

Application Form

Personal Details			
Name:		Surname:	
Date of Birth:		ID No/Maltese Residency Card:	
Gender:		Nationality:	
Address (in Malta):		Email:	
Mobile number:		Job title:	
Do you have any special requirements? (such as dyslexia etc)			YES / NO

Course Information			
<i>Tick the course(s) you would like to apply for:</i>			
English for Middle Management (course code: ELA001/20)	<input type="checkbox"/>	English for Front Office and Reception (course code: ELA002/20)	<input type="checkbox"/>
English for Bookings and Reservations Officers (course code: ELA003/20)	<input type="checkbox"/>	English for Travel Agents (course code: ELA004/20)	<input type="checkbox"/>
English for Airline Attendants (course code: ELA005/20)	<input type="checkbox"/>	English for Animators and Leisure Coordinators (course code: ELA006/20)	<input type="checkbox"/>
English for Transport Workers (course code: ELA007/20)	<input type="checkbox"/>	English for Cleaning and Maintenance Staff (course code: ELA008/20)	<input type="checkbox"/>
English for Kitchen Staff (course code: ELA009/20)	<input type="checkbox"/>	English for Waiters and Restaurant Workers (course code: ELA010/20)	<input type="checkbox"/>
English for host families (course code: ELA011/20)	<input type="checkbox"/>	Online Communication in Tourism (course code: ELA012/20)	<input type="checkbox"/>

GDPR Consent:

In line with recent EU GDPR legislation, we would like to inform our students that the personal data collected from them will be used solely to facilitate communication within our school for the benefit of the students themselves. This information is never and under no circumstance passed on to third parties (except MTA), who are not already providing a service to these same students or unless prior consent is obtained from the person/s in question. This Personal data will be kept in our database for a period of no longer than 5 years, during which time it will not be passed on to any third parties (except MTA). Should one wish to have any personal information that can lead to their identification removed from this data one year after they leave the school, please send us an email on info@elamalta.com. This would however mean that ELA will be unable to keep one informed of any promotions, discounts or other special offers taking place at the school at any given time it would also mean that one would not be able to ask for certificates of past courses or avail themselves of returning student discount since their data would have been deleted from our system.

I accept the terms of the GDPR disclaimer

Terms and Conditions

- ✓ English Language Academy has a strict policy on attendance and punctuality; therefore, trainees are expected to attend at least 80% of their lessons in order for a certificate to be issued. Any trainees who attempt to join the online classes (without a valid reason) more than ten (10) minutes late, will automatically not be allowed to join, and will be marked as absent. Should trainees be sick, they will be marked as excused upon presentation of a medical certificate, however those lessons will be missed. Absentees should inform ELA and MTA in writing 24 hours before. ELA will also be providing MTA with weekly attendance records.
- ✓ English Language Academy strongly believes in equality to all and has a zero-tolerance commitment to any form of discriminatory behaviour to staff, trainees or other parties. Any trainee who displays such behaviour will be suspended from the course and MTA will be duly informed.
- ✓ Lessons are one hour and thirty minutes long. Should a lesson fall on a public holiday, ELA will make prior arrangement with MTA and its trainees to schedule the lesson on another weekday.
- ✓ Trainees/MTA are to inform ELA about any learning difficulties prior to the commencement of the course, so that the school can endeavour to provide accurate information and equal treatment as far as is reasonably possible.
- ✓ FORCE MAJEURE: In the event that ELA is unable to fulfil any of its obligations, as a result of event(s) beyond the reasonable control of ELA, we will not accept responsibility or liability. Such events will include, but are not limited to: terrorist attacks, war or threat of war, riots, industrial action, natural or man-made disasters, unusually adverse weather conditions or any other event(s) which may class Malta as an 'at risk destination' by the Ministry of Foreign Affairs.
- ✓ LIABILITY: Unless liability is legally imposed, ELA will not accept any liability in the case of illness, accident, loss, damage or injury to persons or property.
- ✓ ELA terms and conditions are correct at the time of printing; ELA reserves the right to amend the terms and conditions without any prior notification.

By signing this document, I agree to these terms and conditions

Signature

Date when application submitted

Please make sure to send letter of authorisation together with a picture of your ID Card or Residence Permit.

