

Agent Enrolment Guidelines Send a request for availability AM Language will confirm including tentative dates of arrival Send full enrolment form filled in availability, or give other options if and departure, accommodation with all details, if possible the selected accommodation or type and course selected. including flight details. It is very course is not available. important to include NB. Always put students name in placement test as well as a the subject of the emails © PASSPORT OR ID copy. AM Language will issue a provisional quotation valid for 7 If not confirmed within 7 days, the If confirmed, AM Language will days during which time the quotation is no longer valid and send a letter of acceptance booking must be confirmed by availability should be checked including accommodation details, you with flight details. If flight again to re-confirm the booking profile and guidelines. details were already included on (mainly in high season). the enrolment form, the booking would be automatically considered confirmed and a letter of acceptance will be sent. An Online Placement Test should AM Language will correct the test **Important Points:** be submitted for adult and and send vou a timetable for the teenage students as soon as respective client. This will not First day of school – Students should be at possible. change once issued. If the client school 1 hour prior to their lesson time in would like to request any changes order to attend the welcome meeting to his/her timetable, kindly which is held for all new arrivals. contact us immediately. Taxi - Students who booked a taxi transfer N.B. Teenagers' timetable is will be welcomed by our representative at always 9:00 - 12:30 for General the Airport who will be holding sign with Enalish. the student's name on it. Also, our representative will pass a Welcome pack on to the student (with a student card, a map, Payments should be made according to the payment option chosen on the Sales welcome letter and some vouchers) Representative Agreement.

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