



NABEEL ABED ACADEMY

CK 2017/305667/07

South Africa

www.nabeelabed.co.za

nabeel@nabeelabed.co.za

MEMORANDUM OF UNDERSTANDING BETWEEN

AND NABEEL ABED ACADEMY

This agreement hereby confirms that I, _____ enroll as a student to the NABEEL ABED ACADEMY TEFL (*Teaching English as a Foreign Language*) program which is a maximum duration of 12 weeks. My course portfolio should be emailed to _____ (students email).

I understand that the course will not exceed the 12 week time limit. If I do however seek an extension, this will be discussed directly with NABEEL ABED ACADEMY. It is understood that if any form of plagiarism has taken place during the course then it is the right of NABEEL ABED ACADEMY to terminate the course immediately.

Course Rules:

- This course shall not be shared with anybody but NABEEL ABED ACADEMY. The resources used for the course are from various sources which includes video material. You are allowed to get your own resources for extra study support.
- The assessment portfolio is a confidential document that is only viewed by NABEEL ABED ACADEMY. You are assessed throughout the course and therefore must fully comply with the assessment document and its' requirements.
- You will be assessed based on competence. If the assessment portfolio is complete and you are deemed competent, you will be issued with your TEFL certificate. If competency has not been shown in any one of the modules, you will be given the opportunity to redo the task and resubmit. You can only resubmit a module twice.
- All modules must be complete and deemed competent in order to obtain an overall pass.
- There will be no extension for longer than 12 weeks as the maximum duration of the course is 12 weeks.
- If a student has selected to use a payment option, the course fees and postage fees must be paid in full before the end of the course in order for the certificate and transcript to be issued.

I fully understand that -

- Nabeel Abed Academy Will facilitate job searches and where possible, job placements. NABEEL ABED ACADEMY does not guarantee jobs.
- A TEFL certificate does not guarantee me a job.
- Payment of fees must be made in full in order to begin the course. However, if a student wishes to discuss a preferred payment option, this will also be considered. If a student defaults payment according to the agreed payment plan, Nabeel Abed Academy will terminate the course. In the case of a discussed payment plan, 50% of the course fee should be paid upon registration.
- If I need to cancel or postpone a lesson, an email must be sent to nabeel@nabeelabed.co.za
- Nabeel Abed Academy has a no refund policy; however, if I cancel the course then a cancellation fee may be deducted from fees.
- If the course is **successfully** completed. Nabeel Abed Academy will **email certificate and transcript as an original copy which can be used**. However, I can request postage in addition to the emailed certification.
- I will only be registered successfully once registration formalities have been completed.
- Registration and start date can differ based on my decision, or the registration and start date of the course can be on the same day. This must be communicated clearly with Nabeel Abed Academy.
- It is not the responsibility of Nabeel Abed Academy to check up on students, but rather for students to be responsible enough to seek assistance when needed or schedule tutor assistance on a weekly basis.

Course Fee – Option A - R 2 000.00 Option B - 4 000.00

Banking Details:

ABSA Bank

Savings Account

Account Name: Nabeel Abed

Account Number: 9214178703

Proof of payment must be emailed together with this form to: nabeel@nabeelabed.co.za

This Agreement represents the full and final understanding between the parties. This Agreement has been entered into as of the last date of signature of this document and is executed by officials duly authorized to bind their respective organizations.

Signature: _____

Nabeel Abed (Academic Director)

Signature: _____

TEFL Candidate

Date: _____

Date: _____