



## MANAGEMENT FACULTY

### ENROLMENT FORM

Please complete all sections of this application form

Return the form to Landover Aviation Business School enclosing the following:

- Copies of relevant credentials
- Copy of receipt

#### A. PERSONAL DETAILS

Name (Mr./Mrs./Miss): _____ <i>(As expected to appear in certificate)</i>			
Surname	First Name	Middle Name	
Nationality: _____	State of Origin: _____		
Date of Birth: _____	Place of Birth: _____		
Residential Address: _____ _____			
Mailing Address: _____			
Telephone: _____	GSM: _____		
Fax: _____	E-mail: _____		

#### B. EDUCATIONAL BACKGROUND

S/N	SCHOOL	QUALIFICATION	DATE STARTED	DATE FINISHED

- Kindly continue on plain sheets if required

#### C. COURSE OR PROGRAMME

- Which course are you applying for? (Please fill appropriately)

COURSE TITLE	COURSE FEE	START DATE	FINISH DATE

**E. REFERENCES**

■ Please give the names and addresses of two references.	
1. Name: _____	2. Name: _____
Relationship: _____	Relationship: _____
Address: _____	Address: _____
_____	_____
_____	_____
Tel no: _____	Tel no: _____
Fax no: _____	Fax no: _____
E-mail: _____	E-mail: _____

**F. TERMS & CONDITIONS**

- Payment of appropriate tuition fees is required to accompany enrolment.
- Enrolment and Tuition fees are refundable on the merit of each case not later than 5 working days to the Course commencement date, and if refund is granted a 25% Admin Charge would be deducted.
- Students may apply for an alteration in their enrolment not later than 2 weeks to course commencement date. Enrolment and tuition fees are non-refundable in cases where students are unable to attend their courses enrolment.
- Students must adhere to the Schools rules and regulations. A brochure containing school rules and regulations will be provided on enrolment.
- Students must have 80% School Attendance to qualify for the Landover Certificate.
- Students should note that Certificate will be issued based on the name indicated in Column A above. The company will not accede to any request that same be re-issued in a name other than that stated.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**G. OFFICIAL USE (PLEASE DO NOT FILL)**

	YES	NO
■ Documents verified ok	_____	_____
■ Payment completed	_____	_____
Records verified by: _____		Signature/Date: _____
Manager Training: _____		Signature/Date: _____