



EURO SCHOOLS OF AVIATION

Loc: Accra - Ghana | Tel: 0544877011 | Email: euroschoolofaviation@gmail.com

ADMISSION FORM

Please complete this form in black ink and BLOCK CAPITAL

1. ENROLMENT INFORMATION

Campus (Ghana) ☐

2. PERSONAL DETAILS

Title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐ other ☐

Surname/family Name:

First Name(s):

Nationality: Sex: Male/Female

Date of Birthday: Day.....Month;.....Year;.....Height.....Passport no:.....

Marital Status: Married/Single/Divorce.....

Present occupation:

ADDRESS

Permanent Home Address

Street 1	
Street 2	
Town	
Country/State	Postcode
Country	
Tel: Daytime	Evening
E-mail	
Fax	

Address for correspondence (if different from above)

Town	
Country/State	Postcode
Country	
Tel: Daytime	Evening
E-mail	

Please Affix two(2)
recent Passport
sized photographs

Fax

3. COURSES AT DIPOLA/ADVANCE DIPLOMA

- | | |
|--|--|
| ☐ Air ticketing and bookings | ☐ Customer service |
| ☐ Hotel reservation and booking | ☐ Information technology. |
| ☐ Passenger handling Logistics | ☐ IATA Training |
| ☐ and cargo handling Flight | ☐ Project management |
| ☐ attendant | |

Applicant may study one course only However, in the unlikely event that a course is cancelled, it is helpful to us if you indicate second choice.

1st Choice Course Title

2nd Choice Course Title

4. EDUCATION AND PROFESSIONAL QUALIFICATION

Name of Examination Board/College/University /Professional	Qualification	Length of course	Date Awarded/To be awarded
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Employment or Training Details (Mature applicants only) (Please enclose acopy of your CV/Resume)

Name and Address of Employer	Position Held	Dates (From/To)
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5. How did you hear about Euro school of Aviation

Please complete this section to let us know how you came to hear about the school

☐ From agent ☐ from an advertisement ☐ Recommendation by a friend, parent , former student
☐ Internet ☐ Other (Please give Details)

6. PAYMENT DETAILS

Will you be paying for your course yourself ? Yes ☐ No ☐ If no , give full contact detail of your Sponsor. It is your responsibility to ensure that the fees are paid in full by the correct date

SPONSOR DETAILS

Surname/Family Name:.....First Name:.....
Relations to applicant:.....Tel:.....
Address:.....Postcode.....

7. FOR OFFICE USE ONLY

Date Received/By.....Date Approved/By.....
Course Fees;.....Deposit:.....Balance:.....Registration Fee:.....
Payment Methods: Cash ☐ Cheque ☐ Bank transfer ☐ Mobil Money

Note:

8. EMERGENCY CONTACT

Please specify person to contact in case of emergency

Surname/Family:.....First Name:.....
Address:.....Postcode.....
Tel. Work:.....Tel.Home:.....

9. (a) Terms and Conditions

- 1.The School require that all student attend all scheduled lecture, tutorial and examinations and further expect that all. Student act diligently and responsibly as regards their studies as well as the submission of written work
- 2.All student are expected to settle their tuition fees not later than five (5) week before the commencement date of their course. Enrolment along with payment of the require deposit represent a binding agreement to attend such course and pay any outstanding amounts.

Cancellation

3. In the event of cancellation for whatever reason the following will apply:

- i. cancellations must be made in writing and take effect on the date it is received by our accounts department
- ii. Any cancellations received five (5) weeks before course commencement date will incur an administrative charge of GHC 500

if notice of cancellations is received by the school less than five weeks before the commencement that the relevant course the deposit of 50% of the total fees will be forfeited but further amount already paid will be refund.

iv. Where such cancellation is received after the commencement of the course no refunded will be made and the student remains liable for the whole of any outstanding amount.

v. Overseas student should note that the college is required to notify the Home Office of any such student cancellation (this may affect your immigration status)

Changing course or withdrawal by the school

- Where any student on his/her own decides to change a chosen course of study during the period and opt for a revised choice no refunds will be given even if such revised course has fewer subject options. However where additional subject are undertaken any additional fees must be paid.
- The school reserves the right on the provision of four weeks notice to cancel any course prior to its published commencement date any fee paid will be refunded
- The school reserves the right to withdrawal any subject up to four weeks after its published commencement date where it determines that such subject is not viable where upon an alternative subject may be offered or prorated refund given

Attendance

All student are required to :

- Attend classes for a minimum of 16 hours day time study per weeks during term time
- Provide medical certificate for absences of more than four days where such absence is due to a medical condition
- Demonstrate a minimum weekly attendance rate of 85% where this is not achieved the school reserves the right to remove such a student's name from its register and inform the home office
- Where students does not meet any of the above requirement (inc. failure to pay fees) they may be removed from the course forthwith further the director reserve the right a student to leave the course, if in their opinion such student's continual presence is detrimental to staff and /or fellow students.

Request for Refund

- Refunding of any fees to an excluded student is solely at the discretion of the director
- All request for refund must be submitted in writing along with original of any relevant document issued by the school
- Such refunds will be made within a minimum of five (5) week from the date of submission of all original document required
- In the case of late arrival, non-attendance or withdrawal from a courses, fee are non-refundable unless condition are met (see 3.1-3.5)
- Fee paid is non-transferable to another individual
- Any student who knowingly or recklessly provides false information in this application is liable to suspension from the school.

10. DECLARATION-Failure to sign the declaration may delay the processing of your application.

I declare that the statement made by me are correct to the best of my knowledge and I have understood, accept and agrees to be bound by the school terms and condition stated. Any falsification will disqualify the application and deposit held.

I confirm that I have completed all the relevant section of this form.

Signature of Applicant.....Date:.....

Signature of Guardian:.....Date;.....

Disclaimer: Although all possible care has been taken in the preparation of the form, no responsibility can be taken for any errors or omission, however caused. Should a course need to be collected due to unforeseen circumstance, the applicant will be offered an alternative course.