

Manchester Learning Academy

Studio 9, 1st Floor, Longsight Business Park, Manchester M13 0PD

Web: www.manchesterlearningacademy.org.uk, Email: info@manchesterlearningacademy.org.uk

Phone: 0161-2580734

Application Form

Paste Your
Picture
Here

Course Applied for ----- Session -----

First Name: _____ Last Name: _____

Middle Name: _____ D.O.B: _____

Gender: Male Female Nationality: _____

Address: _____

_____ Post Code: _____

Contact No: _____ Email: _____

Do you feel you have any disability: Yes No (If yes, please include details)

Passport no: _____ Status: _____

Arrived in UK: _____ Supporting evidence: _____
Copy in file: Y/N

Languages Spoken: _____

Languages Written: _____

Educational experience: _____

Previous ESOL experience: _____

Emergency contact:

Name:

Contact No:

Relationship:

What are your future goals?

(Further study, career, job etc)

Work experience: _____

Hobbies: _____

Availability: Please note when you can attend classes.

Monday	Tuesday	Wednesday	Thursday	Friday

Crèche needs: _____

Next step: assessment date _____

Other _____

Observations - tick one

overall level (Entry 1 to Level 2)
(Refer to assessor guide for more information)

- Unable to understand and answer simple questions
Needed a lot of support.
- Could understand simple questions and provide short answers.
- Could understand more complex questions and answer in sentences
- Understood all questions and was able to elaborate on answers

Comments: _____

Interviewed by: _____ **Date:** _____

Referred by: _____

Fee refund policy

- Tuition fees are payable in full upon registration at the beginning of every course. The college may grant the authority to pay tuition fees by instalments.
- Students failing to pay their tuition by the relevant date will be subject to further action.
- If Manchester learning academy withdraw a course, tuition fees will be refunded or transferred to another course

1. All refunds

- Students will remain liable for any money paid on their behalf and not recoverable by the College, e.g. examination or registration fees.
- Refunds will only be considered once the student's date of leaving is confirmed to the enrolment data department in writing by the teacher concerned.
- No refund will be made for instalment administration charges or where the value of the claim is less than £10.

2. Full refund

Students enrolling early who do not take up their place will be entitled to a refund of all fees paid subject to section 1 above.

3. Full refund of course fees, no refund of admin fee

Students on a standard study program, who leave within the first week, will be entitled to a refund of all fees paid subject to section 1 above and except for any instalment fee. Refunds relating to shorter courses will be calculated on a pro rata basis.

4. Partial refund

Students on a standard study program, who leave half way through the course, will be entitled to a refund of 50% of the fees paid subject to section 1 above and except for any instalment fee. Refunds relating to shorter courses will be calculated on a pro rata basis.

5. No Refund

Students on a standard study program, which leave after a third of the course is complete, will not be entitled to a refund.

6. Attendance policy

Attendance for students is necessary in order to make good progress during the course students should attend all the classes. Tutors keep a record of attendance and record absences. Strict action will be taken against those who fail to attend the classes for consecutive 3 days. If a student is more than 30 minutes late for the lesson, he or she will be marked as absent for the whole lesson

For a student to achieve satisfactory attendance, he or she needs to attend at least 80% of the classes during the full course.

Candidate Signature: _____ Date: _____