

Enrollment Contract

Rev. 03/2021

Caribbean School of Languages
Admission Office
Port-of-Spain,
Trinidad and Tobago, W.I.

NOTICE

Please read this Enrolment Contract carefully, complete all parts in BLOCK CAPITALS
This Enrolment Contract must be submitted together with all the relevant requirements

Attach Recent
Photo

<i>Language:</i>		<i>Course/Programme name:</i>		
What is your foreign language background?				
How long have you studied the language?		If so, state where:		
Personal Details				
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.		International Student: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Legal First Name(s):		Legal Surname:		
Date of birth (dd/mm/yyyy):		Place of Birth:	First Language:	
Nationality:	National ID or Passport number:	Profession:		
Tel No.:	Work No.:	Mobile No.:		
Permanent address:		Country:		
Current address (if different from Permanent Address):		Country:		
Email address:				
Residential Status <i>(only for non-local students)</i>				
Citizenship:		please provide a copy of your passport and visa on enrolment		
Country of residence (where you have lived for the majority of the last 3 years):				
Do you have a study permit? <input type="checkbox"/> Yes <input type="checkbox"/> No		If you do not have a study permit, do you have a permit, visa or other written authorization to study in Trinidad and Tobago other than a study permit?		
In case of emergency, illness, etc. please contact				
Contact Name:		Relationship to you:		
Tel No.:	Work No.:	Mobile No.:		
Address:		Country:		
Educational History:				
Institution Name, City and Country <small>(Please attach separate sheet if necessary)</small>	Attendance		Major Area of Study	Qualification (Degree, Diploma, etc.)
	From To	From To		
Please outline in more detail, personal, academic or specific reason for selecting this course, your work experiences and career goal(s):				
Medical Details				
You have any special educational needs or conditions that affect your learning? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, please specify in detail:				
Are there any additional relevant requests or information about your health and learning that CSL staff should know? <input type="checkbox"/> Yes / <input type="checkbox"/> No. If yes, please specify in detail:				

Student initial _____



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Enrollment Contract

Payment of Fees

Who will pay your fees? Self-funded Employer Financial Institution

If you are being funded/sponsored by your employer, you need to submit a financial guarantee letter from the authorising manager on official letter headed paper AND providing the name of the individual, title, organisation, institution and the telephone number (s) and email address

Employment Status Unemployed Employed Self-employed

Employer (Name and address)	Duration		Major Area of Work	Position
	From	To		

Please tick where appropriate if any of the following statements apply to you:

I have a criminal conviction I have a caution (including verbal caution) I have a spent criminal conviction I have a bind-over order

Applicants who have a previous conviction will not be automatically excluded from the application process. However, the CSL may want to consider the application further or ask for more information before making a decision.

Course Information (Please list all courses you wish to study at CSL.)

I (the "applicant or student") hereby enrol at CARIBBEAN SCHOOL OF LANGUAGES (the "CSL", "we", "us", or "the School") for the following time period and programme of study noted below. My preference is to attend courses during the time periods indicated. While the CSL will attempt to accommodate my preferences, I understand and agree that certain classes may need to be held at times other than those for which I expressed a preference.

Morning Afternoon
 Evening Full-Time

1. Programme Name:	Programme Code:
Length of Instruction during Contract Term	Programme Duration in Weeks
Programme Delivery Method (select all that apply) <input type="checkbox"/> In-class <input type="checkbox"/> Online (live) <input type="checkbox"/> Combined	
Required course materials and technological resources not provided by the institution (if applicable):	
Total Amount Payable under this Enrolment Contract:	Programme Tuition: Registration/Application Fee: Non-Refundable. Administrative Fees:
2. Programme Name:	Programme Code:
Length of Instruction during Contract Term	Programme Duration in Weeks
Programme Delivery Method (select all that apply) <input type="checkbox"/> In-class <input type="checkbox"/> Online (live) <input type="checkbox"/> Combined	
Required course materials and technological resources not provided by the institution (if applicable):	
Total Amount Payable under this Enrolment Contract:	Programme Tuition: Registration/Application Fee: Non-Refundable. Administrative Fees:
3. Programme Name:	Programme Code:
Length of Instruction during Contract Term	Programme Duration in Weeks
Programme Delivery Method (select all that apply) <input type="checkbox"/> In-class <input type="checkbox"/> Online (live) <input type="checkbox"/> Combined	
Required course materials and technological resources not provided by the institution (if applicable):	
Total Amount Payable under this Enrolment Contract:	Programme Tuition: Registration/Application Fee: Non-Refundable. Administrative Fees:

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This document together with the terms of any student offer is the contract between the Caribbean School of Languages ("us" or "CSL" or "School") and its students* ("I" or "the student" or "you").

