



GRANT OVERVIEW

CLAIR will be providing partial grants to JET participants who wish to improve their English teaching skills by obtaining online certification for Teaching English as a Foreign Language/Teaching English to Speakers of Other Languages (TEFL/TESOL). CLAIR is now accepting grant applications for the current fiscal year. Please read this document carefully before applying.

PURPOSE: To enable JET participants to improve their English teaching skills and to respond to requests from contracting organisations to increase JET participants' levels of English teaching skills

ELIGIBILITY: Open to applicants who satisfy the following criteria.

- 1) Be a current JET participant
- 2) Be scheduled for reappointment in 2020-2021
- 3) Do not hold any kind of certification or degree in teaching English as a foreign or second language
- 4) Have not started (including paying for) a TEFL/TESOL course before the application process and the notification of selection results

✳ELIGIBLE COURSES: Courses must satisfy the following criteria:

- 1) Offer a certification of 100 hours or more
 - 2) Be offered entirely online
 - 3) Start **after** grant approval and be completed before Friday, 19 February 2021
- ✳ Any courses paid for before receiving grant approval will NOT be eligible for the grant.

Grant Amount: 15,000 yen

Number of Grants: 200

IMPORTANT POINTS

- ✓ Most online TEFL/TESOL courses can be completed within a year. However, you will need to complete the course within a shorter period of time in order to obtain the grant.
- ✓ Obtaining a TEFL/TESOL certification may be a component of your workplace's performance evaluations, so it is worth discussing your study plans with your supervisor and letting him or her know when you have completed the course.
- ✓ You CANNOT change TEFL/TESOL courses once you have been notified by CLAIR that your grant application has been accepted. If the price of your course has changed since applying for the grant, there is no need to notify CLAIR of the price change.



APPLICATION PROCEDURE AND SCHEDULE

The application form can be downloaded from the JET Programme website (<http://jetprogramme.org/en/tefl/>).

If you wish to apply for the grant, complete the Grant Application Form (Form 1), and submit it to CLAIR directly via email (gyomu@clair.or.jp) as per the instructions at the bottom of the form.

DEADLINE: Must arrive by Friday, 29 May 2020

SCHEDULE

Friday, 29 May 2020	Deadline to submit your application form to CLAIR via email
Late June 2020	Notification of grant eligibility sent out from CLAIR Successful candidates sign up and pay for the eligible TEFL/TESOL course
End of December 2020 – Early February 2021	Eligible candidates finish their course (estimated target)
Friday, 19 February 2021	Deadline to send all documents required for grant to CLAIR via post
Continuous (through March 2021)	Grant fund transfers are paid on a rolling basis upon completion of the grant (payments may take 4-6 weeks to process)

IMPORTANT ITEMS

- ✓ The submission deadline for this form will be strictly enforced. Late applications will not be accepted. As it may take time to receive a certificate of completion from your TEFL/TESOL course provider in some cases, please aim to finish your course with enough time to send all the required documents to CLAIR by the submission deadline.
- ✓ Upon completion of the course, grant recipients must mail the following directly to CLAIR: Course Completion Report (Form 2), copy of your TEFL/TESOL Certificate, copy of your Japanese bank book (or ATM card, if applicable) and receipt from your course provider stating your name, the amount paid and date of payment. It is not necessary to attach the notification of your eligibility for the grant.
- ✓ Please direct questions about the grant to CLAIR at gyomu@clair.or.jp



Q & A

1. CHOOSING A COURSE

1.1 What factors should I consider when choosing a TEFL/TESOL course?

A: We encourage you to make your decision by matching the services provided by each course (e.g. time taken to issue the certificate, online tutoring, upgrades, length of access to resources, etc.) with your needs. We would like you to consider carefully the following two points before making your choice:

- Please make sure that you are able to use the required payment method for the course you intend to enrol in (for example, credit card, PayPal account, bank transfer, etc.)
- Please be aware that even though most of the online TEFL/TESOL courses are valid for one year, you will need to complete the course within a shorter period of time in order to obtain the CLAIR grant. After being notified of your eligibility for the grant from CLAIR, please make sure to start your course as soon as possible in order to complete it early enough to receive a certificate of completion from your course provider.

