

معهد العين

AL AIN INSTITUTE

Application Form

Complete in BLOCK CAPITALS, using a pen with black / blue ink

Specify Entry Year:

Program to which you are applying for:

Personal Details

First Name:

Family (Last) Name:

Date of Birth(DD-MMM-YY):

Country of Birth:

Nationality:

Gender: Male Female

Address for Correspondence:

Guardian's/Permanent Address

Student Telephone

Res:

Mob:

Guardian Telephone

Res:

Mob:

Student Email:

Guardian Email:

Name and Address of the person responsible for payment of fees:

Occupation of the Parent/Guardian:

Fee Payment Plan

Annual

Semesterwise

Monthly

Telephone:

Education

Schools/Colleges/Universities

List chronologically (Starting with the most recent) and submit official transcriptions from every college, university, professional school or other institution of higher education attended

Year (DD-MMM-YY)	Name of the institution	Address

Examination Results Received

List School / College / University examinations for which you have received results

Enclose all transcripts and copies of official documents you have E.g. 10th, Plus Two, Degree

Date	Year	Examination/Subject	Grade/Score

Work Experience and Positions of Responsibility

Position	Name of the Organisation	From (Month/Year)	To (Month/Year)

Additional Information (Please List) :

Countries in which you have lived for more than 3 months :

Scholarships/Awards/Recognitions of excellence:

Hobbies/Activities:

References (Students must provide the references in full with this form)

Academic Reference

Name:

Email:

Tel:

Personal/ Professional Reference

Name:

Email:

Tel:

Source

How did you hear about BTEC?

Career Advisers

Internet Site

Current Student

Former Student

Parent/Family

Company/Orgn

Education Exhibition

Advertisement

Television

Do you need an application for accommodation

Yes No

Please use this check list to ensure you have attached all the relevant details

Application Form

Entry level Certificate

Letter of Recommendation

Photocopy of the passport

2 passport size potographs

Resume

To be signed by the applicant

I confirm that all the information on this form is correct to the best of my knowledge

Signature:

Date: (DD-MMM-YY)

Documents Submitted

Application Form

Passport Copy with Visa page

Bachelor Degree / Foundation Certificate

2 Photographs

(English / Arabic)

Payment Obligation Agreement

Transcript / Marksheet

Experience letter

CV / Resume

Other Certificates

Terms & Conditions

1. Leave may be taken by student, at the end of a module, to continue with a new module, after the leave period. (Leave application to be submitted to the front office). However no scheduled classes will be repeated when a student remains absent, and the loss will be the sole responsibility of the student.
2. Fees should be paid in accordance to the agreed payment schedule, students paying fees on instalment basis should cover the instalments by PDC's.
3. Fees paid under any scheme are not refundable but could be transferable, as decided by the management.
4. Any student who remains absent or prolongs a leave period for more than two months will have his/her registration cancelled, and will not be eligible for any refunds (for refunds refer our refund policy).
5. Certificate for any course should be collected by the student, within a period of two months after successful completion of course.
6. **It is the responsibility of each student to retain a soft copy of class assignments. This is imperative for issue of certificates. The institute will not be responsible for the loss of soft copies.**
7. Any rules and regulations passed by the Ministry of Education are applicable and binding on the institute and shall supersede its rules.
8. Students are not allowed to copy any software, from any of the computer systems in the institute.
9. In classrooms mobile phones, eatables and drinks are not allowed.
10. It is mandatory for learners to login to LMS portal and read institutes' policies, procedures. For more information please write to info@alainstitute.com

I have read and have understood the above mentioned terms & conditions, I hereby undertake, to comply with all the regulations of the institute.

Signature:

Date: (DD-MMM-YY)