Policies governing this Enrolment Contract between the CSL and the Student

1. Tuition fees are normally payable annually or by three instalments depending on the programme of study. All instalments are payable before the commencement of the semester (generally occurs at least thirty (30) days prior to the start of each semester) unless the student withdraws prior to the commencement of the programme. All instalments are only available to nationals or residents of Trinidad and Tobago.
2. Any late payment of portion of your tuition and fees and other amounts owed by you to CSL (collectively, your "student financial obligation") which is past due accrues interest at fifteen per cent (15%) per calendar month. Interest is assessed monthly on the unpaid portion of your student financial obligation that is past due commencing as of the last day of the month in which such portion was originally due until paid in full. Your student financial obligation includes any assessed interest. As a result, any assessed interest that remains unpaid as of the last day of the month following the month in which it was originally assessed becomes a part of your student financial obligation that is past due (and, therefore, will be assessed interest at the rate specified above commencing on the last day of that month until paid in full).
3. The CSL reserves the right to review and/or change its policy with respect to payment terms for fees and to the instalments of fees, and considers any requests made on a case by case basis for approval by the School's Management.

4. Students enrolling in year-long programmes and entering after school has started will be invoiced as follows:

	Fees Due
Entrance during the 1st Quarter	100%
Entrance on or before 1st January	85%
Entrance on or after 2nd January	60%
Entrance during the 4th Quarter	40%

5. Refunds for year-long students, who leave, withdraw, are dismissed or do not commence the programme will be based on the following:

	Refund
Departure during the 1st Quarter	50%
Departure on or before last school day in December	40%
Departure during the 3rd Quarter	25%
Departure during the 4th Quarter	0%

Any refund of fees that the CSL is required to pay shall be paid in the currency that was received from the student and will be made on a case by case basis for approval by the School's Management.

For short courses, there will be no refund after the first day of class.

6. All payments for tuition fees are to be made by either Manager's Cheque, Bank Draft or by direct deposit. Wire Transfer Instructions can be obtained from the Administration Office.

7. If a student at CSL obtains a loan to pay for our programme(s), the student will have to repay the full amount of the loan plus interest, less the amount of any refund.

8. **ADDITIONAL CHARGES:** The CSL will arrange excursions and field trips from time to time, also additional extracurricular activities for: swimming, tennis, dance, Pilates or yoga, school camps, social skills training, art activity based learning, school photos, outings and special events, etc., the student agrees to pay for intended additional activities involving the programme. The School reserves the right to vary its extracurricular, co-curricular and teaching methods as it considers necessary and/or appropriate.

9. **FINANCIAL OBLIGATIONS:** The student understands that they are personally responsible for all tuition, fees and other charges arising from and during their enrolment at the CSL. The student understands that it is a personal obligation to pay all tuition, fees, and other charges when due. If the student does not pay the full amount of any scheduled payment when that payment is due, the student may not be permitted to continue their studies. If the student is not able to continue their studies, the student understands that they are responsible for any outstanding tuition, fees or other charges due in accordance with the CSL's refund policy. The student understands that academic transcript or report will not be released to the student or to any other individual requesting their transcript or report if there is a balance due to the CSL. In addition, if the student chooses to re-enrol at the CSL, the student must satisfy any outstanding tuition fees or other charges prior to the re-enrolment. The student understands that any student financial assistance made available may not completely cover tuition, fees, and other charges and the student understands that any tuition, fees, and other charges not paid by financial assistance is a personal financial obligation. The student accepts that, to the extent permitted by law, the student is responsible for all reasonable collection agency and attorney fees incurred in attempting to collect their unpaid debt to the CSL.

10. The School will educate the student with due care and skill. The student will be encouraged to take full advantage of the curricular and co-curricular opportunities the CSL provides to further their education. The CSL does not guarantee a particular level of achievement for each student. Achievement depends greatly on the individual attributes of the student and the student's willingness to work for their own education. The CSL will act in the best interests of the student and the student body generally.

The CSL may cancel this Enrolment Contract if the above named student does not meet the admission requirements of the programme selected by the student before the programme begins.

11. **INTERNATIONAL STUDENT DISCLOSURE:** International students attending the CSL are required to maintain a "full course of study" during each academic term of their programmes of study. Programme and course offerings are subject to change and international students may be required to take additional courses to meet the full course of study requirement.

12. **EXAMINATIONS:** All School internal and external examinations are different and may be a part of your coursework as well as assignments, quizzes, online tests, etc. Examinations must be written in a **supervised environment**, with an approved Examination Invigilator (Proctor/Supervisor).

In some exceptional cases, examinations may be scheduled on public holidays. The CSL reserves the right to change the dates of assessments or exams as it sees fit without prior notice.

