

ADMISSION APPLICATION

Please complete clearly.

Applicant Number
(for office use only).
Please return this form to:

Modern Manchester Academy
 3rd Floor, Clayton House
 59-61 Piccadilly
 Manchester, M1 2AQ
 United Kingdom

Tel: 0044 (0)161 236 6688

Fax: 0044 (0)161 237 9050

Email: enquiries@mma4english.co.uk

Website: www.mma4english.co.uk

1. Title: <i>Mr/Mrs/Miss/Ms/Dr</i>	2. Family name:	3. First name(s):
4. Gender: <i>Male / Female</i>		5. Date of birth:
6. Postal address for correspondence:		7. Country of birth:
Postal Code:		Passport number: <input style="width: 100%; height: 20px;" type="text"/>
Email:		<small>Please send a scanned copy of your passport with this application.</small>
Telephone:		8. Nationality:
Mobile:		9. Postal overseas address:

10. Education:

Please give us details of your highest educational qualifications and attach scanned copy of your transcript.

Dates From To (Month/Year) (Month/Year)	University / College / School	Subjects studied	Qualifications / Grades obtained if course completed.

11. English language:

What level of English do you think you are at?

Elementary Pre-Intermediate Intermediate Upper-Intermediate Advanced

12. Please give detail of any English Language Qualifications you have:

13. Course selected:

Course dates:	Starting From: _____	No. of Weeks: _____
---------------	----------------------	---------------------

14. What you plan to study after finishing English Language course:

15. Financial information. Who will support your fees?

16. How did you hear about us:

Friend / Family / Search Engine _____ / Other _____

17. Do you have any support needs relating to a disability? Please specify:

18. Terms and Conditions:

1. The course fee must be paid in full before commencing studies, unless an instalment plan has been agreed with the Director.
 2. Students found to have difficulties in following a course - due to inadequate language skills - will be required to follow a remedial course in English Language at MMA until their level of English reaches a satisfactory standard.
 3. Students unable to join their courses by the schedule date must inform the Academy in writing at least two weeks prior to the starting date of the course. Any application for deferment of the starting date, which is not received within the specified time, will only be accepted at the discretion of Academy.
 4. No student will be enrolled on a course unless and until approved by the Academic Board of the Academy.
 5. Students who have paid their fee and have been refused a student visa will be eligible for a refund upon confirmation from the British High Commission. However, and administration charges of £50.00 will be retained.
 6. Students who are late in starting their course will not be entitled to any refund, or reduction in tuition fee; this also applies where students have been absent from class for a period of time and where they may not have been attending all the subjects from which they have been enrolled.
 7. The Academy reserves the right of cancellation/struck off the enrolment/admission in case of student failing to attend the class/course or they have failed to maintain the required attendance.
 8. The Academy reserves the right not to run a particular course due to the unavoidable circumstances and to transfer students to an alternative course.
 9. The Academy reserves the right to make changes to the structure and content of courses.
 10. The Academy reserves the right to refuse admission to any student.
-

-
11. Absence due to illness must be supported if a medical certificate from a doctor is provided.
 12. Students are required to keep the Academy informed of any change of address.
 13. In the event of a student being dismissed by the Academy, fees will not be refunded.
 14. The Academy reserves the right to cancel any course should minimum enrolment figures not be met.

19. Declaration:

If admitted to the MMA I undertake to abide by the regulations currently laid down by the School.

Signature: _____

Date: _____

BEFORE SENDING US YOUR ADMISSION FORM

Please make sure:

You attached copies of your qualifications.

You attached a copy of your passport.

You attached two passport size photo graphs.

Please be advised that if you have not attached these documents we will not be able to process your application.
