

Application Form

Banadir Language School

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Part 1: Please read this first

Thank you for wanting to study with us.

This form is how you apply. It takes about ten minutes. **Please read this page before you fill anything in.** It tells you exactly what we ask for, why, and what happens next.

Who this form is for

Anyone can apply. Adults apply for themselves. **If the student is under 18, a parent or legal guardian fills this form in, not the student.**

The very first question asks the student's age, because the answer changes which parts of this form you complete.

What happens after you send it

1. We read your application.
2. We reply to you within **TO BE COMPLETED: number of working days** .
3. If you have not already taken it, we send you the free level test. It takes about fifteen minutes and tells us which class fits you.
4. We offer you a place on a course and a start date.
5. You accept, and only then does anything need to be paid.

Applying costs nothing and commits you to nothing. You can stop at any point.

Why we ask for what we ask for

We only ask for what we need to decide whether we can teach you and to reach you with the answer. Every question on this form is marked either **required** or **optional**, and where it is required, this page tells you what happens if you leave it blank.

We do not ask about your health, your religion, your background, your job or your income.

None of it is needed to teach you a language.

If a question makes you uncomfortable and it is marked optional, leave it blank. It will not count against you.

What we do with it

We use your application to assess it and to reply to you. That is all. We do not sell it, and we do not send you marketing unless you tick the box at the end asking for it.

How long we keep it

If you enrol, your application becomes part of your student record and is kept for as long as you are a student here, plus the period set out in our Privacy Policy.

If you do not enrol, or you never finish this form, we keep it for **12 months** and then delete it. Twelve months covers one full teaching year, so if you miss a start date you can take the next one without filling this in again.

You can ask us to delete it sooner. Write to us and we will do it, and confirm it to you.

Your rights

You can ask us what we hold about you, ask us to correct it, and ask us to delete it. Our Privacy Policy explains all of this and how to ask.

If you need help with this form

Write to us. We would rather help you fill it in than receive it half finished. If you would like it explained in Somali, just ask.

Part 2: The form

Required questions are marked "Required". If you leave a required question blank we cannot process the application, and we will have to write to you and ask, which slows everything down.

If you leave an optional question blank, nothing happens. It does not count against you.

If you make a mistake, cross it out, write the correct answer next to it, and put your initials beside the change. Please do not use correction fluid.

Section A: Who is the student

A1. How old is the student? Required.

Tick one.

☐ Under 13 ☐ 13 to 17 ☐ 18 or over

If you ticked Under 13 or 13 to 17, a parent or legal guardian must complete and sign this whole form. Complete every section.

If you ticked 18 or over, the student completes this form themselves. Skip Section C2, it is for a parent.

Section B: About the student

B1. Student's full name. Required. Without a name we cannot make a record.

B2. Date of birth. Required only if the student is under 18. Optional for adults.

Day Month Year

For example, 14 / 03 / 2013. We use it to put a child in the right class with children of a similar age. For an adult, the age band in A1 is enough.

B3. What is the student's first language? Optional, and it helps a lot.

Knowing the first language tells the teacher which sounds and which grammar will be hardest.

B4. How good is the student's English now? Required.

Tick the one closest to the truth. There is no wrong answer and this does not decide whether we accept you.

☐ No English at all ☐ A few words and phrases ☐ Can understand simple sentences, cannot hold a conversation ☐ Can hold a simple conversation ☐ Comfortable in most everyday situations ☐ Fluent, want to improve for work or an exam ☐ Not sure, please test me

Section C: How we reach you

C1. The person we should write to. Required.

If the student is 18 or over, this is the student. If the student is under 18, this is the parent or guardian.

C1a. Full name. Required.

C1b. Email address. Required.

This is how we reply. If it is wrong we cannot reach you at all, so please check it letter by letter.

C1c. Phone number, including the country code. Optional.

Write it however you normally write it. We only use it if email fails.

C1d. What time zone are you in? Required.

Write your city's time, or the difference from UTC, or just the name of the country you are in. We teach across many time zones and this is the single thing that stops us offering you a class at three in the morning.

C1e. Which language would you prefer us to write to you in? Optional.

We will do our best. Say English if you do not mind.

C2. The parent or guardian. Required only if the student is under 18.

C2a. Your relationship to the student. Required.

For example: mother, father, grandmother, legal guardian.

C2b. A second contact, in case we cannot reach you. Optional.

Name

Relationship to the student

Phone or email

Section D: What you want to study

D1. Which course are you applying for? Required.

Tick one. If you are not sure, tick the last box and we will advise you after the level test.

☐ General English ☐ English for work ☐ IELTS preparation ☐ English for children ☐ Not sure, please advise me

D2. Why do you want to learn English? Optional, and it changes how we teach you.

A few words is plenty. For example: to get a job, to study, to talk to family, to pass an exam.

D3. When can you attend? Required.

Tick every box that works for you. The more you tick, the sooner we can place you.

	Morning	Afternoon	Evening
Monday to Friday	☐	☐	☐
Saturday and Sunday	☐	☐	☐

☐ I am flexible, offer me anything

D4. When would you like to start? Optional.

☐ As soon as possible ☐ Within the next month ☐ In the next two to three months ☐ Not sure yet

D5. Is there anything else we should know? Optional.

For example, if you need a particular day, or you have studied with us before.

Section E: Before you sign

E1. Required.

☐ I confirm that the information on this form is true and complete as far as I know.

E2. Optional, and it makes no difference to your application.

☐ Send me news about courses and start dates by email.

Leave it blank and we will only write to you about this application. You can change your mind at any time and it takes one email.

Section F: Signature

If the student is 18 or over, the student signs. If the student is under 18, the parent or legal guardian signs.

Printed name	
Signature	
Date (Day / Month / Year)	
I am signing as	☐ the student ☐ the parent or legal guardian

How to send this form back

Send it to: **TO BE COMPLETED: the email address or upload page applications are returned to** .

You can send it as: a scan, a clear photo of every page, or this file filled in on screen. All three are fine, as long as every page is readable and the signature is visible.

Questions about this form: **TO BE COMPLETED: the name and email address of the person who answers questions about applications** .

Application Form, version 1.0. Please check you are using the current version before you fill it in.