Korean, Arabic, Chinese and French. Teaching students from many countries in your Practicum gives you the experience that can be taken to all corners of the world.

Our comprehensive course provides graduating trainees with a TEFL Certificate that gives them an edge in finding quality English as a Foreign Language (EFL) employment overseas. Graduates teaching in Asia, Latin America, Africa and Europe often tell us about the importance WTTP has had in their language teaching positions.

Trainees at WTTP value the balance of a professional, focused program with a welcoming atmosphere. The challenging, yet supportive learning environment allows trainees to feel engaged and able to build teaching confidence. Most trainees, both previously trained teachers and those without any teaching experience, notice substantial improvement in the effectiveness of their teaching.

## Program Structure\*

This certificate course program is designed to have 130 contact hours over a five-week session, including: Course Instruction, Observation of experienced WESLI teachers, Practicum Teaching Experience, Peer Observation & Feedback on teaching from experienced observers. Candidates are also expected to spend additional time outside of the classroom completing required reading, research, reflections, assignments and lesson planning.

## Course Hours Total = 130 hours

### Core Course Hours = 100

Foundations/Job Search (60 hours)

Language Skills (20 hours)

Grammar Review (20 hours)

### Practicum = 30 hours

Practice Teaching & Observation (20 hours)

Tutoring (5 hours)

WESLI Observations (5 hours)

\*See other program length options below under "Tuition and Refunds"

### Course Schedule - General (please refer to the weekly scheduled emailed to you for details)

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 10:30	Foundations of Learning & Teaching				
10:30 – 12:30		Grammar Review		Grammar Review	Job Search
Lunch					
1:00 – 3:00		Language Skills		Language Skills	
3:00 – 5:00	Reserve time for the Practicum, tutoring, WESLI class observations, lesson planning and completing assignments/readings/etc.				

### Course Textbooks

There will be two textbooks used during this course – one book for Foundations of Learning & Teaching and Language Skills courses, and one book for the Grammar Review course.

- *Learning Teaching: The Essential Guide to English Language Teaching* (3<sup>rd</sup> Edition) by Jim Scrivener (MACMILLAN)
- *Keys to Teaching Grammar to English Language Learners: A Practical Handbook* by Keith Folse (University of Michigan Press)

### Course Objectives

By the end of the program, candidates will be exposed to, through demonstration, explanation, evaluation and reflection, the following key areas:

- **Language** The components of English, as a language system of communication + Historical and current theories of second language acquisition
- **Culture** The role of culture in planning, instruction and evaluation + Language and culture are inextricably intertwined
- **Instruction** Knowledge of language and culture to plan for effective instruction and assessment of learners, using appropriate materials/resources to support authentic use of language skills, which meets the needs of all learners

- *Assessment* The purpose of assessment, types of assessments and the basics of assessment theory to evaluate learners' language skills and communicative ability
- *Professionalism* The importance of classroom research, professional development opportunities and professional ethics in the field of TESOL

## Course Descriptions

There are three classes required for the WTTP: Foundations of Learning & Teaching, Language Skills, and Grammar Review. These courses are designed to give you a broad overview of what you need to know to become a successful English teacher in a variety of contexts. Below you will find class descriptions and learning outcomes for each of the three classes. You will also find information about the Teaching Practicum, which will be managed through your Foundations of Learning & Teaching class.

## Student Learning Outcomes

### Foundations of Learning & Teaching (60 hours) - 29% of total Program Grade

This course is designed to help candidates understand the foundations of teaching and learning and how this foundation translates into successful lesson planning, teaching and evaluation. This course will expose candidates to the basics of SLA theory and ESL methodology as they relate to lesson planning, classroom management and evaluation. Candidates will also reflect upon the role of culture in language learning and teaching and their own teaching practices. In addition, this class will address issues of professionalism in the TESOL field.

This class meets for 12 hours per week, which includes the Job Search Workshop (below), and will also help students prepare for and evaluate their practicum teaching experience.

