

**World-wide
Education Service**

Waverley House,
Penton,
Carlisle
Cumbria CA6 5QU



Tel: 01228 577123
Website: www.weshome.com
e-Mail: office@weshome.com

Enrolment Application

Name of Parents (Block capitals)

Father _____ Mother _____

Occupation _____ Occupation _____

I wish to enrol the following child in the Home School Service:

Name of Child	Age		
	Years	Months	D.O.B.
_____	_____	_____	_____

Address in UK (*Please print clearly*)

Telephone _____

Fax _____

E-Mail _____

Address Overseas (*Please print clearly*)

Normal address (for communication from your tutor and WES office during your course.)

Telephone _____

Fax _____

E-mail _____

Access to a DVD Player? YES/NO (please circle)

Please state preferred method of regular communication: mail/fax/e-mail (delete as appropriate)

How long do you intend home-schooling (if known)? _____

To which country will your child be returning in order to continue his/her education? _____

Do you wish your name and address to be circulated to other Home School families? Yes No

How did you hear of WES? _____

General Information/Background

**Please attach a
recent photo
of your child**

Sex

Nationality

Religion

Previous Education (School/Country)

From - To (months & years)

Class/Grade

Please supply copies of any recent school reports (if available)

Any special physical characteristics (e.g. speech, left/right handedness)

Personality traits (e.g. perseverance)

Intelligence level (if known)

Interests (e.g. hobbies, games, music, reading)

Any other relevant information (e.g. family background)

Please state relationship and level of competence in English of person who will be teaching your child:

Relationship _____

Competence/fluency in English _____
(if not first language)

Briefly state your reason for wishing to Home School your child

Educational Information

For a) children under 5 years and b) older children who have not yet started full-time schooling, please complete the enclosed Placement form. For all other children, please complete the relevant subject areas below.

1. ENGLISH

Please enclose a recent sample of your child's own writing (story, news, letter, etc.) **in uncorrected form**

Reading Age (if known) _____

Titles of books read recently (with author and publisher where possible) _____

Titles and levels reached of any courses or reading programmes recently followed _____

Attitude to reading, writing and spelling. Include any areas of concern or special interest _____

2. MATHEMATICS

Titles and levels reached of any maths course or programme recently followed _____

Content recently covered (if known) _____

Attitude to mathematics. Include any areas of concern or special interest _____

3. SCIENCE

Titles and levels reached of any course or programme recently followed _____

Experience to date (please include topics covered, attitude to science and areas of concern or special interest) _____

TERMS & CONDITIONS

FEES

Fees quoted are per course and are payable in advance with book and postage costs unless payment by an employer is previously confirmed. Courses and books will only be despatched on receipt of a completed order form. An initial deposit to cover the cost of materials is required as soon as the detail of the order has been agreed.

COURSE DURATION

Courses can be started at any time of the year. Courses can be completed at a family's own pace, as long as the stipulated number of tutorial assignments and contact for each subject is adhered to. See Information Booklet for more details. If tutorial assignments are required it is expected that a term's course will be completed within 6 months and a year's course within 18 months from invoice date.

COURSE RE-ORDER

Families wishing to purchase a further year or term's course must complete an order form. Families will be sent a form with notification of current fees during their course.

REFUNDS

A full refund will be issued if a family withdraws before the course and books are despatched and before the initial placement assessment is made by the tutor.

For withdrawal after tutorial assessment is made but before course and books are despatched, a full refund less a fee for administration and tutorial time will be issued.

Purchase of one term's course

Once books and courses have been despatched a refund less deductions for administration and tutorial time, will be issued if all items are returned to the WES office in unused condition within 1 month of enrolment. After commencement no refund is given.

Purchase of a year's course

Once books and courses have been despatched a refund less deductions for administration and tutorial time, will be issued if all items are returned to the WES office in unused condition within 1 month of enrolment. After commencement but within the first term, a refund on fees will be issued on the basis that the original enrolment had been for one term only and a basic refund price given on books if received at the WES office within 3 weeks notice of cancellation. After this time no refund is given.

In all cases, notice of withdrawal must be given in writing.

COPYRIGHT

All WES courses and other printed educational materials are the copyright of WES. They are supplied on condition that they are not permitted to be used by other children or passed on for use by other families without prior permission from WES.

Terms and Conditions of Enrolment

I agree to the terms and conditions as set above

Signature _____

Date _____