Sequence No :   [   ]
.
Student Reg No : [/   ]

Branch : ....

| Emergency Contact No: .... |
| **Contact No:** .... |
| **E-mail:** .... |

Application for Admission
FILL IN BLOCK LETTERS ONLY

1) Student's Information   Part - A

   a) Name: ....b) Sex : Male / Female

   c) Date of Birth : ....d) Place of Birth: ....
                       (Day)   (Month)   (Year)   (Atoll / Province)   (Island)

   e) Passport / ID No : ....f) Nationality: ....

   g) Permanent Address: ....

   h) Residential Address : ....

   i) Office Name & Address : ....
                              (To be filled by students 18 years & above)

   j) Occupation/Designation :..
                              (To be filled by students 18 years & above)

   k) Contact Details : ....
           (Home)   (Office)   (Mobile)   (Fax)   (E-mail)

2) Parent's Information   Part - B   (To be filled by Students below 18 years of age)

   a) Name of father /guardian : ....

   b) Address: ....

   c) Occupation :...d) Contact Nos : ....
                                       (Home)   (Office)   (Mobile)

   e) Office Name & Address ; ....

   f) Name of Mother /guardian : ....

   g) Residential Address : ....

   h) Occupation :...i) Contact Nos : ....
                                       (Home)   (Office)   (Mobile)

   j) Office Name & Address ; ....

3) To be completed by former Students of ELC   Part - C

   a) Courses / Programs joined : ....

   b) Period attended : from...................../To.....................c) Exams completed : ....
                  Month / Year   Month / Year

   d) Certificates Awarded : ....
                             (Please attach copies)

4) To be completed by School Students   Part - D

   a) Name of the School : ....b) Class : ....School Timing :..............

   c) Grade in English in the last academic term at School : ....

5) Course Information   Part - E (Please refer to the details in the Brochure)

   a) Name of the Course : .... b) Course Code: ....

   c) Duration : ....d) Course Fee : ....   e) Registration Fee :........................

Online Applicants-Transfer the fee to BML A/C 7730000226678-Everyone's Learning Center and email the receipt and form to elc@everyones.com.mv

Please submit 2 Recent Photos (Stamp Size), Copy of National Identity Card, Course fee & Registration fee (If applicable) at the time of Submission of Application. Please read our Admission Policy overleaf and submit application with the signature of Student, Parent or Guardian.

6) Admission Procedure   Part - F

   a) Complete and return this form to the Admin office of Everyone's Learning Center with 2 recent, Stamp
      Sized Colour Photographs with the Applicant's name written at the back.
   b) Attach a Photo Copy of the National Identity Card or Birth Certificate.
   c) Enclose an initial payment (01 month, non-refundable Course fee +registration fee) with this form.
       The Application cannot be processed unless it is submitted with the above documents & fees.
        Cheques are not accepted towards payments for fees.
       Online Applicants must transfer the fee to BML A/C 7730000226678-Everyone's Learning Center
       and email the receipt and form to elc@everyones.com.mv

7) Fee Payments   Part - G

   a) Fees once paid are non-refundable nor adjustable.
   b) Fees must be paid from January to December on or before the 05th of every month. Late payments
      will be accepted with a late payment charge of Rf 10/- per day for the number of days overdue.
   c) Registration will be cancelled if payment for the month is not received. To continue studies after
      cancellation the student will have to re-register (Refer 6 a,b,c)
   d) Please note non-attendance does not excuse the student from payment of fees.

8) Attendance   Part -H

   a) Every student has to secure a minimum of 75% attendance in each course. A student who has less than
      75% attendance is subject to repeat the course.

9) Holidays   Part - J

   a) Classes at ELC will be closed on all Government & Public Holidays and for 5 days during each School
      Term Holiday.

I have read & understood the policies of Everyone's Learning Center & I agree to abide by the rules & regulations of Institute. I also agree to abide by the cancellation and refund policy of Everyone's Learning Center.

A parent guardian or sponsor must sign on behalf of a student who is under 18 years of age.

....
Signature of Student /Parent   Date

For **Office use only**

CHECKLIST   [ ] 2 Photographs [ ] Copy of Student ID Card / Birth Certificate [ ] Course Fee
Date of Admission: ....Class starts on : ....
Class Code: .... Branch : .... Class Teacher :.................................
Session ; .... Time: ....Amount Paid : ....
Application processed by : ....Date : ....
Signature : ....   Approved by ; ....