

Enrolment form



Kaplan representative information

Partner name/Contact person _____ Country _____

E-mail _____ Telephone _____ Fax _____

For all partner bookings, please confirm who will be responsible for the total payment of this booking by selecting an option below

Partner Student Partner and Student (please give details including amounts): _____

Partner signature: _____

Student information

Family name _____ First name(s) _____ Male Female

Date of birth (d/m/y) _____ Country of birth _____

Nationality _____ Mother tongue _____

Full address _____ City _____

Postal code _____ Country _____

Telephone (home/mobile) _____ E-mail _____

Language level _____

Student number _____

Passport – 4 week course

Start date January February March April

May June July August

September October November December

Destination Country United Kingdom USA Australia

Ireland Canada New Zealand

Live Online IELTS Course – 4 week course

Start date January February March April

May June July August

September October November December

English Classroom

Start date _____ Number of weeks (minimum 4 weeks): _____

One to One

Start date 1 lesson 4 lessons 8 lessons 12 lessons

Payment

I am sponsored by: _____

I wish to pay by credit card: Card number (Visa/Mastercard/Amex) _____

Expiry date _____ CCV number (last 3 digits of security code on back of card) _____

Name and address of cardholder _____

Signature of cardholder _____

I enclose a cheque for the amount of _____ payable to Kaplan IC

I would like to arrange a bank transfer. Please send me transfer details. _____

Declaration

I confirm that I have read, understood and agree to be bound by Kaplan's Live Online General Terms and Conditions and that I meet the minimum technical specifications for Live Online.

Signature _____ Date _____

Signature of parent/guardian (required if student is under 18 years old) _____ Date _____

Please return the completed form to the Kaplan booking office or to your local representative.

Terms and Conditions



Kaplan Live Online is a brand name for certain short, online English courses provided by Aspect Education Limited or other Kaplan International Colleges group companies.

Application: Please send the signed enrolment form to the relevant Kaplan booking office as published in the brochure or to your Kaplan Live Online representative with the applicable course fee. Students over 18 must sign the enrolment form to say that they have read and agree with these terms and conditions. The parents of students under 18 must read and so sign the enrolment form on their behalf. Your privacy is important to us. Please note that by submitting your personal data to us, you are accepting the terms described in our privacy policy, which can be found at: www.kaplaninternational.com/privacy/

Payment deadline: All course fees must be paid in full no later than 30 days before the course starts. If a booking is made less than 30 days before the course starts, the fees are immediately payable. If payment in full has not been received, you will not be allowed to start your course.

Prices: Course fees are published on the Kaplan Live Online website, in the brochure or on a separate fax sheet. Kaplan Live Online is committed to maintaining fees at the current published level for courses but reserves the right to change prices to reflect inflation or otherwise.

You are enrolling for the sole purpose of learning English. You acknowledge that you are enrolling with the Kaplan group company detailed on your invoice or otherwise notified to you for your own personal English learning needs and not on behalf of any other entity or in furtherance of your own or another party's competition with Kaplan Live Online. Kaplan Live Online does not issue visa support letters with respect to the courses or otherwise facilitate student visa applications.

Cancellation rights: Where a student resides in the EU at the time of signing the enrolment form, and provided that they have not already accessed their online resources, they have 7 working days to cancel their application from the time the countersigned enrolment form is received by the Kaplan booking office or the Kaplan Live Online representative by notifying them in writing. After such time any sums paid will only be refundable in accordance with the Kaplan Live Online terms and conditions.

Length of enrolment: Your enrolment with Kaplan Live Online is valid for 1 month from the first Monday of the next full month after enrolment. Please note that your online course will begin on your chosen such start date.

Cancellation and postponement: If you are a Passport, English Classroom or IELTS preparation student and you need to postpone your enrolment, you must give written notice to either the relevant Kaplan booking office or your Kaplan Live Online representative. Courses may not be postponed after the date of the first scheduled class (including Intro classes) and may not be postponed for more than 3 months from date of payment. If you do not commence the course within such 3 month period, then any such fees will be forfeited to Kaplan Live Online.

If you are taking One to One classes and need to cancel a session with your tutor, you must give 24 hours' notice either by notifying your tutor directly or by e-mail to KICliveonline@kaplan.com. If you do not, you will be charged for one lesson.

If you need to cancel your enrolment on a course, you must give written notice to either the relevant Kaplan booking office or your Kaplan Live Online representative. Any refunds are subject as provided below.

Once you have chosen your course start date, you will be issued with a schedule of class dates. If you are unable to attend any of the scheduled class dates at the times advertised you will not be entitled to a refund in respect of those classes you are unable to attend.

Refund policy: Refunds will be made via the Kaplan Live Online representative to whom the fees were originally paid, or, where originally paid direct by the student to Kaplan Live Online, to the student or, where appropriate, other person who paid on their behalf. All refunds will be made within 45 days of written notification of cancellation. In the event of Kaplan Live Online cancelling or terminating a course, a full refund of all unused fees will be made.

If you cancel your enrolment on a course you will receive: a 100% refund if you cancel prior to accessing your online resources; a 75% refund if you cancel before the start of class sessions (including Introduction classes) and a 50% refund if you cancel prior to the occurrence of two class sessions (including Introduction classes). Refunds will not be made under any other circumstances and unused moneys will be forfeited.

