



**SCHOOL OF CONTINUING EDUCATION & ALLIED PROGRAMMES**

**ADULT ACADEMY APPLICATION FORM**  
*(Please complete in block letters and tick where necessary)*  
**The Schools of:**  
*Visual Arts – Dance - Music – Drama - Arts Management*

NAME: .....

ADDRESS: .....

TELEPHONE: .....

EMAIL ADDRESS: .....

GENDER:  Male  Female

DATE OF BIRTH..... OCCUPATION: .....

NAME AND ADDRESS OF OFFICE OR SCHOOL:  
 .....  
 .....

TEL.....

Have you previously attended The School of Continuing Education?  Yes  No

If yes, state year: From: ..... To.....

Course/Courses Enrolled in .....

In case of emergency, whom should we contact?

Name: .....

Address: ..... Telephone: .....

Please indicate ILLNESS (ES):

- Rheumatic Fever  Asthma  Epilepsy  Nervous Disorder  Allergies
- Mental Disorder  Diabetes  Heart Disease  Learning Disabilities
- Autism  Medicines or Foods allergic to.....

**CHOICE OF COURSE:**

COURSE/INSTRUMENT	# of Credits	LEVEL/GRADE	DAY	TIME

I hereby apply for admission to the class (es) specified above. If I desire to change my course(s) selection, I will first inform the School of Continuing Education and Allied Programmes. I certify that all information given on this form is accurate and complete and I agree to all terms and conditions.

SIGNATURE: ..... DATE: .....

**For Official Use Only**

ID Number	
Class Card	
Tuition	
Discount	
Sub-Total	
Registration	
ID	
Late Registration	
<b>TOTAL PAYMENT DUE</b>	

See policies overleaf

**FEES:** Fees are quoted per semester and are subject to change without notice. (All fees are inclusive of registration fee)

### Methods of Payment

- The EMCVPA bank voucher
- E-Banking - Scotia Bank 6 Oxford Road, Kingston - Ac# 114014
- EMCVPA Department of Finance and Accounts (closes at 3:00pm daily)
- **Card Transactions ONLY.** Office of the SCEAP 8:30 am – 7:00 pm Mondays - Fridays

*All major debit and credit cards (excluding Key Card) are accepted by the College.*

### Refund Policy

**All requests for refund must be made at least three days prior to the start of the course and the completed prescribed form submitted. No refund claim will be facilitated once the course has begun. (Only in the cases of grave illnesses and other forms of emergencies will consideration be given. This request however can only be made in the first week of classes)**

**N.B. Registration fees are non-refundable**

### Cancellation

Any course can be cancelled due to insufficient enrollment or other unforeseen circumstances. All applicants will be notified and refunded where applicable without penalty however, the school may consider delaying the start of the class for two (2) weeks to allow for additional registration of students for course.

### Medical Services

The services of a nurse are available at the college for any injuries and other minor medical conditions. The college will not take responsibility for the purchase of medical prescriptions in the case of medical treatment at a doctor's office where accidents or injuries occur on the campus.

**Please complete the section of the application form that speaks to illnesses.**

### RULES AND REGULATIONS FOR STUDENTS OF THE COLLEGE

1. It is the responsibility of students to read all official Rule and Regulations as well as Official Notices on the School's Notice Board and to co-operate fully with the Administration and Faculty in maintaining these regulations.
2. The Principal may recommend, subject to the approval of the College Board, at any time, add to or amend all or any of these regulations. Once the amendments have been approved by the College Board and have been posted on the Notice Board, they become effective.
3. The decision of the College Board shall be deemed final in any question concerning the proper interpretation of these regulations.
4. Students are expected to comply with all regulations pertaining to admission, registration, attendance, examination and general department as laid down by the College.
5. The College shall not be liable for any loss or damage to property or person incurred by any student on the premises, except in cases of gross negligence on the part of the College.

### ACADEMIC REGULATIONS

For a student to qualify for a Certificate the student must have pursued the course of study approved by the College, satisfied the course regulations and fulfilled the following requirements:

- Satisfactory attendance and performance (must have achieved
- Successful completion of all compulsory modules
- Achievement of the required standard in the examination and other forms of assessments prescribed for the award of the Certificate
- In good financial standing with Institution.

### APPEAL AGAINST A FACULTY MEMBER

If a student wishes to lodge a written appeal against a member of the faculty such an appeal must be submitted in writing to the Director of School SCEAP, copied to the relevant Coordinator of the SEAP, the V.P. Academic Affairs and the faculty member concerned.

### POSSIBLE GROUNDS FOR APPEAL/COMPLAINT

The faculty member should exhibit one or more of the following:

- Poor professional conduct
- Poor attendance or late attendance
- Discrimination against a member of the student body on grounds of race, religion, class, creed, sex or unfair treatment in class to include assessment

### Copyright Disclaimer

The College reserves the right to use students' likeness in a photograph, video, or other digital media ("photo") in any and all its promotions, publications, including web-based publications, without payment or other consideration.