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Canada

Creating success through understanding

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

+1.403.244.9015
www.eatonintl.com

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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