The student hereby agrees to hold the CSL harmless in the event of any unfavourable outcome in any internal or external examination, and of any and all unforeseen circumstances not attributable to the CSL and beyond its control leading to and on the day of the said examinations that may interfere or cause the student not to be able to sit the said examinations.

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13. **EXAMINATION CENTRE FEES:** There is a separate fee payable to sit external examination at CSL. These charges are payable directly to relevant institution. Such fees are not included in our tuition set out on the website.

14. **CSL EXAMINATION CENTRE:** There is a set charge for sitting external exams with the CSL. The associated fee is added to the examination entry fee and is directly payable to us.

15. **DURATION OF REGISTRATION:** All students pursuing one or two year programmes must complete their programme within three years. This period includes periods of suspension, interruption of studies and withdrawal from the school.

16. **PLACEMENT TESTS:** If your course or programme requires you to undertake a placement test, the student will be provided with further information. The CSL will not be responsible for any acts or omissions of a third-party placement provider.

17. **PHOTOS AND IMAGES:** The CSL reserves the right to use any photograph, voice, video, image, and information to be used by the School for use in the School's publications, promotion materials, and sessions, interviews on School or at school-related events, social networks, and website, without compensation and without prior notice. The Student releases and holds the School harmless from any liability stemming from the use of photographs, voice, images, or information.

18. **INDEMNITY:** The student will indemnify the CSL against any loss or damage caused by any failure by the student to comply with the CSL rules and policies. The student also indemnifies the CSL against any loss or damage caused by the wilful disobedience or reckless behaviour of the student.

19. **SCHOOL RULES:** Student's enrolment at the School is subject to the general statements, rules, regulations, conditions, and financial terms which may be amended from time to time.

20. **ACADEMIC INTEGRITY:** All students are expected to act in accordance with ethical practices, academic honesty, and with high academic standards. A student makes the commitment to act with integrity and abstain from falsification in regards to plagiarism, cheating, and performing acts of academic dishonesty when they enrol at CSL. Students who are found in violation will immediately receive disciplinary action that could include withdrawal from studies.

21. **SCHOOL/FAMILY COOPERATION:** A positive and constructive relationship between the School and Family Members (defined as Parent, Student, or other person associated with Student) is essential to the School's educational purpose and responsibilities to its students. If any Family Member engages in behaviour, communications, or interactions on or off campus, that is disruptive, intimidating, overly aggressive, or reflects a loss of confidence in or disagreement with the School's policies, methods of instruction or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or programme, the School reserves the right to dismiss the Family or Family Member from the community. The School may also place restrictions on a Family Member's involvement or activity at School for other reasons that the School deems appropriate. Any determination under this Paragraph shall be in the School's sole discretion. There will be no refund of tuition where such dismissal occurs and any unpaid balance is payable in full according to the terms of this Contract. The School also reserves the right to withdraw an offer of enrolment or re-enrolment at any time and to void an executed Enrolment Contract.

22. **POLICY DATA NOTICE:** By signing the declaration on this Enrolment Contract, the student agrees that the information provided can be used in the following ways:

- To allow the School to process your admission for entry
- To allow the School, a government agency/body, a research institution or accrediting organization to compile statistics, audit or evaluate programmes or plan future educational provision
- To allow the School to establish your student record in manual/electronic file formats and internal analysis purposes
- To assist the School in processing a future student for financial assistance.

23. **DISCLOSURE OF PERSONAL INFORMATION:** The School undertakes not to disclose the information provided by students to any individual or unauthorized agency except in the following cases:

- The student has agreed to such disclosure in writing
- The student has disclosed information which the School is asked to confirm
- The student is under 18 and is claimed by his/her parents/guardian as dependent
- The student is suspected of fraud against the School
- The student's information is required under the laws of Trinidad and Tobago by legitimate legal authority and means

24. **NON- DISCRIMINATION POLICY:** The CSL is an affirmative action/equal opportunity employer and does not discriminate or harass on the basis of race, colour, national origin, sex, gender, sexual orientation, gender identity or expression, disability, medical condition, ancestry, marital status, age, religion, genetic marker, or any other characteristic protected by law, in its programmes and activities. The CSL prohibits sexual harassment, including sexual violence. The CSL will not retaliate against persons bringing forward allegations of harassment or discrimination of students, employees or public clients.

The student agrees to behave in a manner that is respectful and polite, is in keeping with the Code of Conduct, and does not bring the School into disrepute having regard to the School Ethos and Values. The student agrees that they will not engage in bullying, aggressive, abusive, or threatening behaviour or communication towards any member of the CSL Community, including via written communication. This includes communications that are made via social media.

