



The Sandford Language Institute

Please fill out this enrolment form and post or fax it to us. You can enclose the course fee or notify us of your preferred method of payment. We will then phone you to obtain your card details if required.

For courses that are not timetabled please submit this form to us with a short message and we will contact you when a new course arises.

Enrolment Form

Your Full Name * : _____

Are you a previous student? Yes No

E-Mail : _____

Telephone * : _____

Address * : _____

Fee (in Euro) : _____

Form of Payment : Cash
 Cheque/Postal Order
 Bank Draft
 Credit card
 Laser

Venue * : Milltown Park Merrion Square

Course * : _____

Level * : _____

Course Start Date : _____

Course Class Time : _____

Please type any message you would like to convey to us : _____

I have read and accept the conditions below.

* denotes required fields

CONDITIONS AND REGULATIONS OF THE INSTITUTE

1. Fees are payable in full at time of enrolment.
2. Fees are non-refundable except where course fails to take place.
3. Refunds cannot be given for unattended classes.
4. The Institute reserves the right to alter the programme as it deems necessary and to cancel a class in the event of there being insufficient numbers to justify it.
5. Classes are formed based on a minimum enrolment of 8 students. In the event of the minimum of 8 enrolments not being met by the scheduled start date the course will be postponed by 1 or 2 weeks to facilitate late enrolments. Course duration will then be altered , pro rata , to suit lower demand. It is in everyone's interest to enrol on time.
6. The Sandford Language Institute will not accept responsibility for personal injury, damage to or loss of a students property while on the premises of Milltown Park.