

## Revision course enrolment form – January 2012

7/8<sup>th</sup> : 14/15<sup>th</sup> : 21/22<sup>nd</sup> : 28/29<sup>th</sup>

Please use a separate form for each student

### Student Details

Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_ DOB \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

School \_\_\_\_\_ email \_\_\_\_\_

### Parent / Guardian details

Surname \_\_\_\_\_ First Name(s) \_\_\_\_\_

Address (if different) \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Mobile \_\_\_\_\_

email \_\_\_\_\_

Please tick where you **FIRST** heard about us: We have used the knowledge gap before

Newspaper advert  (which paper \_\_\_\_\_); website via search engine  ; friend / family

Yellow pages  ; Yell.com  ; leaflet through letterbox  ; Radio advert  ; Other  (please specify below)

### Course details

Please list the subjects you would like to study and select the appropriate level and exam board.

Weekend number	1. 7/8 <sup>th</sup> Jan	2. 14/15 <sup>th</sup> Jan	3. 21/22 <sup>nd</sup> Jan	4. 28/29 <sup>th</sup> Jan
Subject				
Level AS/A2				
Module number				
Exam board				
Predicted grade				
Syllabus No. (if known)				

**Please turn over and complete the details overleaf**

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Terms and conditions – please read carefully

1. A deposit of £50 per subject must be enclosed with this application form or if booked on line paid at the time through Paypal.
2. The deposit is non-refundable.
3. The balance must be paid two weeks before course commencement. (see early payment terms)
4. Enrolment forms submitted after this date must be accompanied by full payment or paid via Paypal.
5. Cancellations policy:
  - a. Full refund (minus deposit) will be made if notice given within 2 weeks of start date.
  - b. Between this time and up to 48 hours before start date 50% of fees will be charged.
  - c. After this time no refund is given
6. Absence from classes for whatever reason including sickness does not constitute grounds for refund of fees, nor can the knowledge gap be expected to provide extra lessons without charge to compensate for such absences. However, in exceptional cases, an alternative may be offered.
7. If demand for a subject is low we reserve the right to withdraw that subject. In such circumstances an alternative course will be offered at 50% discount or if no suitable alternative is available a full refund will be given including deposit.
8. If for any other reason a subject has to be cancelled a full refund will be given or if a subject has to be terminated early due to staff absence a refund equivalent to the percentage not taken will be given.
9. Students are responsible for their own possessions and the knowledge gap will not be held responsible for the loss or theft of personal property.
10. Students are expected to act in a safe and responsible manner and they are jointly or individually liable for any damage caused by them on the premises.
11. The course directors reserve the right to exclude students whose conduct is deemed unsatisfactory. If a student is excluded on disciplinary grounds the course fees remain payable.

### **Assignment to courses:**

1. Assignment to courses is on a first come first served basis. Once a course is full to capacity the knowledge gap will try to arrange an extra tutor for that subject but if this is not possible the booking may be refused or an alternative offered.
2. Subjects in high demand may be run on more than one date and pupils will be placed so as to minimise clashes with other subjects or to meet our operational requirements.
3. Any preferences stated for dates for a particular course will be taken into account but these should be communicated to us at the earliest possible opportunity. This should initially be done in writing with this form or if after submission by email to [info@theknowledgegap.co.uk](mailto:info@theknowledgegap.co.uk) stating your request and contact telephone numbers. A member of staff will then call you to discuss your request.

I have read and agree to the terms and conditions set out above and enclose a deposit of £50 per subject (or full remittance if applying within 2 weeks of start date). Please make cheques payable to The Knowledge Gap. I understand that my deposit will be deducted from the final invoice.

Signature of person responsible for fees \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Please post or fax this completed form to:

The Knowledge Gap  
41 Devonshire Road  
Sheffield  
S17 3NT

email: [info@theknowledgegap.co.uk](mailto:info@theknowledgegap.co.uk)  
Website: [www.theknowledgegap.co.uk](http://www.theknowledgegap.co.uk)

Tel 0114 236 1399  
Fax 0114 236 4216