25. **PROMOTIONAL MATERIALS/STATEMENTS:** The School continually strives to ensure the accuracy of all written materials, including, but not limited to, promotional information, catalogues, brochures, handbooks, and advertising. In an effort to do so, however, information included in the materials (including class sizes, length of service, etc.) may change as programmes grow and as staff changes. Please also understand that even if the information was accurate at the time that you enrolled, the information may change prior to commencement of classes or during attendance at the School. Please also note that only the Head of the School (or his/her assign) has the authority to make commitments regarding the nature of the programme, specific arrangements for the Student, or other changes from the School's regular curriculum.

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26. COMPLAINT POLICY: If a student has a complaint or grievance towards CSL, the student must submit a "Formal Student Complaint Form" in full. A designated Student Services staff member will initiate an investigation to assess the student's grievance or complaint. The Academic Department is the final authority on all academic and all additional matters. The process of completing an investigation and communicating final findings and course of action to the student is not more than ten (10) business days from the submission of the complaint or grievance.

27. FORCE MAJEURE: The School's duties and obligations under this Enrolment Contract shall be suspended immediately without notice during all periods that the School is closed because of force majeure events including, but not limited to, any fire, acts of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic*, or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.

*Owing to the onset of the COVID-19 pandemic, teaching, delivery and assessment of the School's programmes and courses during Semester I of Academic Year 2020/2021 will be conducted primarily through virtual/online/electronic means. The School reserves the right to extend its virtual/online/electronic modes and methods of teaching, delivery and assessment into Semester II of the 2020/2021 Academic year, if deemed necessary. Where permitted by national laws and regulations, the School may make appropriate arrangements to facilitate on-site teaching and/or conduct of practical components of specific programmes and courses, with such arrangements to follow strict adherence to all relevant COVID-19 Public Health Regulations and Guidelines and the School's Health and Safety protocols and guidelines.

28. LIABILITY: The liability of the CSL, its directors, officers, employees, affiliates, agents and partners with respect to losses arising from negligence (except where such liability cannot be excluded as a matter of law), breach of contract, or otherwise will be limited in all circumstances to the full amount paid to the CSL by the relevant student for the particular programme. The CSL and such persons will in no circumstances have any liability for indirect or consequential losses or damages. Any dispute, claim, or other matter arising will be subject to the jurisdiction and laws of Trinidad and Tobago without regard to the choice of law rules. Any legal suit, action, or proceeding seeking to enforce any provision of, or based on any right or issues arising out of or related to, this Enrolment Contract shall be brought exclusively in Trinidad and Tobago. By signing below, you hereby consent to this Enrolment Contract and accept the jurisdictions of such courts for the purpose of any such action or proceeding and agree to waive any objection to venue being laid therein.

29. GOVERNING LAW AND JURISDICTION:

The Enrolment Contract between you and the CSL can only be enforced by either you or the CSL.

The Enrolment Contract shall be governed by and construed in all aspects in accordance with the laws of Trinidad and Tobago and the student agrees to submit to the exclusive jurisdiction of the Trinidad and Tobago courts.

I, _____, acknowledge that:

- I understand that course books and fees for educational material will vary depending on programme duration and subjects studied and are not included in the programme tuition.
- I understand the programme information published on the CSL's website, located at www.csllt.net which contains all the relevant information.
- I understand that the CSL may terminate my enrolment if I fail to comply with attendance, academic and financial requirement or if I disrupt the normal activities of the School while enrolled in the School.
- I understand that I must maintain satisfactory academic progress and that my financial obligation to the School must be paid in full before a certificate may be awarded.
- I understand that the CSL reserves the right to make changes in programme content, materials, or schedules as it deems necessary.
- I understand that if I change of programme or withdraw from the School, I am required to sign a new enrolment agreement containing the tuition rate effective the date of re-enrolment.

The information provided is true and accurate and I am 18 years of age or older. If under the age of 18, a parent or legal guardian must also sign the contract.

I ACKNOWLEDGE AND AGREE THAT THE TERMS AND CONDITIONS OF THIS ENROLMENT AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I FURTHER ACKNOWLEDGE AND AGREE THAT NO ORAL STATEMENTS HAVE BEEN MADE TO ME THAT ARE CONTRARY TO WHAT IS CONTAINED IN THIS ENROLMENT AGREEMENT. MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED IN THIS ENROLMENT AGREEMENT. THIS ENROLMENT AGREEMENT IS LEGALLY BINDING WHEN SIGNED BY ME AND ACCEPTED BY THE CSL.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed the terms and conditions herein contained as well as my rights and responsibilities, and that the CSL's cancellation and refund policies have been clearly explained.

_____	_____	_____
(Name of Student)	(Signature of Student)	Date
_____		_____
Signature of Student's Parent or Guardian (if Student is under age 18)		Date
_____		_____
Signature and Title of the CSL Official Accepting Enrolment		Date