

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.
- Students must strictly adhere to Business dress code. Casual dressing is not allowed.

For IATA Students, USD 619 payment for study kit and IATA Exam Registration fees are non refundable

Student's Signature: _____ Date: _____

G. OFFICIAL USE (PLEASE DO NOT FILL)

YES

NO

■ Documents verified ok _____

■ Payment received _____

■ Kits/ materials collected _____

■ Exam Completed _____

Records verified by: _____ Signature/Date: _____

Manager Training: _____ Signature/Date: _____