Sample Forms

Here are some sample forms that you can use as a reference to create your own forms. They may include details that your current forms do not. They are intended for use in Canada, but they may be useful to schools elsewhere, too.

**ABC Language School**

**Registration Form**

*(This form could be one double-sided sheet)*

Name:

First                      Middle                      Last

☐ Male  ☐ Female  Date of birth: ______________________________

I have previously applied to ABC Language School:  ☐ Yes  ☐ No

I am a Canadian citizen or landed immigrant:       ☐ Yes  ☐ No

I will be travelling with a spouse:                ☐ Yes  ☐ No

I will be travelling with children:                 ☐ Yes  ☐ No

Address: __________________________________________

Country: ___________________  Postal/zip code: ______________

Telephone: ___________________  Fax: ______________________

E-mail: ________________________

My native language is: _______________________________

I have studied English for _____ years _____ months

I believe my proficiency in English is:  ☐ Beginner  ☐ Intermediate  ☐ Advanced
Person to contact in case of an emergency: ________________________________

This person speaks English:  □ Yes  □ No

I wish to register in:

- □ evening class (Tuesdays and Thursdays, 6:00-9:00 pm) $100
- □ summer intensive course $2,000
- □ specialized English for business $500

Method of payment (fee must be paid in full with this registration):

- □ Certified Cheque  □ Money Order
- □ MasterCard  □ Visa

Card number: ________________________________  Expiry date: ____________

Signature  ________________________________  Date  ________________________________

Freedom of Information and Protection of Privacy: The information that you provide to ABC Language School is collected under the Freedom of Information and Protection of Privacy Act. The information will be used to facilitate registration procedures and maintain an academic history. In addition, this information will be used for administering, evaluating and marketing school programs, and for statistical purposes. Your personal information is protected and can be viewed upon request. We treat your personal information with respect. If you have any questions about the collection or use of this information, please contact the Registrar, ABC Language School, (123) 456.7890.
If you are going to ask students for testimonials to use in your marketing materials, it is advisable to have them sign a release form. Here is a sample.

ABC Language School
Testimonial Release Form

First name: __________________________ Middle name: __________________________ Last name(s): __________________________

Country of origin: __________________________

Write your testimonial here:
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________
________________________________________________________

I hereby grant ABC Language School permission to use my testimonial and photo in marketing materials, including, but not limited to, the web site and brochures.

Signature: __________________________ Date: __________________________

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