



Teacher Development Fees (from SEP 2016)

To find out about **course dates** and to read about course content please check the teacher development section on our website.



If you have questions, **Ms Veni Lazarova** is happy to help you on +44 (0)20 8424 9424 or veni@adc-tt.co.uk.

Course name	Format	Number of weeks	Hours of teaching	Fees
CLIL – Content and Language Integrated Learning	Face-to-face	1	20	£560
		2	40	£820
Creative Methodology and Language Development	Face-to-face	1	20	£560
		2	40	£820
Teaching Young Learners (Primary School Teaching)	Face-to-face	1	20	£560
British Culture and Society	Face-to-face	1	20	£560
Managing and Developing Self and Others	Face-to-face	1	20	£560

ADC reserves the right to review and amend course fees.

Accommodation

ADC is happy to assist you with finding the right accommodation. You can choose to arrange your own or ask us for recommendations in the area. If you would like us to book a hotel of your choice, we charge a small administration fee of **£30 per booking** on top of the hotel costs.

Airport transfer

Please let us know, if you would like us to organise your taxi transfer. We work with a reliable local taxi company that will get you safe from the airport to your accommodation. The cost of transfer will depend on your arrival airport. If you would like us to make a booking for you, we charge a small administration fee of **£15 per booking** on top of the taxi price.

Cancellation

Once your enrolment has been confirmed, you need to give us **4 weeks'** notice so that we can find a replacement candidate and we will refund you the total course fee. If you cancel later than this, we will refund you **50%** of the course fee. From arrival day, we are unable to

refund any course fees. Cancellation of accommodation follows the terms and conditions of the hotel you have selected. ADC reserves the right to cancel a course, if there are not enough participants. If this happens, we will inform you of this latest 4 weeks before the course starts and refund you **100%** of the course fee or you can choose to participate in a later course. Unfortunately, we are unable to cover cancellation fees of hotels or flights.

Payment

All fees are payable in advance as stated on the sales invoice and in the currency indicated. Payment must be made to the bank account indicated on the sales invoice and be free of charge to ADC.