By the end of this course, students will

- Understand the basic teaching cycle (Prepare, Teach, Evaluate)
- Understand the elements of a successful ESL lesson plan
- Identify/Understand the strengths and weaknesses of common TEFL methodologies as they relate to lesson planning, classroom management and evaluation
- Understand, practice and evaluate the appropriateness of basic classroom management techniques
- Determine how to meet overall class needs and accommodate for individual students
- Critically and professionally evaluate ESL lesson plans and materials
- Appreciate the importance of reflection in the teaching process
- Understand the basics of ESL assessment theory (purposes, advantages and limitations of assessment instruments) to evaluate learners language skills and communicative ability
- Demonstrate knowledge of language and culture to plan for effective instruction and assessment of learners, using appropriate materials/resources to support authentic use of language skills, which meets the needs of all learners
- Be exposed to the historical and current theories of SLA as they are related to successful

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- lesson planning, presentation and assessment
- Reflect upon the role of culture in planning, instruction and evaluation (language and culture are inextricably intertwined)
- Understand the importance of classroom research, self-reflection, professional development opportunities and professional ethics in the field of TESOL
- Reflect upon and evaluate one's own teaching style/role as a teacher and its effect on teaching

## Professional Skills Workshop - 5% of total Program Grade

During the Foundations component of the course, there will be five, two-hour Professional Skills sessions. The purpose of these sessions is to introduce candidates to the professional realities of preparing for and conducting a job search, including:

- resume and cover letter review
- job search overview (where to look and how to evaluate opportunities)
- interview practice and support
- reviewing offers and accepting terms of a job offer
- finding the right 'fit' for a job
- preparing (culturally and financially) for living and working abroad
- understanding and adjusting to cultural differences and culture shock
- maintaining professionalism in difficult situations
- finding and using professional resources and networks

Due to the nature of WESLI, we have many contacts around the world. We are happy to put you in touch with schools, partners and WTTP alumni to help you in your search. This being said, WESLI DOES NOT guarantee job placements, nor do we take responsibility for your job search and later acceptance of positions overseas.

## Practicum Teaching & Observations (30 hours: 10 hours teaching + 10 hours peer observation + 5 hours WESLI class observation + 5 hours Tutoring) - 34% of total Program Grade

The practicum-teaching component is the cornerstone of WTTP. In the Foundations-Practicum unit, candidates will practice-teach throughout the program. Practice teaching is offered in one of two methods: teaching a non-credit conversation course or assistant teaching in a currently running WESLI course, under the mentorship of a veteran WESLI teacher. These options are provided depending on course availability.

For 10 hours total candidates will lead different parts of the class to put into practice the methods and strategies discussed in the WTTP courses. The other 10 hours of practice teaching involve peer observations of another classroom.

By the end of the practicum, candidates will be able to...

- Demonstrate appropriate presentation skills, language use, classroom management techniques, awareness of student needs, and flexibility to facilitate an engaging learning environment\*
- Demonstrate integration of SLA theory, ESL methodology, classroom management and assessment into teaching practice\*



## WTTP Course/Catalog + Overview Packet (2024)

- Reflect upon their classroom instructional experiences via self-observation and self evaluation, implementing instructor feedback as a means of professional development
- Examine own attitudes, beliefs and assumptions about teaching and learning to engage in critical and professional reflection of teaching practice
- Demonstrate a professional and culturally sensitive demeanor appropriate to the field of TEFL in teaching practice\*
- Demonstrate the ability to maintain a cohesive lesson plan while adapting to a variety of challenges and opportunities in the classroom\*

\*Candidates will be observed during the practicum by experienced teachers. The instructor for the Foundations of Learning & Teaching class will oversee the administration of the practicum process; however, information learned in ALL classes will be put into practice during the practicum.

## Language Skills (20 hours) - 16% of total Program Grade

This class is designed to help candidates understand the basic concepts and terminology used for describing the four language skills – reading, writing, listening and speaking. Candidates will discuss the different approaches and techniques required to teach the productive (speaking and writing) and receptive (listening and reading) skills. Candidates will also be made aware of the role grammar and lexis play in language learning. Candidates will be exposed to a variety of activities that help learners practice these skills. Candidates will also discuss appropriate methods of assessment.

By the end of this class, candidates will be able to...

