

# ENROLMENT - BOOKING FORM 2010

Please complete the following Enrolment Form and return it by e-mail: [info@mpmagister.com](mailto:info@mpmagister.com) or by Fax: +442 078.55.87.83

## PERSONAL DETAILS (block capitals)

Mr/Mrs	Family Name	First Name	
Address			Age
Postcode	Town	Country	
Date of Birth DD..... MM..... YY.....		Profession	
Telephone		Mobile	Fax
E-mail:		Notes	

## COURSE DETAILS

What date do you want to start your course?	DD	MM	YY	How many weeks do you want to study?
Which Course(s) would you like to Study?				
<input type="checkbox"/> General English Standard <input type="checkbox"/> Intensive Academic Plus		<input type="checkbox"/> Medical English <input type="checkbox"/> Business English <input type="checkbox"/> Individual (one-to-one) - How many lessons? [.....]		<input type="checkbox"/> IELTS Preparation Course <input type="checkbox"/> TOEFL Preparation Course <input type="checkbox"/> OTHER .....

## ACCOMMODATION & TRANSFERS

Do you require Accommodation?	First night of stay	Last night of stay	
Yes <input type="checkbox"/> No <input type="checkbox"/>	DD..... MM..... YY.....	DD..... MM..... YY.....	
Choose your accommodation. <small>Please write "1" in the box to indicate your first choice of accommodation and "2" for your second.</small>	<b>Host Family (Single)</b>	<b>Host Family (Sharing)</b>	<b>Residence – Apartment (Self Catering)</b>
	<input type="checkbox"/> (HB) Half Board <input type="checkbox"/> (FB) Full Board	<input type="checkbox"/> (HB) Half Board <input type="checkbox"/> (FB) Full Board	<input type="checkbox"/> Single room <input type="checkbox"/> Shared room
Do you require transfer(s) from the Airport?	Flight Number	Arrival time	Flight Number
Yes <input type="checkbox"/> No <input type="checkbox"/>			Departure time

### How to Enrol

- 1) Please complete this Enrolment Form and return it by e-mail or fax.
- 2) Pay either a deposit of €250 or your fees in full if 4 weeks prior to course start.
- 3) MP-Magister will send you an e-mail of confirmation and reserve your place upon payment.

### Bank Transfer should be made to: MP - MAGISTER

- Bank..... HSBC
- IBAN..... MT57 MMEB 4433 6000 0000 3310 1536 001
- SWIFT..... MMEB MT MT

### Terms & Conditions

1. The course fees and deposit are valid only for the person, course[s] and dates specified on this enrolment booking form.
2. The Registration fee is non-refundable.
3. If you cancel your course and/or accommodation before arrival, no refund or credit will be given. If you cancel your course and/or accommodation after arrival, leave it early, or miss any lessons, no refund or credit will be given, including in case of sickness.
4. Class sessions have total breaks of up to 30 minutes. One-to-One lessons include a 10-minute break if more than one hour is taken at a time.
5. When necessary, MP-Magister reserves the right to alter the timetable and/or transfer students from one class or course to another from one time of study to another, and to merge small classes or cancel classes and courses. Fees may also be subject to change.
6. You are strongly advised to organize medical and cancellation / curtailment insurance before travel.
7. You cannot change from a full-time course to a part-time course or One-to-One class.
8. Students whose behaviour prejudices the best interests of MP-Magister will be asked to leave before the end of their course and no refund on the course fees will be payable by MP-Magister.
9. The accommodation rent is valid only for the person and dates specified. Any changes of dates must be notified to us in writing or by e-mail at least 2 weeks before the arrival date.
10. Changes in course and accommodation after confirmation are subject to a €80 administration charge.
11. When necessary, MP-Magister reserves the right to allocate alternative accommodation without prior notification.
12. There is no reduction in fees where there is a public holiday in Malta.
13. Public Holidays in Malta: 10<sup>th</sup> February, 19<sup>th</sup> March, 31<sup>st</sup> March, 9<sup>th</sup> April, 7<sup>th</sup> June, 29<sup>th</sup> June, 15<sup>th</sup> August, 8<sup>th</sup> September, 21<sup>st</sup> September, 8<sup>th</sup> December, 13<sup>th</sup> December, 25<sup>th</sup> December, 6<sup>th</sup> January.

I have read and I accept the Terms and Conditions

Signature..... Date..... 2010

## PAYMENT CALCULATION

Course Fees.....	€ .....
Registration fee.....	€ 55.00
Accommodation.....	€ .....
Accommodation finding fee	€ .....
Single Room Supplement €75 per week	€ .....
High Season Supplement €55 per week (1 <sup>st</sup> June – 30 <sup>th</sup> Sept)	€ .....
Airport Transfers €35 Return / €20 one way	€ .....
<b>TOTAL to PAY</b> .....	€ .....
Deposit.....	€ .....
Balance.....	€ .....

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