**GRANT OVERVIEW**

CLAIR will be providing partial grants to JET participants who wish to improve their English teaching skills by obtaining 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) Is a current JET participant
2) Is scheduled for reappointment in 2022-2023 (i.e., on the JET Programme until at least April 2023)
3) Does not hold any kind of certification or degree in teaching English as a foreign or second language
4) Has 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) Start after approval and be completed in time for the 24 February 2023 deadline
   ※ Any courses paid for before receiving grant approval by CLAIR will NOT be eligible for the grant.

Grant Amount: up to 15,000 yen
Number of Grants: 200

**IMPORTANT POINTS**

✓ Before selecting and starting your course, please ensure that all components take place outside of your designated working hours.

✓ 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.
2022-2023 Grant for TEFL/TESOL Certification

APPLICATION PROCEDURE AND SCHEDULE

If you wish to apply for the grant, complete the registration form at the following URL:
https://jp.surveymonkey.com/r/9WKCYL7

DEADLINE: Must be submitted by Friday, 27 May 2022

SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Friday, 27 May 2022</td>
<td>Deadline to submit your application form on SurveyMonkey</td>
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<tr>
<td>Late June 2022</td>
<td>Notification of grant eligibility sent out from CLAIR</td>
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<td>Successful candidates sign up and pay for the eligible TEFL/TESOL course</td>
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<td>September 2022 – Early February 2023</td>
<td>Eligible candidates finish their course (estimated target)</td>
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<tr>
<td>Friday, 24 February 2023</td>
<td>Deadline for documents required for grant to arrive at CLAIR via post</td>
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<td>Continuous (through March 2023)</td>
<td>Grant fund transfers are paid on a monthly rolling basis upon completion of the grant (payments may take 4-6 weeks to process)</td>
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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 (via post) 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
1. CHOOING 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 allow for one year to complete the course, 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.

Please note that CLAIR is unable to recommended specific courses or providers.

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 acceptable. 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. 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 do not have TEFL/TESOL certification to improve their teaching skills. Therefore, JET participants who already possess 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 the 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 course yourself. Also note that even if the course fees are paid in a foreign currency in your name, 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.

3.4 There is a course currently on sale, but I worry that it will no longer be on sale by the time I receive my eligibility for the grant. Is there any way I can purchase the course early to “lock in” the price?

A: We ask that you please wait until receiving approval from CLAIR to purchase and begin the course. There may be another discount or coupon available even if the current one expires before you receive approval from CLAIR. In any event, courses paid for before receiving approval from CLAIR will not be eligible for this grant.

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.