

Registration Form for IIEL Free Japanese Lessons

Please write the course code(s) you wish to attend: _____

※You can find the course code(s) in course schedule.(e.g. D4306, C4701)

Title	Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> _____		Attach your photo here ※please enclose one more photo
First Name	_____		
Family Name	_____		
Date of Birth	_____		
Address	_____		
	Post Code _____		
Tel (Home)	_____	Tel (Work)	_____
Mobile	_____	E-mail	_____
1st Language	_____	Nationality	_____
Occupation	_____		
I heard about IIEL from ※Please tick <input checked="" type="checkbox"/>	<input type="checkbox"/> Internet <input type="checkbox"/> Friend <input type="checkbox"/> IIEL Student <input type="checkbox"/> Library _____ <input type="checkbox"/> School _____ <input type="checkbox"/> Restaurant _____ <input type="checkbox"/> Ads _____ <input type="checkbox"/> Shop _____ <input type="checkbox"/> Other _____		
Previous knowledge of Japanese ※Please tick <input checked="" type="checkbox"/>	<input type="checkbox"/> I have studied Japanese for _____ hours. <input type="checkbox"/> I have never studied Japanese before.		
Please write reasons for studying Japanese	_____		
Have you attended IIEL Free Japanese courses before? ※Please tick <input checked="" type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No		

I agree to the terms and conditions and enclose the £ 20 non-refundable registration fee.

Signature: _____ Date: _____

Terms & Conditions

1. The lessons are conducted by teachers engaged in teaching practice. Teaching practice is a vital part of their training course, so please be considerate and respectful.
2. The lessons are free except for an initial £20 registration fee, which is non-refundable. As our courses run, you can continue your studies with no additional registration fee required.
3. You must be at the right level to take part in the class, so please ask a member of staff to have your level checked.
4. Please do not attend the class without confirming a place.
5. Numbers in each class are limited, so it is better to book early. You must be over 18 years old.
6. Please make sure before you register that you can attend all lessons.
7. If you have to miss a lesson, please let us know in advance so that teachers know who is coming. If you miss a lesson without noticing us, your name will be removed from the list. You need to register again including paying registration fee again to continue.
8. There is always a waiting list for our courses, so please let us know as soon as possible if you have to cancel your lessons. If you are absent from more than three lessons without contacting us, we remove your name from the list and ask for registration fee again when you start next time.
9. We expect you to attend the whole course and give priority for the following course registration to students with a good attendance record.

How to apply

Please send us the registration form overleaf, and if you register for the first time, also enclose a cheque for **£20** (make payable to IIEL) just for your first registration. You do not have to pay anything other than the registration fee. Once receiving your form we will confirm your place in writing.

Send application to: Institute of International Education in London
Charlton House, Charlton Road, Charlton, London SE7 8RE
Tel: 020 8331 3100 E-mail: enquiries@iel.org.uk
<http://www.iel.org.uk/english/index.html>

★For enquiries about our Japanese courses, please call Ms Junko Fuse on 020 8331 3100.