



Teaching Chinese as a Foreign Language– Registration Form

Family name (block capitals):..... Mr/ Ms/ Mrs.....

Given names (in full).....

Permanent address

.....

.....

Telephone

London Address (if known):

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.....

.....

Telephone

Fax/e-mail

Name and address of person or organisation
responsible for payment of your fees:

Contact name.....

Address.....

.....

.....

Telephone.....

Do you have a disability you would like us to know about?

Y

N

If yes, please give details.....

Present occupation.....

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.....

Please give details of any previous experience of
language teaching (including Chinese):

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If you have previously attended a course of any kind at
SOAS, please give the date and subject(s) taken:

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Schools and Colleges attended

___/___ to ___/___
 ___/___ to ___/___
 ___/___ to ___/___
 ___/___ to ___/___

Employment history

___/___ to ___/___
 ___/___ to ___/___
 ___/___ to ___/___
 ___/___ to ___/___

Degrees, diplomas and professional qualifications taken:

___/19 to ___/19
 ___/19 to ___/19
 ___/19 to ___/19
 ___/20 to ___/20

[Please send us copies of certificates of relevant qualifications noted in your application form.](#)

Undertaking to comply with regulations

1. At the beginning of their course and at the beginning of each subsequent term students are required to register with the SOAS Language Centre.
2. No student may enter upon his/her course until the appropriate fees have been paid to the SOAS Language Centre.
3. Throughout their course, students are required to inform the SOAS Language Centre of any change in their address.
4. The continuance of a student's course and/or membership of the School will be conditional upon satisfactory academic performance and compliance with the School's Regulations.

I, the undersigned, undertake to comply with the regulations of the School as laid down from time to time by, or with the authority of the Governing body.

Signed

Date

Please give the names and addresses of two referees:

Name:

Address:

.....

Name:

Address:

.....

OFFICE USE ONLY

Registration approved

Signed

Date

Module	f/t	Session	Exam date
.....
.....
.....
.....

Signed

Date

Terms and Conditions for Group Courses

Fees

All fees are to be paid in full either by credit card or cheque prior to the start of the course. Fees are exclusive of course materials. Cheques returned by the bank as unpaid will incur charges. Students are required to make arrangements to settle the account immediately by credit card, postal order or a building society cheque. Failure to do so will result in withdrawal from the course.

Company Payments

Students sponsored by their employer must supply an official purchase order or a letter confirming that the company will be responsible for payment of the fees. An invoice will be issued.

Please ensure that the purchase order or letter accompanies the application form. Failure to do so will result in withdrawal from the course and/or the student becoming liable for payment immediately.

Cancellations and Refunds

Our classes require a minimum number of students. For this reason we regret that fees are not refundable later than **5 working days prior to the start date of a course**. Also, **no partial refund can be granted for classes not attended**. SOAS Language Centre cannot accept any responsibility for unforeseen changes in students' circumstances that may prevent attendance.

All cancellations and requests for refunds must be received in writing (including email) by the Language Centre at least 5 working days before the beginning of the course. The following charges will apply:

- If received more than 10 working days before the start of the course, 10% of the total course fee;
- If received between 10 and 5 working days of the course starting, 30% of the total course fee.

Fees will be fully refunded if a course is cancelled due to an insufficient number of students, or for any other reason beyond our control.

Rules and Regulations

All students must undertake to comply with such rules and regulations as may be required by the School. The School requires students to obtain an ID card and to kindly refrain from smoking while on the premises. Friends or other persons who are not enrolled are not permitted to sit in on classes. SOAS Language Centre reserves the right to refuse admission.

Notification

Once acknowledgement of payment has been received applicants should assume that their course will run as scheduled unless advised to the contrary. In the event of a course being cancelled applicants will be informed no fewer than 5 working days prior to the scheduled start date of the course.

These terms and conditions may be subject to change without prior notice. The current version of our terms and conditions can be found on our web page at www.soas.ac.uk/languagecentre and replaces any previous versions with immediate effect.

July 2009