**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.

1. **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.

1. **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.

1. **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.

1. **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.

1. **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.