**LEARNER REGISTRATION FORM**

ADMISSIONS **POLICY**

IMPORTANT

**Please read through the below points**

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* If admission is sought to the teaching Centre, it shall be deemed secured and accepted only upon payment of the registration fees, once paid, are non- refundable under any circumstances.
* Before commencing your course with Quality Training Academy, full payment of the corresponding course fee is required. A security deposit cheque is required if you choose to pay by instalments.
* All fees should be paid either by cheque, card or bank transfer to the Centre. QTA is not responsible for any charges related to dishonoured cheques.

* All dishonoured cheques will be liable for a AED 250 bank charge.
* All documentation shall be provided to the Centre before the course starts. The centre has the right to refuse admission if documentation is missing.

* A learner will not be allowed to attend the course, until due fees have been paid. If fees agreed to be paid by instalments are overdue, then workshop attendance and access to the Laser learning platform will be suspended.
* Regular attendance is beneficial to the learner and hence encouraged and monitored. Learners are requested to attend all scheduled workshops for their course to receive the full benefit of their learning experience and value for money.
* Learners attending classes must adheres to all QTA policies and the QTA dress code which will be advised during registration
* An administrative fee will be charged for any refund processed.

Please see details on the disclaimer for full details.

I hereby agree to all of the above conditions:

Learner Name: Course and Level:

Learner Signature: Date:

REGISTRATION **REQUIREMENTS**

**Please provide the following to the Quality Training Academy**

**Administrator at the point of registration:**

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* Updated CV
* Passport and residency visa copy if applicable
* Emirates ID Copy (both sides) if applicable
* 4 Passports sized photographs
* British Orchard Centre Course Application Form
* British Orchard Centre Disclaimer

**Please provide the following if applicable:**

* Sponsor passport and residency, visa copy
* Sponsor Emirates ID copy (both sides)
* No Objection Letter from Sponsor (must be signed)

**If you are currently employed in the UAE or UK, please also provide the following:**

* References from your current employer
* No Objection Letter from your current employer

REFUND **POLICY**

**Refunds adhere to QTA’S Policies and Procedures**

* No refund will be provided on registration fees under any circumstances.
* Refunds require the approval of the learner QTA Centre Manager and Head of QTA Accounts, for processing.

REGISTRATION **FORM**

|  |  |  |
| --- | --- | --- |
|  |  | Photograph of  Learner |
| Course: | |
| First Name: | |
| Surname/Family Name: | |
| Date of Birth: | Mobile: |
| Nationality: | Home phone no.: | |
| Address (residential): | | |
| Passport number: | | |
| City of residence: | | |
| Location for Workshop: | | |
| Email address: | | |
| Alternate email address: | | |
| Known allergies: | | |
| Emergency contact detail 1: | Emergency contact detail 2: | |
| Name: | Name: | |
| A picture containing food  Description automatically generatedMobile: | Mobile: | |
| Relationship: | Relationship: | |

I wish to apply for the above course(s) with British Orchard Centre and confirm that the above

Information is correct.

Learner Signature: Date:

**DISCLAIMER**

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Description automatically generatedIMPORTANT

Please read through the below points

* All volunteers should comply with QTA’S policies and procedures, throughout the duration of study and volunteer placement hours.
* Course fees will be reviewed and annually in line with competitor’s fees and are subject to increase for future learners. Your fees will not increase from the amount you agree and sign acceptance of during your course.
* Payment should be made either by cheque, credit card or bank transfers. Cash Payments will not be accepted by British Orchard Centre.
* Course fees are payable in full by cheque in advance or by post-dated cheques upon acceptance onto the course(s). A security cheque for the full course amount will be held by British Orchard Centre, for the duration of the course. Should you default on any payment, the cheque will be cashed. If all payments are made successfully by the end of the course, the security cheque will be returned or destroyed.
* Payment should be received by the first week of each month. If payment is delayed your security cheque may be deposited. If two payments are delayed, QTA reserve the right to terminate your course.
* If you do not complete your course by the specified end date, then you may be liable to additional charges.
* Fees once paid are non – refundable, non – transferable and cannot be offset against any either payment.
* No refund, off set or reduction will be granted in case of absence, illness or vacations.
* I agree to indemnify and keep indemnified QTA for any less or damage caused by me or by anu member of my family to the Centre property.
* Administration and text book charges applicable

I hereby agree to all of the above conditions:

Learner Name: Learner Signature: