

TERMS AND CONDITIONS

1. **Students who miss any of their classes are still required to pay the full course fee. Any student who withdraws from the course after week four will still be required to pay the full course fee.**
2. A partial refund is allowed for any student who has paid fees in advanced and who withdraws from the course before the end of week four.
3. Students who do not pay their fees on time will be charged a **\$25 monthly late payment fee**. Continual failure to pay fees will lead to expulsion from the course.
4. Students are not permitted to attend classes or take examinations if they owe fees.
5. Any student for whom an Internal examination is reschedule due to the late payment of fees, must pay fifty dollars (\$50) in order to take that examination.
6. The cost of the CXC examination is not included in the course fee. The student agrees to pay this examination fee.
7. Students who failed Mathematics must have attended at least 90% of their classes and completed and submitted all homework and test assignments in order to qualify for a refund. Other special conditions apply.

I hereby agree to and will comply with the terms as stated above.

SIGNATURE **DATE**

ADVANCED MANAGEMENT SERVICES COMPUTER SCHOOL

REGISTRATION FORM STUDENT INFORMATION



YOUR FUTURE BEGINS WITH US

**2nd Floor Diamond Tower
Marhill Street, Bridgetown
Tel: (246) 430-0736
Fax:(246) 430-0394
Email: amservices@ymail.com
Visit us at www.amsschool.com**

Thank you for choosing Advanced Management Services as your preferred place of study. You will have a great time with us as you pursue your educational goals. Please observe the following rules and regulations:

1. STUDENTS ARE EXPECTED TO BE COURTEOUS AND POLITE TO THEIR FELLOW STUDENTS AND TEACHERS.
2. NO SMOKING IS ALLOWED.
3. NO ABUSIVE OR OBSCENE LANGUAGE IS ALLOWED.
4. NO LOUD TALKING OR BOISTEROUS BEHAVIOUR IS ALLOWED.
5. NO PLAYING OF ANY MUSIC WHATSOEVER IS ALLOWED.
6. IT IS A SERIOUS OFFENSE TO LITTER THE CLASSROOM.
7. STUDENTS ARE ALLOWED TO USE THE TELEPHONE FOR IMPORTANT AND URGENT CALLS ONLY. CALLS ARE LIMITED TO TWO MINUTES.
8. VISITORS ARE NOT ALLOWED TO ENTER THE CLASSROOMS BUT MUST WAIT IN THE RECEPTIONIST AREA.
9. COMPUTERS ARE SENSITIVE EQUIPMENT. THEREFORE ALL STUDENTS ARE EXPECTED TO EXERCISE EXTREME CARE WHEN HANDLING COMPUTER EQUIPMENT.
10. CELLULAR PHONES MUST BE TURNED OFF DURING CLASS.
11. STUDENTS MUST NOT EAT OR DRINK IN THE CLASSROOMS.
12. ALL STUDENTS MAY USE THE CLASSROOMS/COMPUTER LABS OUTSIDE OF THEIR SCHEDULE CLASS TIME. PLEASE CALL THE RECEPTIONIST TO ENSURE THAT THE CLASSROOM/COMPUTER LAB IS AVAILABLE.
13. ALL STUDENTS MAY USE THE INTERNET OUTSIDE OF THEIR SCHEDULE CLASS TIME
14. FEMALES ARE NOT PERMITTED TO WEAR SHORT SHORTS. MALES ARE NOT ALLOWED TO WEAR PANTS WITH THEIR UNDERWEAR SHOWING.

STUDENT INFORMATION

FULL NAME _____

ADDRESS _____

PHONE _____(H) _____(W) _____(C)

EMAIL _____

DATE OF BIRTH _____ **AGE** _____

GENDER _____

ILLNESS OR ALLERGIES _____

LIST THE COURSE(S) YOU WISH TO STUDY:

COURSE	DAY	TIME

PAYMENT TERMS: INSTALMENTS CASH
Important - All cash payments must be completed within 2 months of start of course. Failure to do so will result in the installment price being applied.

I AGREE TO PAY THE SUM OF \$_____ FULL PAYMENT FOR THE COURSE(S) I HAVE SELECTED TO STUDY.

SIGNATURE _____ **DATE** _____

THIS APPLICATION FORM MUST BE RETURNED ALONG WITH A \$40.00 NON-REFUNDABLE REGISTRATION FEE.

THIS FORM WAS GIVEN TO ME BY: