



TKT Application and Payment Form

Eligibility:

All EF teachers shall take TKT module 1 or TKT Young Learners within their probation period.

After attending TKT module 1 or TKT Young Learners and the band is not lower than Band 3, EF teachers can choose to attend TKT module 2 and TKT module 3.

Candidates need to hold a valid Blue Card to take TKTs. Otherwise EF has the right to disallow the Candidates to take TKTs.

Fee:

The fee for TKT modules 1, 2, 3 and Young Learners is 450 RMB per module. The cost will be deducted from the Candidate's salary one month before the TKT exam month as specified below.

Policy Validity:

Name _____

Name on Certificate _____

Gender _____

Date of Birth _____

Center Name _____

Once registration is complete, the fee is non-refundable (unless EF has to cancel the TKT exam).

Teachers will be required to pay for TKT Module 1 or Young Learners if they fail to sit the exam or receive lower than Band 3.

Procedure:

1. Candidates can find the information relevant to the TKTs on <http://ef-teacher.com>.
2. Candidates send TKT Application and Payment Form to TKT@ef.com three months prior to the exam.
3. EF determines and organizes date, time, venue and invigilator and makes registrations six weeks prior to exam date.
4. EF sends TKT exam information to the Candidates through regional managers after the completion of the registration.

TKT Module _____

TKT Exam Month _____

TKT Location _____

Regional Manager _____

Blue Card Number _____

Candidate's Financial Agreement:

450 RMB is deducted from the Candidate's salary one month before the TKT exam month (eg: If the TKT exam month is July, 450 RMB will be deducted from the Candidate's salary in June). The deduction is made after tax from employee's payroll. The details are as follows:

Deducted Month	Amount
One month before the TKT Exam Month	450 RMB

Regional Manager:

I confirm the nomination of the Candidate.

Signed

Date.....

Candidate

I confirm my acceptance in the EF TKT Programme and am willing to take the TKT Module specified in this form. In signing this document, I agree to the contents of the EF TKT Application and Payment Form and the Candidate's Financial Agreement above.

Signed

Date.....