



# ENROLMENT FORM

Please complete the form fully and clearly and return to: **Ming-Ai (London) Institute, 1 Cline Road, London N11 2LX.** You are not enrolled on a course until you have completed the enrolment process and paid the appropriate fee.

## Personal Details

Title:

Mr  Mrs  Miss  Ms  Other \_\_\_\_\_

Sex:

Female  Male

Surname:

Forename(s):

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

## Equal Opportunities

### How would you describe your ethnic origin?

Asian or Asian British :  Bangladeshi  Pakistani  Indian  Other Asian Background

Black or Black British :  African  Caribbean  Other African Background

Mixed :  White&Asian  White&Black African  White&Caribbean  Other Mixed Background

White :  British  Irish  Other White Background

Chinese  Other Ethnic Origin (please specify): \_\_\_\_\_

## Additional Support -- Are You Registered Disabled? Yes No

Please indicate the nature of your support needs:

- Mental health difficulties  Learning Difficulties (please state) \_\_\_\_\_
- Physical/mobility difficulties \_\_\_\_\_
- Visual impairment \_\_\_\_\_
- Hearing impairment  Other \_\_\_\_\_
- English Language Development \_\_\_\_\_

## Course Details

Course Title	Course Code	Course Fee
Total		

## Payment and Enclosures (Only the following payment methods are available)

I am paying the sum of £ \_\_\_\_\_

- in cash  by a cheque or postal order made payable to "Ming-Ai Association";
- by BAC to "Ming-Ai Association" account with HSBC ( Sort Code: 40-03-11; Account number: 71549634).

## Declaration and Data Protection

I understand that I have a responsibility to provide accurate information and that the information I have given is correct to the best of my knowledge. I consent for the personal information provided on this form to be held, recorded and processed by Ming-Ai (London) Institute and related funding bodies. This includes information of a sensitive nature, e.g. ethnicity and medical condition. My consent is conditional on Ming-Ai (London) Institute complying with its obligations under the Data Protection Act 1998.

Ming-Ai (London) Institute aims to provide a quality service to all its customers. From time to time we carry out market research, or send information of learning opportunities by post or email. If you do not wish to take part or be contacted by us, please tick the box.  I have read and fully understood the Terms and Conditions of Admission and agree to be bound by them.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Office Use Only

Staff member's signature: \_\_\_\_\_

Receipt No: \_\_\_\_\_

## TERMS AND CONDITIONS OF ADMISSION

***All students admitted to courses of Ming-Ai (London) Institute are bound by the following terms and conditions:***

1. Enrolment form and cheque should reach the Administration Office at Ming-Ai (London) Institute, 1 Cline Road, London N11 2LX at least seven working days before starting date.
2. Cheques should be made payable to “**Ming-Ai Association**”.
3. Course will only take place if justified by demand.
4. Enrolment for a course creates a binding agreement to follow the course and pay the fee.
5. The Institute reserves the right to cancel a course, in which case all fees paid are refunded.
6. The Institute is committed to sustaining the cost of the course to the end of the term once it has commenced, therefore fees paid are non-refundable.
7. Students wishing to withdraw their enrolment 4-6 working days before the start date will receive a refund minus an administrative charge of 10 % of the course fees paid.
8. Students wishing to withdraw their enrolment 2-3 working days before the start date will receive a refund of 50 % of the course fees paid.
9. No refund of fees will be made to students wishing to withdraw one day before, on/after the start date of the course.
10. If a student must withdraw from the Institute because of serious illness during the academic term, 50 % of the balance of a pro rata fee will be refunded on condition that a certificate of inability to attend the Institute from an approved doctor is produced when making the claim.
11. In the event of a student being dismissed by the Institute, fees will not be refunded.
12. The Institute reserves the right to change the course fee and timetable.
13. Students who have not paid their fees by the due date of payment or on the instalment dates agreed with the Dean, will incur an additional surcharge of 1.5% per month on the outstanding balance compounded.
14. Fees do not include textbooks or extra reference books or tools recommended by tutor. Some individual courses may include the cost of necessary materials, please seek advice before you book the course.
15. Reference letters will not be issued for any student who does not adhere to the terms and conditions given herein.
16. Students are expected to behave properly and maturely showing due respect towards tutors and consideration towards other students. Students, or their parents / guardian, are held responsible for a repair or replacement of any furniture or equipment which they have damaged.
17. Ming-Ai (London) Institute will not be responsible for any mail or money sent to students using the Institute as a mailing address.
18. The Administration Office must be notified by the student of any change in his/her addresses and telephone number.
19. If this form is signed on behalf of the student by his/her sponsor/guardian, these terms and conditions will still be in force.
20. Students are expected to abide the Health & Safety Act, Disability Discrimination Act.
21. The above terms and conditions will be subject to interpretation by Law Courts in England.