

# APPLICATION FORM

受講希望のタームを下記よりお選びください。

## Spring 2017 / Summer 2017/ Autumn 2017

【氏名name】漢字とアルファベット両方ご記入下さい。 【title】 Miss./Mrs./Ms./Mr./Other( )  
(姓) (名)

(surname)

(given name)

【住所address】

【電話番号telephone】

【生年月日date of birth】

【携帯電話mobilephone】

【得意分野speciality】

【e-mail】

【仕事の経歴 career history】

【最終学歴と専攻科目academic background】

【どのようにして当講座を知りましたか? How did you hear about us?】

- 検索サイト(Google, Yahoo, Ask, Ect.)  Adwords  英国ニュースダイジェスト  MixB  ジャーニー  
 ご友人・知人、ご家族からのご紹介  本校ウェブサイト  Facebook  メールリスト  以前受講した事がある  
 その他[ ]

以前受講した方は下記をご記入ください Please fill if you have attended our course before

Year \_\_\_\_\_ Spring · Summer · Summer Intensive · Autumn Class

Year \_\_\_\_\_ Spring · Summer · Summer Intensive · Autumn Class

Year \_\_\_\_\_ Spring · Summer · Summer Intensive · Autumn Class

Year \_\_\_\_\_ Spring · Summer · Summer Intensive · Autumn Class

【受講希望のクラスに印をつけて下さいPlease tick in the left box of the class you wish to take】

DAYTIME COURSE/デイトタイムコース

EVENING COURSE/イブニングコース

DGS 翻訳(初中級) £400

Class1&2通訳(初中級) £400

DI1&2通訳(初中級) £400

Class 3 (通訳上級) £500

Class Pro (同時通訳3日間コース) £300

Test Only/テストのみ £ 30

Translation S(翻訳中上級) £400

(The above prices are exclusive of VAT which if applicable is payable at the prevailing rate at the date hereof)

【お支払い方法Payment method】必ずご記入下さい。

➢ £\_\_\_\_\_の小切手を同封しました(Payable to R.M. Europe Ltd.)

I enclose a cheque in the sum of \_\_\_\_\_

➢ 月 日 £\_\_\_\_\_を \_\_\_\_\_ 銀行 \_\_\_\_\_ 支店より振り込みました。

(振込み手数料は受講生の負担となります。また、必ず送金依頼書の控え(コピー可)を添付して下さい。)

I have sent £\_\_\_\_\_ from \_\_\_\_\_ bank \_\_\_\_\_ branch on \_\_\_\_\_ (Please enclose the bank remittance note)

➢ 記入項目 \_\_\_\_\_

I have read and agreed the terms and conditions herein and acknowledge that the terms of this Application Form and the said Terms & Conditions embody the entire contract between the student and RM Europe Ltd. Trading as "ITTI"

【署名signature】 \_\_\_\_\_ (Date) 年 月 日

\*一旦納入された受講料は返却出来ません。Acceptance of this application is subject to our standard terms and conditions herein.

The entire course programme is organized by ITTI (Interpreting & Translation Training Institute).

R. M. EUROPE LIMITED  
INTERPRETING & TRANSLATION TRAINING INSTITUTE (“ITTI”)  
24 BROOMGROVE GARDENS EDGWARE, MIDDX. HAS 5SJ U.K.  
email:course@rmeurope.co.uk

## Student Terms & Conditions

- 1) All Course fees and deposits are only valid for the person and dates specified on the application
- 2) Course fees and deposits are payable in advance and strictly NON REFUNDABLE and NON TRANSFERABLE.
- 3) Any application for a visa, leave to remain or other permission to visit or stay in the United Kingdom for the purposes of embarking in the course ordered herein is the responsibility of the student making such application. Should failure of such application result in the student being unable to attend the course ITTI, will, if satisfied that the failure to attend such a course is because of a refusal by the authorities to issue the relevant visa, leave to remain or other permission to visit or stay in the United Kingdom, after a lawful application has been made by the student, issue a credit against a future class commensurate with the students course application and payment. ITTI will only refund fees in the event that any student produces a letter from the relevant Home Office or local United Kingdom Visa Office indicating that a refusal of a student visa is for reasons which do not relate to any unlawful or illegal attempt by the student to gain entry to the United Kingdom. These are the only circumstances in which a refund or fees or credit will be made by ITTI. ITTI will, where appropriate, issue a credit against a future class commensurate with the student's course application and payment.
- 4) Any such refund which is to be repaid by ITTI as aforesaid, to the student will be paid direct to that student and not to any third party who may have made payment unless requested in writing by the student and agreed by ITTI who will have an absolute discretion in connection therewith.
- 5) Students applying for the course must be 18 years old on the date of completion (including signature) of the application form overleaf.
- 6) ITTI reserves the right to alter the timetable, transfer students between classes or courses, change the time of study, merge small classes, or cancel classes and courses at their discretion. ITTI shall not be liable to repay to the student all or any of the fees paid by virtue of any such alteration of timetables, transfer students between classes or courses, change of the time of study, merger or cancellation. ITTI will however, use all reasonable endeavours to ensure that the courses and classes for which the student has paid for as set out in the application form overleaf are available at the relevant time. Public holidays falling during term time will be counted as course days.
- 7) If a student's application and payment are received and the course applied for is fully subscribed the student will be offered another suitable course. In this case students may apply for a full refund. Course places are allocated on a first come first served basis. Students making payment in full will take precedence over unpaid applications.
- 8) Students will be informed which class they may attend based on their ability. Decisions in this matter are final and are in the absolute discretion of ITTI.
- 9) Books and any other materials necessary to the course are not included in the course fees and must be provided by the students.

