



## Registration Form

### Personal details

Surname:  First Name(s):

Date of Birth:  ID / Passport:

Nationality:  Sex: Male  Female

Home Address:

Telephone Number(s): Local  Int'l   
Local and international

Email:

### Course Registration

Courses:  General English  Business English  iBT TOEFL  
 TEFL  Language Improvement  
 Other \_\_\_\_\_ (please specify)

Course starting date:  Course duration:   
e.g. 01/01/07 e.g. 12 weeks

### Terms and Conditions

1. All course fees are payable in full prior to the commencement of the course.
2. Should you withdraw from your course prior to commencement, we will refund your fees less 10% for administration costs. (Not applicable to TEFL – please see info. pack)
3. No refund will be granted if you withdraw from your course after commencement.
4. 100% attendance is required to safeguard the integrity of our courses. Should you be unable to attend, for any reason, it is your duty to keep us informed.
5. There will be no make-up lessons for classes missed.
6. Signing this document indicates that you have understood and accept the terms of this agreement.

Signature: \_\_\_\_\_  
Parent to sign if candidate is younger than 18 years

Date: \_\_\_\_\_