Cancellation by Kaplan and course changes: Kaplan Live Online reserves the right to:

- cancel any course prior to the published commencement date of the course, in which case an alternative start date or full refund will be offered.
- change published course start dates, in which case an alternative start date will be offered. If the new date is unacceptable to you a full refund will be made.
- change course curricula, programmes, class dates, times and tutors in which case no refund will be offered.

Duration of lessons: All English lessons are 45 minutes in duration unless otherwise stated. Courses run from Monday to Saturday and lessons are scheduled between 6.00pm and 9.00pm within your time zone or in the morning on a Saturday.

Conduct: By signing the enrolment form you agree to be bound by Kaplan Live Online's rules and regulations relating to conduct and other matters as detailed on the learning platform.

Breaches of the foregoing can amount to gross misconduct which may lead to expulsion from study without refund.

You are also expected to conduct yourself in a manner which demonstrates respect for Kaplan Live Online and its staff, fellow students and property.

We reserve the right to require you to leave the course (without a refund) at any stage if you are in breach of any of the above policies, guilty of inappropriate conduct or behaviour or of acting, in our view, in any way which detrimentally affects the learning experience of others or other circumstances apply which we deem unacceptable.

Technical specifications: We want you to get the maximum benefit from Kaplan Live Online, and to ensure that your interactive online learning experience runs as smoothly as possible. We ask therefore that you please be sure to check that your computer system meets the minimum specification requirements outlined below:

- PC system requirements
- Windows 2000 / XP / Vista / 7
 - Pentium 750 MHz (1 GHz or higher recommended)
 - 128 MB RAM (256 MB recommended)
 - Sound card and headset with working microphone
 - DSL/cable (wired connection recommended) - minimum 1.5MB
 - Internet Explorer 5.5 SP1 and Internet Tools or higher / Netscape 6.2 or higher (IE 6 recommended)
 - Acrobat Reader 6.0 or higher (available free from <http://www.adobe.com>)
 - Macromedia Flash Player 9.0 or higher (available free from <http://www.flash.com>)
 - Cookies and javascript must be enabled
 - AOL users will need to minimise the AOL window and open Internet Explorer 5.5 or higher
 - 1024 x 768 screen resolution or higher
 - Must be able to connect to Adobe Connect

- Mac system requirements
- Macintosh OS 10.2 or higher
 - 128 MB RAM (256 MB recommended)
 - G4 processor (233 MHz or better)
 - Sound card and headset with working microphone
 - DSL/cable (wired connection recommended) - minimum 1.5MB
 - Firefox 2 or higher (limited support for Safari 1.0 or higher)
 - Acrobat Reader 5.0 or higher (available free from <http://www.adobe.com>)
 - Macromedia Flash Player 9.0 or higher (available free from <http://www.flash.com>)
 - Cookies and javascript must be enabled
 - AOL users will need version 5.0 or higher, and will need to minimise the AOL window and open Safari or higher
 - 1024 x 768 screen resolution or higher
 - Must be able to connect to Adobe Connect

Computer equipment: Computer equipment and internet access costs are not included in course fees and are the responsibility of the student.

Passwords: Students must not make their online passwords available to third parties.

General: Courses are not transferrable between students. All course information, techniques and materials are the property of Aspect Education Limited or other applicable Kaplan International Colleges companies and may not be reproduced, photocopied or sold or given to any third party.

These arrangements are governed by English law and students submit to that exclusive jurisdiction.

Liability: Liability of Kaplan Live Online for losses arising from its negligence (except in the case of liability for death or personal injury), breach of contract or otherwise will be limited to the full amount paid by the relevant student for the particular course. Except in the case of liability for death and personal injury, Kaplan Live Online will have no liability for indirect or consequential loss or damage.

Disclaimer and limitation of liability: While Kaplan Live Online endeavours to ensure that the information on the Kaplan International Colleges website is correct, we do not warrant the accuracy and completeness of the material on the site or in our prospectus. We may make changes to the material on the site or to the products and prices described in it at any time without notice, although we will provide notice of substantive changes to the Privacy Policy. The material on the site is provided "as is," without any conditions, warranties, or other terms of any kind. Accordingly, to the maximum extent permitted by law, the Kaplan International Colleges site is provided on the basis that we exclude all representations, warranties, conditions and other terms (including, without limitation, the conditions implied by law of satisfactory quality, fitness for purpose and the use of reasonable care and skill) which but for this legal notice might have effect in relation to the Kaplan International Colleges site.

Kaplan Live Online and any of our group companies, and their officers, directors, employees, shareholders or agents of any kind, exclude all liability and responsibility for any amount or kind of loss or damage that may result to students or any third party (including, without limitation, any direct, indirect, punitive or consequential loss or damages, or any loss of income, profits, goodwill, data, contracts, use of money, or loss or damages arising from or connected in any way to business interruption, and whether in tort (including without limitation negligence), contract or otherwise) in connection with the Kaplan Live Online site in any way or in connection with the use, inability to use or the results of use of the Kaplan International Colleges site, any websites linked to the Kaplan International Colleges site, or the material on such websites, including, but not limited to, loss or damage due to viruses that may infect computer equipment, software, data, or other property on account of access to, use of, or browsing the Kaplan Live Online site or downloading of any material from the Kaplan International Colleges site or any websites linked to the Kaplan International Colleges site. If your use of the material on the Kaplan International Colleges site results in the need for servicing, repair or correction of equipment, software, or data, you assume all costs thereof.

Nothing in this legal notice shall exclude or limit our liability for: death or personal injury caused by negligence or fraud; or any liability that cannot be excluded or limited under applicable law.