10) ITTI shall have no liability to the student for any loss or damage of any nature arising from any breach of any expressed or implied, warranty or condition of this contract or any negligence, breach of statutory or other duty on the part of ITTI or in any other way out of or in connection with the performance or purported performance or failure to perform this contract except:-

(i) for death or personal injury resulting from ITTI's negligence; and (ii) as expressly stated in these conditions SAVE THAT ITTI will further, have no liability in connection with any breach of matters referred to at clause 6 in these Terms & Conditions, such express exclusion of liability being without prejudice as set out in the provisions of that clause in any event.

11) Payment must be made in the currency specified on the course application form and all such payments must be received by way of cleared funds by ITTI prior to the start of any course by the student.

12) Students must follow instructions relating to the course given to them by course staff and teachers. Should students continually fail to obey staff or teacher instructions, abuse staff, teachers or other students, disrupt classes or behave in an unacceptable manner, that student or students may be suspended for any period of time or expelled from the course, such suspension or expulsion of the student being in the absolute discretion of ITTI.

Before such suspension or expulsion of the student being expelled the student will, unless such acts or omissions are so grave and serious as to warrant immediate expulsion, first be issued with a warning letter outlining their behaviour and its consequences with a request that the student does not repeat such behaviour. If no improvement is noted by ITTI (acting by any of its lecturers or other officers or representatives) within a period of 7-14 days a second and final warning letter will be sent to the student (unless the student has acted in such a way as to merit, in ITTI's absolute discretion, immediate expulsion) from the course by way of suspension or expulsion. The student will be entitled after receipt of the first warning letter only, to make verbal or written representations to ITTI which will be duly acknowledged and considered but that so no warranty is given by ITTI that any such matters will have to be taken into account by ITTI when exercising its discretion concerning the disciplining of any student as set out herein. Any student expelled will not be able to claim a refund of course fees or be issued with term grading certificates or reports for any classes they may have attended and ITTI will have no liability in connection with the non-issue of any such term graded certificates or reports.

13) In the event of the student wishing to cancel the course or courses which have been ordered herein, ITTI will be entitled to retain all payments made by the student, the student acknowledging by virtue of signing the application form herein that due consideration has been given by ITTI in reserving a place on a course or courses as ordered by the student the student acknowledging that the reservation of such place or places on such course or courses is valuable consideration. The student will not be entitled to a reimbursement of all or any part of the payment in the event of cancellation even if ITTI are able to allocate the course or courses so cancelled, to other students.

14) ITTI shall not be liable for any failure in the performance of any of their obligations under these Terms & Conditions or the application form herein caused by factors outside their control.

15) This Agreement (which for the purposes means these Terms & Conditions and the application form herein) shall be governed by English Law and the student consents to the

exclusive jurisdiction of the English Courts in all matters regarding it except to the extent that ITTI invokes the jurisdiction of the Court of any other Country.

16) Any Notice given in connection with these Terms & Conditions and the application form herein shall be in writing and may be served:- (i) personally; (ii) by registered or recorded delivery mail;

(iii) by facsimile transmission (confirmed by post) (iv) by electronic mail

Each parties' address for the service of any notice shall be the above named mentioned address or such other address as they may specify by written notice to the other.

A notice shall be deemed to have been served:- (a) If it is served in person, at the time of service; (b) If it was served by post, 48 hours after it was posted, (c) If it was served by facsimile transmission, at the time of transmission and (d) If served by electronic mail at the time of transmission.

**Interpreting & Translation Training Institute (ITTI) is a trading name of RM Europe Ltd. incorporated in England, 1998, No. 03517685. Regd. Office. 56A London Road, Apsley, Herts. HP3 9SB. VAT Reg. No.: 743 6086**