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REGISTRATION FORM – ENGLISH COURSES EDINBURGH 2011 - 2012 - Please complete in BLOCK CAPITALS

Personal Details

Name:

Date of Birth:

Nationality:

Address:

Email:

Tel No:

Please give us the name
and number of an
emergency contact:
If you are an agent of TLI
Please write your name
here:

Course Information

Please check course type

General English (15 hours per week)	<input type="checkbox"/>	Intensive General English (22.5 Hours per week)	<input type="checkbox"/>	Business English (22.5 Hours per week)	<input type="checkbox"/>	Intensive business English (30 Hours per week)	<input type="checkbox"/>
Afternoon English (7.5 hours per week)	<input type="checkbox"/>	Part time evenings (4 hours per week)	<input type="checkbox"/>	Part time evening exam course (4 hours per week)	<input type="checkbox"/>		

Course Start Date

Finish Date

Current English Level
(Please check)

Elementary Pre-Intermediate Intermediate Upper Intermediate Advanced

ACCOMMODATION

Do you need accommodation in Edinburgh

Yes No

Please check which type of accommodation needed

Home stay
Home stay single room (subject to availability)

Airport Transfer required

Yes No

Flight Number

Flight date

.....

HEALTH / WELFARE

Are you travelling alone to Edinburgh?

Yes

No

Do you have any allergies?

Yes

No

Do you need any special medication?

Yes

No

Please give details of any health problems that might need attention during your course

If you are NOT from the EU please state if you have a visa to study in the UK

Yes

No

Payment Details

Course Cost

£

Accommodation (optional)

£

Airport Transfer (optional) £30

£

Total

£

I have sent a cheque or made a bank transfer

Yes No

Cheque No

Transfer No

Transfer / Cheque Details (Please make all cheques payable to TLI Ltd.)

Account Name:	TLI Ltd.
Bank:	The Royal Bank of Scotland
Sort Code:	83-51-00
Account Number:	10426544
IBAN No.:	GB14RBOS83510010426544
IBAN BIC No:	RBOSGB2L

Please use this space to give us any more information that you think we should know

Policies

Registration

All TLI English Language students will be required to complete a registration / enrolment form before attending a course.

Information given will be kept confidential however TLI reserve the right to pass on information to appropriate government departments and the Police. Student registration must take place before a place on a course is offered.

Non-Arrival / Cancellations

Refunds of course fees paid in advance will be given under the following circumstances:

- 100% of course fees if course is cancelled 12 weeks or more in advance.
- 80% of course fee if course is cancelled 8-11 weeks in advance.
- 50% of course fee if course is cancelled 4-10 weeks in advance.
- 25% of course fee if course is cancelled 2-3 weeks in advance.
- No refund will be given if course is cancelled less than two weeks in advance.
- No course fees will be refunded to students who arrive later than 1 week after the booked course start date although if a student arrives within 4 weeks after the booked start date a new start date will be offered.

TLI will consider refunding course fees paid in advance if an individual has extenuating circumstances although this is not guaranteed.

Non-Attendance

- TLI will not give any refunds of course fees for classes missed by students.
- TLI reserves the right to cancel a course if attendance by a student falls below 80%. This percentage will only be calculated after 2 weeks.
- Non-attendance by non-EU nationals will be reported to the appropriate government authorities.

Misconduct – Students will be given a written warning for:

- Repeated absence / tardiness without reasonable cause
- Bullying *
- Abusive behaviour*
- Misuse of computers / internet (e.g. viewing inappropriate web content)
- Consuming food in class

- Repeated failure to complete coursework and homework without reasonable cause

Gross Misconduct – Students will be excluded from school without reimbursement of fees for:

- Violent behaviour
- Consuming alcohol and / or illegal substances / Being drunk on school premises
- Smoking inside school building
- Theft or wilful damage to school property
- 3 written warnings
- Racial abuse to other students / staff *

In addition to the rules set out above, TLI English Language School request that all students:

- Behave in a polite and kind manner to all other students
- Dress in an appropriate manner
- Refrain from consuming food and hot drinks outside the common room / kitchen

***How to recognise bullying / aggressive / racist behaviour and what you should do:**

Bullying – Bullying is when a student or member of staff attempts to intimidate another student or member of staff physically or mentally or when they make insulting comments.

Racial Abuse – Racial abuse is when a student or member of staff makes unpleasant comments about another student or members of staff's colour, nationality and / or religion.

Abusive behaviour – Abusive behaviour is when a student or member of staff makes unpleasant comments about someone else's physical appearance and / or intellectual ability.

What you should do: If you see or hear about any of these types of behaviour you should IMMEDIATELY inform a member of the school staff. If you prefer, you may do it in writing. DO NOT try to deal with the situation by yourself. DO NOT approach or respond to a student who is behaving in a bad way.

I have read and agree to the terms and conditions of studying at TLI English School Edinburgh - Yes No