

Revision courses enrolment form – May/June 2012

4th to 9th June + May weekends (5/6th; 12/13th; 19/20th; 26/27th)

Please use a separate form for each session / 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 choose where you would like to take the course(s): Sheffield Manchester Leeds/Bradford

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

For A Level please state whether AS or A2.

For GCSE please state the tier – Higher/Intermediate/Foundation & for science, whether Single, Double or Triple

Subject	Level			Exam board AQA/OCR/Edexcel/WJC	Predicted Grade	Syllabus number (if known)
	A-Level	GCSE				
	AS / A2	Tier F/I/H	S/D/T science			
1						
2						
3						
4						
5						
6						

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 of fees must be paid for two weeks prior to the first course. (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 before two weeks of the 1st course.
 - b. After this time and up to 3 working days of the first course 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 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 the 1st course) Please make cheques payable to: The Knowledge Gap Ltd. 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
Tel 0114 236 1399
Fax 0114 236 4216

email: info@theknowledgegap.co.uk
Website: www.theknowledgegap.co.uk