- Understand basic concepts and terminology used for describing reading, writing, listening and speaking skills
- Understand the basic features (major skills and sub-skills) of each of the four skills and the components which help learners decode meaning through reading & listening and produce meaning in writing & speaking and determine tasks for targeted practice
- Identify some of the difficulties learners may face when reading, listening, speaking and writing
- Understand basic forms of assessment for the four language skills, specifically focusing on understanding multiple ways of assessing speaking
- Understand the principles and best practices associated with teaching and assessing the four skills
- Recognize the purpose and context for assessment of grammatical and lexical skills
- Critically and professionally evaluate ESL materials in terms of their ability to support the learning process for reading, writing, listening and speaking

## Grammar Review (20 hours) -- 16% of total Program Grade

This class is designed to refresh candidates' knowledge of grammar and grammar terminology to be able to use it to the extent that they want to in their own teaching and so that they can locate information from outside sources as needed. Candidates will also discuss and be aware of typical grammar pitfalls for ESL learners. They will gain an awareness of what they know already to promote confidence in the classroom but also knowledge of what they may not know, or what might require more preparation. Candidates will become aware of particular recommended

resources and the range of resources available to them when they are teaching in order to facilitate ongoing self-education.

By the end of this class, candidates will be able to...

- Understand the components of English, as a system of communication
- Recognize grammatical structures and terminology used to talk about language and rules related to words, sentences, paragraphs and texts
- Critically evaluate student grammatical errors and explain how to form/when to utilize selected structures using correct terminology
- Use a range of reference material to analyze and describe language for teaching purposes

## Course Assessment

### Components of Assessment

To meet the assessment requirements of the WTTP, candidates are required to attend and participate in all three core classes and:

- Practice teach ten 50-minute Conversation Classes OR 5 two-hour LS Classes
- Peer observe ten 50-minute Conversation Classes OR 5 two-hour LS Classes
- Complete five hours of tutoring
- Observe five hours of classes (both WESLI classes and additional video observations) and completed five Observation Reflections as they relate to their core class work
- Maintain and submit a portfolio of all coursework, including written assignments, materials related to teaching practice, and self-observation and reflections

### Portfolio Components

The portfolio assessment is designed to allow candidates to keep track of their own learning process. The portfolio should reflect candidates' ability to understand, demonstrate and reflect upon the course goals and learning outcomes; components include:

- Copies of all lesson plans and post-lesson reflections
- Practicum observer notes and feedback on skills and professionalism
- Peer observation notes and reflections
- Video clips of segments and/or entire lessons (part of reflection and evaluation)
- Completed written reflection assignments
- A final self-reflection about the practicum experience, emphasizing insights and realizations that resulted from the practicum experience
- Statement of Teaching Philosophy
- Sample Cover Letter
- Updated resume
- Letters of reference (optional)

The portfolio components are submitted throughout the program, and components should be maintained (hard or digital copy) by the candidates for use in the final reflection of the program.

## Course Grading Policy

TEFL Certificates will be awarded to candidates who successfully meet the above course requirements. Candidates will receive one of three grades: pass, low pass or fail in each of the course classes and as a final overall grade. Upon successful completion of the program, students will receive a TEFL certificate and may request a letter of recommendation. Final grades are kept in the WESLI database indefinitely. Transcripts may be requested at any time.

Pass = 80 – 100%

- A Pass is awarded to candidates who meet or exceed the course requirements. These candidates have demonstrated the skills and awareness necessary to work independently as a teacher.

Low Pass = 60 – 79%

- A Low Pass is awarded to candidates who meet the course requirements but will continue to need guidance to help them develop their skills as a teacher.

Fail = 59% and below

- A Fail will be awarded to candidates who fail to meet satisfactory completion of the above components of assessment.

Grades reflect the extent to which a candidate has achieved competence in the stated goals. Candidates demonstrate competence through classwork, homework assignments, and practical elements listed in the Outcome Goals. As many of the activities are carried out during class time, attendance and participation in class discussion are key parts of assessment, and thus are essential to passing individual courses and the program as a whole.

