**Transport Registration Form**

When registering please provide the following:

* a clear location map – please send on whatsapp

|  |  |  |  |
| --- | --- | --- | --- |
| Date: ............. | | | Term: .............. |
| Teacher: .......... | |
|  | Registration | | |
|  | Update personal details | | |
|  | Create student file | | |
|  | Class register | | |
|  | GSM list | | |
|  | Email list | | |
|  | Birthday list | | |
|  | Name label | | |
|  | Registration form to T | | |
|  | Registration form to Lang. Ts | | |
|  | Update accounts | | |

* Way and House Number

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Child’s name in full |  |  |
|  |  |  |  |
| 2 | Gender |  |  |
|  |  |  |  |
| 3 | Date of birth |  |  |
|  |  |  |  |
| 4 | Days attending |  |  |
|  |  |  |  |
| 5 | Way & house number |  |  |
|  |  |  |  |
| 6 | Parents’ names |  |  |
|  |  |  |  |
| 7 | Parents’ contact numbers |  |  |
|  |  |  |  |
| 8 | Other carers’ names |  |  |
|  |  |  |  |
| 9 | Carers’ contact numbers |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Registration Fees*

Once admission procedures have been completed and an offer of a place has been issued and accepted, the Transport Fee becomes immediately payable:

*School policy regarding payment of transport fees*

All transport fees must be paid in full and in advance in order to secure a place for your child. Fees can be paid in cash, by cheque or bank transfer to:

Teaching & Learning Communities LLC; SOHAR INTERNATIONAL BANK S.A.O.G; A/C 002-274132-001; Swift Code BSHROMRUXXX.

All bank charges are to be paid by the remitter. Parents are responsible for payment of all fees, regardless of any arrangement between parent and employer.

*Refund policy*

Once an offer of a place on TLC Transport has been issued and accepted the transport fee becomes immediately payable. The place will only be considered as taken on receipt of the fee. Transport fees are non-refundable and non-transferrable.

*Force Majeure*

TLC cannot accept liability in cases where TLC is unable to fulfil services to which they are contractually bound because of reasons beyond their control.

I …………………………………… (name of parent/guardian) have provided accurate, complete and up to date information in this document. I have also read and understood the terms and conditions detailed above and agree to be legally bound by them.

Signed: …… Parent/Guardian

Name(s) printed: ………………….……………………………………………………………………

Date: ……………………..…………………………………………………………………