

ENROLMENT / CONTRACT FORM

SURNAME: _____

FIRST NAME: _____

DATE OF BIRTH: _____

NATIONALITY: _____

ID/PASSPORT NO: _____

RESIDENTIAL ADDRESS: _____

POSTAL ADDRESS: _____

TELEPHONE NO: _____

E-MAIL: _____

WHICH COURSE ARE YOU REGISTERING FOR?

STARTING DATE: _____

DURATION: _____

CONDITIONS:

1. All tuition and training must be paid for in **ADVANCE**.
2. Students are required to inform *English Access* in advance of how long they intend to study at the school. Notice of intention to end studies must be given one month in advance.
3. Students enrolled for private tuition are required to inform *English Access* at least 24 hours in advance if they are unable to attend a class. If they fail to do so the class will be forfeited.
4. **NO REFUNDS will be made if the course is discontinued or attendance is interrupted.**
5. *English Access* reserves the right to change the starting times of courses, classes and course content or cancel courses when it is deemed necessary. Fees are subject to change without notice.
6. We do not accept responsibility for loss or damage to any student's property or for any injury befalling a student while on *English Access* premises
7. Certificates will not be issued if any payment to the centre is outstanding.
8. Full course payment is required when booking a course or on requesting a letter from the school for the purpose of obtaining a study permit. This course payment is non-refundable unless the course is discontinued by *English Access*.
9. Full terms and conditions can be viewed on our website www.englishaccess.co.za and are applicable and in effect to the undersigned.

I, the undersigned accept the above conditions and will abide by the rules

SIGNATURE: _____ **DATE:** _____

HOW DID YOU HEAR ABOUT ENGLISH ACCESS GAUTENG?

Advert Friends Internet Newspaper

Other (Please specify) _____

PAYMENT TO BE MADE TO:

Banking Details:	
Account Name:	English Access Gauteng
Account Number:	62709967999
Branch Name:	First National Bank, Bryanston
Branch Code:	250017
Type of Acc:	Cheque Account
Reference:	Students name

EAG OFFICE USE

PAID: R _____

DATE: _____

DURATION: _____

NAME OF STUDENT / COMPANY: _____

The School's Rules and Regulations

1. Only English should be spoken at all times on the premises of the school
2. A learner may leave the classroom if he/she needs to go to the restrooms.
3. Do not be late. Consistent lateness may result in forfeiting the right to write the final exams.
4. Cell phones should be switched off during class.
5. No eating during class, but non-alcoholic beverages are allowed.
6. The following will lead to a warning from school administration:
 - Disrupting the teacher's ability to teach the class.
 - Disturbing the other student's ability to participate in class or study on the school property.
 - Arguing with teachers, school staff, or other students.
 - Possessing or being under the influence of alcohol on or near the school premises.
 - Engaging in inappropriate behaviour anywhere on or near the school premises.
 - Confronting teachers, staff or other students in an aggressive manner.
7. The following will lead to expulsion from the school without prior warning:
 - Fighting on or near the school's premises.
 - Possession of weapons on or near school premises.
 - Possession or being under the influence of illegal drugs on or near the school premises.
 - Engaging in any illegal activity on or near the school's premises.
8. Smoking is only allowed in designated areas.

Visas

1. Students on study visas from the school who discontinue their studies without informing the school administration will be reported to the Department of Home Affairs and have their visas cancelled.
2. It is up to the students to ensure that their documents and visa are up to date.
3. If a visa is denied for whatever reason *English Access Gauteng* may refund the student but has the right to retain 20% for administration fee.

I, _____ have
read, understood and accept the rules and regulations of English Access Gauteng

Signature: _____ Date: _____

Consent to post photos and pictures on social media

I, _____ herewith grant permission to **English Access Gauteng** for the use of photograph(s) or electronic media images of me taken at the school or at any school event, alone or in a group, on any social media platform, be it on Facebook, Instagram, Whatsapp, or any other form of social media that is related in some way to English Access Gauteng. This includes the English Access Gauteng's webpage and brochures.

Signature: _____

Date: _____