

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
 E-mail: enqs@duffmiller.com

For Office Use

Fee: £
 Date:
 Recv'd:
 Code:

ENROLMENT FORM
(PRINT BOLDLY IN INK)

Surname of student:	Other names:
Title: (Mr, Miss, Ms, Other)	Date of Birth:
Nationality:	Name and address of parent/guardian for academic reports:
Address of student (during term):	
Home Tel. No: _____	Tel. No. Daytime: _____
Mobile Tel. No: _____	Tel. No. Evening: _____
Fax No: _____	Mobile Tel. No: _____
E-mail: _____	Fax No: _____
	E-mail: _____
Name and address of one referee: (normally the student's Headmaster or 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: _____	Tel. No Daytime: _____
Fax No: _____	Fax No Evening: _____
E-mail: _____	Mobile Tel. No: _____
	Fax No: _____
	E-mail: _____

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

Examinations already taken, or to be taken before joining Duff Miller:				
Level	Subject/Unit	Date Month/Year	Result (if known)	Examining Board

How did you hear about Duff Miller?

I wish to enrol at Duff Miller in order to study (please enter details below):					
Level AS/A2 /G	Subject	Exam date	Level AS/A2/G	Subject	Exam date
Start date of course: _____					
Signature of student: _____ Date: _____					
Signature of parent/guardian: _____ Date: _____					

Details of person responsible for paying fees:	
Name of Signatory: _____	Tel. No. Daytime: _____
Address: _____	Tel. No. Evening: _____
_____	Mobile Tel. No: _____
_____	Fax No: _____ E-mail: _____
I have read and agree to the terms and conditions of Duff Miller as stated below. 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 £150 (cheques are to be made payable to "Duff Miller") together with your four recent Passport-sized photographs.	

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 any alternative arrangements could be made, e.g. payment by instalments. If any such alternative arrangements are made, they must be confirmed in writing, by the Bursar prior to the beginning of the term.
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 the 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. Any payments made to the College, which are not honoured, will be subject to a bank/administration charge of £25 per unpaid item.
6. For students receiving a bursary or scholarship, the terms and conditions shown on the Financial Aid Agreement will also apply.
7. Public examination entrance fees are not included in the tuition cost. Students are responsible for entering examinations. Forms are available for this purpose from the Academic Administrator.
8. 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 satisfactory level of work effort or attendance.
9. Students are responsible for entering examinations. Forms are made available for this purpose from the Academic Administrator.
10. 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 terms fees being payable.
11. 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 term will be payable provided that written notice is received prior to that half-term. 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.
12. This contract is based upon the assumption that on enrolling at Duff Miller the student intends to remain at the college until the completion of a full A-Level course. Therefore, except as provided under paragraphs 10 & 11 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.
13. 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 College.
14. A student may be asked by the Principal to leave the College for disciplinary reasons or for non-payment of fees. Under these circumstances, fees for the whole of that term remain payable.
15. 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 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
16. Students are jointly and severally liable for damages caused by them to the College premises or its contents.
17. The College does not accept responsibility for a student's personal possessions. Parents are advised to ensure that the student's property is covered by their own household policy or separate student policy.
18. Duff Miller reserves the right to make alterations to programmes shown on the prospectus.
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.