

Please follow these guidelines when applying for the CELTA at the British Council, Mauritius. If you have any queries, please contact our Customer Service team for more information at the email addresses below.

Please find all the latest information about course dates on the website.

**Step 1 Application Form**

You will be able to download an application form from our website:

<http://www.britishcouncil.mu/teach/celta>

You can also request a form from [general.enquiries@mu.britishcouncil.org](mailto:general.enquiries@mu.britishcouncil.org)

**Step 2 Return the completed application form by post within the deadline of the course you are applying to.**

CELTA Applications  
British Council  
Royal Road  
Po Box 111  
Rose Hill, Mauritius

*Or email it as an attachment with a scanned photograph to:*

[general.enquiries@mu.britishcouncil.org](mailto:general.enquiries@mu.britishcouncil.org)

**Please note that places are offered on a first come – first served basis and courses may fill before the last date for applications.**

**Step 3 Pre-course tasks**

Once we receive your completed application form, we will send you a selection of pre-course tasks which you should return within **one week of receipt.**

**Step 4 Interview**

If you pass the pre-course tasks you will be invited for interview. This is likely to be via Skype with the course tutor.

**Step 5 Payment**

If your interview is successful, you will be informed **within one week** of your interview date. We will then require an initial non-refundable deposit as soon as possible to secure your place on the course. The remaining balance of the course fee can be paid in 2 instalments.

**Step 6 Course Information**

You will be sent a reading list and pre-course task as soon as your deposit has been paid. Other course information will be sent to you approximately two weeks before the course starts. We will also confirm your accommodation arrangements if you are coming from overseas.

**Step 7 Course Dates**

Courses will be held on these dates:

- 22 July to 16 August 2019
- 11 November to 13 December 2019

**Please note that if you are not free for the July session, you can book seats for the November session as seats are very limited.**

**Step 8 Results**

You will be given your provisional result by your course trainer on the last day of the course. This result will be confirmed by Cambridge ESOL and your certificate will be sent *approximately* 6 - 8 weeks after the course finishes.

**Payment terms and conditions**

1. Please note that the deposit is non-refundable except in the event of a serious medical emergency supported by documents from a registered medical practitioner.
2. No fees paid will be refunded after the course begins.
3. In the event that an insufficient number of trainees register for a course, the British Council reserves the right to cancel the course. Trainees will be offered:
  - a. a refund (by cheque or payment directly into a nominated bank account only)
  - b. a credit for the following course if applicable
4. Refunds or credits of the course fee will not be given in any other circumstances except those outlined in points 1, 2 and 3 of this document.