## Class Grading Breakdown

You will receive more detailed information about how you will be graded for the individual classes from those instructors. A syllabus for each course will provide specific information about the number of course assignments, grading breakdown, and assignment deadlines.

## Grade Appeal & Dismissal Policy

If a candidate disagrees with a grade, he/she may appeal to the instructor who gave the grade in question. If the instructor and the candidate cannot come to an agreement, WESLI's Directors will mediate and make the final decision.

A candidate may be dismissed from the program before completion due to grossly inadequate student grades, progress or unsatisfactory conduct. Candidates must show progress through not only completion of their homework, but by a pass grade given to at least 80% of their assignments by their teachers. Unsatisfactory conduct includes but is not limited to poor attendance, harassment of others, lack of cooperation with other candidates, and lack of professionalism in the classroom and at WESLI. The candidate will first be given a written warning of possible dismissal by the WTTP Administrator. If the candidate's grades, progress, or conduct does not improve, the student will be dismissed by the WTTP Administrator, and the candidate will qualify for a refund

under the refund policy.

If dismissal occurs, the candidate may appeal the decision to the Director of WESLI in writing. The Director of WESLI will then review the situation and make a final decision regarding dismissal or conditional reentrance. Conditions may include makeup work, progress reports, or other additional requirements. Candidates may appeal this decision by contacting the Educational Approval Board of Wisconsin.

Note: The program has no Probation Policy and probation periods are not allowed during the program. If a student is dismissed from the program and they wish to resume at any point in the future, a full re-application to the program is required and no pre-completed coursework will be counted towards eventual program completion.

## Attendance & Leave of Absence

This is an intensive program and students are expected to attend 100% of the course. If a single class or day must be missed, please talk to the course instructor and WTTP Administration prior to the absence. Written request for absences is required (an email is fine). Approved absences will be granted by email to both the student and instructor, by the WTTP Administrator. A student may miss up to four, pre-approved absences and still complete the program, as long as all work is completed upon the student's return (to be given before the absence or immediately following the return in the case of illness). If the absences are not pre-approved, the instructor holds the right to not excuse the absences.

All assignments and attendance will be graded and recorded on the school's online grading system, ThinkWave.

Tardiness: Tardiness is not accepted during the program. If a student is more than 10 minutes late for class, this will be marked as a tardy. If more than 30 minutes of a class is missed, the student will be marked absent for the day.

## Student Environment & Conduct

WESLI believes in providing a harassment-free environment for all students and staff. We expect that students and staff will not harass other students or staff. Harassment includes, but is not limited to, jokes and other verbal or physical actions relating to race, color, religion, gender, nationality, sexuality, age, or disability. These kinds of actions are harmful to a learning atmosphere. Harassment will not be tolerated at WESLI. Please talk to WESLI staff if a student or staff member is harassing you.

Keep in mind that your peers in class as well as WESLI staff come from different backgrounds and have different experiences. Discussion and opinions are welcome, but in a professional and respectful manner. Being a professional means engaging in respectful communication and actions, giving measured and constructed responses, and facilitating an inclusive learning environment. Acts or communication that disrupt the classroom environment - both WESLI student courses and the WTTP - will not be tolerated. After an initial warning, individuals that continue to break WESLI's conduct policy will be dismissed from the program, potentially without refund (see Refund Policy below).

## Complaints and Suggestions

If you have a complaint or suggestion about a class, a teacher, services, housing or anything else, you can speak with Carson ([wttp@wesli.com](mailto:wttp@wesli.com)), the WTTP Administrator, or Ashley ([Jennifer@wesli.com](mailto:Jennifer@wesli.com)), WESLI's Director. If you would rather remain anonymous, you may leave a note at the front desk.

You will also have the opportunity to fill out an evaluation of the program at the completion of the course. Because our evaluation of the success of our course rests in part on your response to the end-of-session evaluations, we welcome all of your comments, both positive suggestions and suggestions for improvement.

