



Filing an Appeal

Any applicant who is denied accreditation, accreditation renewal, or accreditation reinstatement shall have the right to appeal the decision to the TESL Ontario Appeals Committee within three months from the date the decision has been made.

How to File an Appeal

In order to file an appeal, please scroll down to access and print the “Appeal Application Form” (two pages). Next, fill it out and mail, fax, email, or deliver it to the TESL Ontario Office, along with the applicable non-refundable application review fee. You may mail in your payment with your application by including a cheque made out to TESL Ontario or by VISA. If paying by VISA, please complete the relevant section on the form. You can also pay at the TESL Ontario office using cheque, VISA, or cash. Please do not mail cash. Fees and requirements are subject to change without notice.

Appeal Application Review Process

Your appeal application will be submitted to and reviewed by the TESL Ontario Appeals Committee within eight weeks from the date the form and the fee are received by TESL Ontario. You may be asked to submit additional information or documentation before a decision is made. As soon as the committee reaches a decision, an official decision letter will be emailed/ mailed to you. If your appeal is granted, TESL Ontario will process your accreditation, renewal, or reinstatement application immediately. If your appeal is rejected, you may submit a new application for accreditation, renewal, or reinstatement. Appeals Committee’s decisions are final.

Additional Documentation

If you are providing additional documentation, please list.

1.	3.
2.	4.
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7.	8.

Fees and Payment Options

The administration fee is

- \$50.00 for Language Instructor Accreditation and TESL Trainer Accreditation appeal applications
- \$200.00 for Institutional Accreditation appeal application
- \$100.00 for PTCT Course Accreditation appeal application

Cheque (payable to TESL Association of Ontario)

Cash (Do not mail cash.)

VISA _____

Card Number _____ Expiry Date _____

Name of Cardholder

Signature of VISA Cardholder

For Office Use Only

Method of Payment: Cheque VISA Cash

Fee : \$50.00 \$200.00 \$100.00

Received Initials..... Date Charged Initials..... Date

Please submit your application to the TESL Ontario Office by mail/courier or in person:

TESL Ontario
27 Carlton Street, Suite 405
Toronto ON M5B 1L2

Questions?

Please contact TESL Ontario at accreditation@teslontario.org or at 416-593-4243, x. 201