

STUDENT'S PERSONAL STATEMENT

AUTOBIOGRAPHY:

PURPOSE/OBJECTIVES:

1 Students are expected to attend classes regularly. In case of absence due to sickness, a doctor's certificate should be provided. **2** Students should be in class within five minutes from the time the lesson has started otherwise they may not be accepted in the class and will be marked absent. **3** Personal property brought into college premises is at owner's risk. The college accepts no responsibilities for loss or damage to such property. **4** The Registrar / Principal must be informed immediately of any changes of address. **5** The college reserves the right to make essential modifications or changes to courses. Courses offered are subject to demand. **6** Fees paid are not refundable, particularly when a student is withdrawn from the college. **7** All Students must sign an undertaking (to be countersigned by the parents) to be of good behavior. **8** The Director of Studies or Principal may decide to remove any student from the college if in his judgment such action is in the interest of the college. Under these circumstances, fees for the whole of the term remain payable and fees already paid will not be refunded. **9** If a student wishes to withdraw from the college, one term's notice must be given in writing. Such notice must be received by the college on or before the first day of the last term to be attended by the student. Receipt of this notice must be confirmed in writing by the Bursar. Failure to give a full term's notice will result in one term's fees being payable. **10** Notice of discontinuation of any subject must be given in writing one full term in advance to the Principal; otherwise payment for the next term will be required. The college must confirm receipt of this notice in writing. **11** Timetables and fees may be altered at short notice should circumstances demand it. The principal reserves the right to reduce the standard hours of tuition for groups of three or less. **12** Students are jointly and severally liable for damages caused by them to the college premises or its contents. **13** Students are jointly liable for the loss of library books, journals, magazine and newspapers. A book deposit of CYE 25 against its loss will be required. **14** Global College reserves the right to make alterations to programs shown in the prospectus. **15** Any alterations to the above terms & conditions are rendered void unless confirmed in writing by the Principal. **Note:** These conditions come into effect upon enrollment of the student.

DECLARATION

I, HEREBY, DECLARE THAT I HAVE READ THE PROSPECTUS OF THE COLLEGE AND AGREED TO ABIDE BY THE REGULATIONS OF THE COLLEGE AND UNDERTAKE TO BE OF GOOD BEHAVIOUR.

APPLICANT'S SIGNATURE _____

DATE _____