If you prefer not to submit your complaint directly to the directors or staff members of WESLI, you may contact the State of Wisconsin Educational Approval Program - Department of Safety and Professional Services:

4822 Madison Yards Way  
Madison, WI 53705  
Phone: (608) 266-1996, press 5 for EAP  
Fax: (608) 264-8477  
Email: [DSPSEAP@wisconsin.gov](mailto:DSPSEAP@wisconsin.gov)

Need to mail to the EAP? please send your mail to:

Department of Safety and Professional Services  
Attn: Educational Approval Program  
P.O. Box 8366  
Madison, WI 53708-8366

You may also contact the Commission on English Language Program Accreditation (CEA) at [info@cea-accredit.org](mailto:info@cea-accredit.org). All complaints must be filed in writing with the name, address and telephone number of the complainant on a separate page, and shall identify the specific standard(s) allegedly violated as well as a description of how the program has failed to comply with it.

For a list of the standards, visit the CEA website (<http://www.cea-accredit.org/about/cea/standards>), or refer to the PDF on the WESLI server – StudentResources folder.

## Tuition & Refund Policy

For the 2024 Calendar year, the full cost of the program is as follows:

WESLI Teacher Training Program: Accredited TEFL Certificate			
Program	Hours	Tuition	Components Included
Foundations & Grammar Review	130 Hours	5 Weeks (Full-Time): \$2,995 <i>Part-time options available*</i>	<i>Foundations + Practicum + Language Skills + Grammar</i>
Foundational	110 Hours	5 Weeks: \$2,595 <i>Part-time options available*</i>	<i>Foundations + Practicum + Language Skills</i>
Basic	90 Hours	5 Weeks: \$2,295 <i>Part-time options available*</i>	<i>Foundations + Practicum</i>
Tuition is inclusive of the Professional Development workshop sessions, materials, and textbooks. Please inquire about one-course options. *Part-time options are subject to a \$200 administrative fee.			

*WTTP is approved for Veteran's Benefits and offers a 10% discount to returned Peace Corps and Americorps volunteers with proof of service.*

**Social Media Scholarship** - share your WTTP experience on social media! Apply to be considered for this in-house scholarship. Contact WTTP for more information on how to apply.

The balance of your tuition must be paid on or before the first day of class. You can pay by cash, personal check, PayPal, or credit card. Please make checks payable to WESLI.

WESLI Teacher Training Program's refund policy is as follows:

(a) In accordance with the Customer's Right to Cancel, any tuition (less non-refundable Application deposit) is refunded if a student withdraws within three business days of enrolling. Refunds will be made within ten business days after receiving notice of cancellation from the student.

(b) If a student withdraws before the start of classes, any tuition (less non-refundable application fee) that has been paid is refunded.

(c) Cancellation during the 1<sup>st</sup> week of the program will result in a 50% tuition refund (excluding Application fee).

(d) There will be NO refund after the 5<sup>th</sup> day of class.

(f) If any refunds must be paid by wire transfer, a \$50 Cancellation Fee will apply.

(g) If a student is unable to continue the program, they can transfer into a course with a later start date for a Course Transfer fee of \$200.

In order to withdraw, students may inform the school verbally or in writing or not attend classes for 10 consecutive class days without providing an explanation to the school. All refunds are calculated from the last day of attendance and are paid within 30 calendar days. Refunds need not be requested by the student.

**Veterans Refund Policy** The non-refundable portion of any registration fees will not exceed \$10.00. Other tuition and fees will not exceed the pro-rata portion of total charges that the length of the completed portion of the WTTP course bears to the total length of the course. This policy is in compliance with the requirements of 38 CFR 21.4255.

## Facilities

WESLI Teacher Training Program is located in an historic building on the Capitol Square. There are a number of facilities, which provide a quality learning environment for the teacher candidates and the ESL students alike.

**On the second floor:** The WESLI and WTTP instructor offices can be found on the second floor. The receptionist at the front desk can direct you to information about bus routes, bicycle rentals, etc. There is also a WESLI teacher resource room/library on the second floor. These teaching texts range from beginning to advanced levels and cover all topics. Candidates can prepare classes here as the schedule of the room allows. In the teacher's office, you are allowed to use the copy machine and other supplies in this room. Please be considerate of this space, using its resources only when other WESLI instructors do not need them.

A refrigerator and microwave for your use are located in the student lounge. In addition, there are lockers. The lounge is a good place to meet international students.

