

Procedures Relating to Student Admissions and Enrolment

1. Application Process

- a. Prospective students must complete and submit an application form.
- b. Applications must be accompanied by relevant supporting documents, including a copy of the student's passport and academic transcripts.
- c. All applications must be submitted in English.
- d. The application fee must be paid before the application can be considered.

2. Assessment of Applications

- a. All applications will be reviewed to determine the student's eligibility for the chosen course.
- b. The student's English language proficiency will be assessed through a placement test.
- c. The school may request additional information or conduct an interview with the student to determine their suitability for the chosen course.

3. Offer of Admission

- a. Successful applicants will receive an offer of admission, which will outline the course details, start date, and tuition fees.
- b. The student must confirm acceptance of the offer and pay a deposit to secure their place on the course.

4. Enrolment

- a. Prior to the start of the course, the student must complete the enrolment process, including signing the enrolment agreement and providing proof of health insurance.
- b. The student must also pay the remaining tuition fees prior to the start of the course.

5. Refunds and Cancellations

- a. If the student cancels their enrolment before the start of the course, a refund of the tuition fees, less the application fee and deposit, may be granted.
- b. If the student cancels their enrolment after the start of the course, no refund will be granted.
- c. In the event that the school cancels the course, a full refund of all tuition fees will be granted.

6. Student Records

- a. The school will maintain a record of each student's application, enrolment, attendance, academic progress, and any disciplinary action taken.
- b. Student records will be kept confidential and will only be disclosed with the student's written consent or as required by law.

Note: These procedures are subject to change without notice, and TEFL schools may have their own specific policies and procedures regarding student admissions and enrolment.