1.2 Am I eligible if I take a course that requires 120 hours?

A: In accordance with the guidelines, courses of less than 100 hours are not eligible. Conversely, any course requiring more than 100 hours is. There is no upper limit, granted that the course meets the criteria specified in the guidelines and that you can complete the course by the deadline for submitting the Course Completion Report.

1.3 Am I eligible for the grant if the course I choose has in-person weekend classes?

A: Courses that require lessons in a classroom are not eligible. Only courses given entirely online are eligible for the grant.

2. APPLYING

2.1 I have already started taking a TEFL/TESOL online course. Can I still apply for the grant?

A: One of the conditions for applying for the grant is that the online course must be paid for *after* CLAIR



sends out notification of selection results in June. Therefore, JET participants who pay for their online course before receiving notification of selection results from CLAIR will NOT be eligible for the grant.

2.2 I already possess a TEFL/TESOL certification. Can I apply for the TEFL/TESOL Certification Grant in order to take another course?

A: The purpose of this grant is to encourage JET participants who did not have TEFL/TESOL certification at the time of application to improve their teaching skills. Therefore, JET participants who already have TEFL/TESOL certification are not eligible for the grant.

2.3 I am a CIR. Can I apply for the grant?

A: Yes. As the grant is not exclusively for ALTs, CIRs (and SEAs) are also eligible for the grant, provided they meet the eligibility requirements and choose an eligible course.

2.4 Do I need the permission of my contracting supervisor to apply for the grant?

A: No, it is not necessary to obtain permission from your contracting organisation supervisor in order to receive the grant. However, you may wish to inform your contracting organisation supervisor that you are applying for or have received the TEFL/TESOL Grant, as improving English teaching ability may be a component of your contracting organisation's workplace evaluation.

3. PAYMENT

3.1 The grant amount is given in Japanese yen, but paying in yen is not an option for the course I want to take. If I pay in my home country's currency (for example, USD, CAD, GBP, etc.) through a credit card based in my home country, will I still be able to receive the grant?

A: Yes, you can receive the grant, regardless of the currency used for payment. If the amount you have paid for the course in your home country's currency exceeds the amount of the grant (15,000 yen) when converted to yen based on CLAIR's standard currency conversion rate for the given fiscal year, you will be eligible to receive the full amount of the grant. However, if the amount you paid for the course is less than 15,000 yen when converted to yen, the grant will be equal to that amount in yen.

3.2 I would like to pay for the course through a friend or family member's credit card. In this case, am I still eligible for the grant?



A: No. Even if you meet the other conditions of eligibility, **you are ineligible for the grant if you are unable to provide proof that you have paid for the test yourself.** Most applicants for the grant pay the course fees in their home country's currency using a credit card or bank transfer from an institution in their home country. Note that even if the course fees are paid in a foreign currency, the grant can only be paid in Japanese yen to the applicant's bank account in Japan.

3.3 I paid for the test by credit card. What do I have to submit as proof of payment?

A: For payment by credit card, you may send a printed copy of your receipt or credit card statement. The receipt **must** show the amount of money paid, the date and contents of the transaction, and your name. You may wish to redact any other personal information on the receipt or credit card statement. Please ensure that the document is a receipt confirming payment and not simply an invoice.

4. DOCUMENT SUBMISSION

4.1 The Grant Overview and Course Completion Report indicate that I need to submit a copy of my Japanese bank book along with the required documents, but my bank does not print bank books—I only have an ATM card (“cash card”). What should I do?

A: Please submit a copy of the front side of your bank card, with your name and account number clearly visible. It is not necessary to submit a copy of the back side of the card.