In the event that a candidate is mobile handicapped or disabled, accommodations will be made to provide for the candidate, including moving WTTP classrooms to another location. Please let the WTTP Administrator know if accommodations are needed.

**On the third floor:** Your Practice-Teaching classrooms and program course classrooms may be located on the third floor. The women's restrooms are also located on the third floor.

## Wifi and Printing

Printing and copying is available on site – please check in with the WTTP Administrator for further instructions. Please go to the front desk for the **wireless** password.

## Housing

### Short-Stay Apartments

If you are interested in private accommodation, WESLI partners with local short-term apartment providers. Apartments are newly renovated, fully furnished and equipped with essentials (sheets, towels, kitchen appliances and utensils), and are within walking distance to WESLI. Rates vary by season. Rent must be paid in full upon arrival.

## Homestays

The Homestay Coordinator at the Front Desk arranges the homestays for WTTP candidates. The coordinator visits all of the homestay families to be sure the families are friendly, your rooms are comfortable, and the houses are clean.

The entire 5-week rent must be paid to your homestay family at the beginning of your stay unless you make other arrangements with the family. Unless there is an emergency, you are committed to living with your homestay family for the full 5 weeks. Refunds cannot be made if you decide to move out. There is a security deposit required.

## Immigration

If you have questions about your immigration status, please contact Macari. Have your documents ready.

The Immigration Service office is in Milwaukee. However, it is rarely necessary to go there and calling the immigration office is usually not helpful, as immigration officers are often unavailable. If you need to apply for something, do it online.

## Student Visas

An F-1 (student) visa is stamped in your passport. Your visa has an "expiry date" on it, which indicates the last day you can enter the U.S. with this visa.

You can stay in the U.S. as long as you continue "in status" as a student. There is no special date when you must leave. If you have a student visa, you must:

- have a valid I-20 from WESLI / WTTP
- study full-time
- not accept employment
- not let your passport expire

*Note: If all of the above is true, you are "in status" even after the expiry date on your visa.*

If you go to your country after the expiry date on your visa but plan to come back to the U.S. to study again, you will have to get a new student visa in your country. Talk to Macari about the best way to get a new visa in your country.

If you're not studying full-time, you are "out of status." This is serious, because it is difficult for you to enter another school, to change your status, or to get a new visa.

After you finish studying in the WESLI Teacher Training Program, you have 60 days to leave the country. If you don't leave the country within 60 days, you will "overstay" your status.

## Tourist Visas

A B-1 or B-2 visa is a "visitor" or "tourist" visa. You must leave the U.S. by the date given to you



when you enter the country or apply for an extension of your visitor status before that date. If you don't, you may have serious problems in the future. If you decide that you want to study full-time, Macari can give you advice on how to change your status from "visitor" to "student".

## Other Visas

Most people with other visas can study either full-time or part-time while they are in the U.S. This includes people with J-1, J-2, H-1, H-4, R-1, and K-1. Those with an F-2 visa should talk to Macari.

## Parking

There is a parking ramp near WESLI called the Capitol North Ramp. It is between Mifflin, Webster and Butler Streets. The cost to park in the ramp for a full day is approximately \$10.00. Around WESLI, there is only 2-hour street parking. However, if you want to park and walk, you can park in the 1100 block of Mifflin or Dayton Streets for longer periods and walk to WESLI in 15 minutes.

## Student ID Cards

As a student, you can request a WESLI student photo ID card at the front desk. Your ID number on the card and on your receipts is your computer login and password.

## WESLI Family

*Since 1981, our strong family roots and loyalty have guided us in providing excellent English education in Madison. Established by an American husband and wife who had taught in Indonesia, I bought the school after completing my MBA at the University of Wisconsin-Madison. As a former WESLI student, originally from Venezuela, I personally have experienced how WESLI can shape your future. We truly value our family-like atmosphere, personal attention, global citizenship, and proven interactive teaching methods. We are proud to say that our former students trust us to teach their children and grandchildren, nieces and nephews, family and friends. We look forward to welcoming you to the WESLI family.*

*Carlos Osorio - MBA, University of Wisconsin-Madison*