

Duff MILLER

Est. 1952

ENROLMENT
FORM

SOUTH KENSINGTON

59 Queen's Gate

London

SW7 5JP

Telephone: 020 7225 05 77 **Fax:** 020 7589 51 55

Email: admissions@duffmiller.com

For Office Use

Fee: £
Date:
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Code:



Please attach 4

recent passport
photographs here
with your name
printed on the
reverse

SOUTH KENSINGTON
59 Queen's Gate, London, SW7 5JP
Telephone: 020 7225 05 77 Fax: 020 7589 51 55
Email: admissions@duffmiller.com

Surname of student:	
First names:	
Title: (Mr, Mrs, Ms, Other)	Date of Birth:
Nationality:	
Address of student (during term):	Name and address of parent/guardian for academic reports:
Home Tel. No:	Tel. No. Daytime:
Mobile Tel. No:	Tel. No. Evening:
Fax No:	Mobile Tel. No:
Email:	Fax No:
	Email:
Name and address of one referee: (normally the student's Headmaster of Headmistress)	Name and address of person to be contacted during term time in the event of a problem e.g. absence (if different to above):
Name in full:	Name in full:
Address:	Address:
	Tel. No. Daytime:
Tel. No:	Tel. No. Evening:
Fax. No:	Mobile Tel. No:
Email:	Fax No:
	Email:

Education from age 11 in date order School / College (name and address)	Entry Date		Leaving Date	
	Month	Year	Month	Year

How did you hear about Duff Miller? _____

TERMS & CONDITIONS

1. The fees due in any one year are those published for that academic year and are payable termly in advance by the first day of each term.
2. Where parents may have difficulty in meeting this requirement they should discuss their situation with the Bursar to see if payment may be made by instalments. If this is possible, parents will also have to enter into a fees instalment agreement.
3. No allowance can be made for a late start or early leaving except for those students enrolling more than four weeks after the beginning of term who will pay on a pro rata basis until the end of term. No reduction can be made in the event of absences from College for whatever reason.
4. Fees for individual lessons missed are still payable unless 24 hours notice is given in writing.
5. Fees, which remain unpaid two weeks after the start of term, will be subject to a £100 late payment surcharge without exception. If alternative arrangements are made under paragraph 2 above, the £100 surcharge will apply immediately if any of the agreed instalment dates are not met.
6. Public examination entrance fees are not included in tuition cost. Students are responsible for entering examinations. Forms are available for this purpose from the Examinations Officer / Registrar.
7. The College reserves the right to refuse entry to public examinations if the tuition fees have not been paid in full, and/or if a student fails to meet the satisfactory level of work effort, attendance or performance.
8. If a student wishes to withdraw from the college before the start of their course, no fees other than the enrolment fee will be payable provided that written notice is received prior to the first day of the term that precedes the term beginning with their proposed start date. Receipt of this notice must be confirmed in writing by the Bursar. Failure to give such notice will result in the first term's fees being payable.
9. If a student starts the course and wishes to then withdraw from the College before the half-term of their first term, only the fees for that first term will be payable provided that written notice is received prior to the half-term break. Receipt of this notice, must be confirmed in writing by the Bursar. Failure to give such notice will result in the following term's fees also being payable.
10. It is assumed that the student intends to remain at the College until completion of both the AS and A2 components of a full A-Level course. Therefore, expect as provided under paragraphs 9 & 10 above, if a student wishes to withdraw from the College before completion of a full A-Level course the fees for the following term remain payable unless written notice is received by the College on or before the first day of the last term to be attended by the student. Receipt of this notice must be confirmed in writing by the Bursar.
11. Notice of discontinuation of any subject must be given in writing one full term in advance, otherwise payment for the next term will be required. Receipt of this notice must be confirmed in writing by the Bursar.
12. A student may be asked by the Principal to leave the College during a term for disciplinary reasons or for the non-payment of fees. Under these circumstances, fees for the whole of that term remain payable.
13. Timetables and fees may be altered at short notice should circumstances demand it. The Principal reserves the right to reduce the standard hours of tuition for groups of three or less as follows:
 - A-Level: 1 student - 3 hours per week. 2/3 students - 4 hours per week.
 - GCSE: 1/2 students - 2 hours per week.
14. The College does not accept responsibility for students' personal possessions. Parents are advised to ensure that the student's property is covered by their own householder's policy or separate policy.
15. Duff Miller reserves the right to make alterations to programmes shown in the prospectus or other College literature.
16. It is assumed that on the signing of the enrolment form all conditions have been disclosed to the College on the Declaration of Special Educational Needs and Disability form.
17. Parents confirm that they will as soon as possible, inform the college in the student develops any new medical condition, disability or learning difficulty whilst they are a student at the College. If the medical condition is a communicable disease parents agree that the student will be kept from the College until medical advice is provided stating that it is safe return to the College.
- 18a) In this agreement 'force majeure' shall mean any cause beyond a party's control (including for the avoidance of doubt strikes, other industrial disputes, act of god, war, riot, civil commotion, compliance with any law or government order, rule, regulation or direction (including that of a local authority), accident, fire, flood, storm, pandemic or epidemic of any disease, terrorist attack, chemical or biological contamination).
- 18b) In the event of a force majeure arising which prevents or delays the College's performance of any of its obligations under this agreement, the College shall forthwith give you notice in writing specifying the nature and extent of the circumstances giving rise to the force majeure. Provided that the College has acted reasonably and prudently to prevent and minimise the effect of the force majeure, the College will have no liability in respect of the performance of such of its obligations as are prevented by the force majeure while it continues. The College shall use its best endeavours during the continuance of the force majeure to provide educational services.
- 18c) If the College is prevented from performing its obligations for a continuous period greater than 90 days, the College shall notify you of the steps it shall take to ensure performance of the agreement.
19. Any alterations to the above terms and conditions are rendered void unless confirmed in writing by the Principal.

These terms and conditions come into effect upon receipt of the enrolment form by the College

I have read and agree to the terms and conditions of Duff Miller as stated. I undertake to pay the fees as they are due and either to give the required notice of cancellation or withdrawal, or to pay the required fees in lieu of notice.

Signature:

Date:

Please enclose your enrolment fee of £200 (cheques are to be made payable to Duff Miller together with four recent passport-sized photographs of the student).