

Agent Enrolment Guidelines Send a request for availability including tentative dates of arrival AM Language will confirm 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. course is not available. NB. Always put students name in the subject of the emails AM Language will issue a provisional quotation valid for 7 If not confirmed within 7 days, the If confirmed, AM Language will days during this time you must quotation is no longer valid and send a letter of acceptance confirm the booking with flight availability should be checked including accommodation details, details or 25% deposit. 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. Right after receiving the AM Language will correct the test **Important Points:** acceptance letter, student will and send vou a timetable for the receive a link to complete their respective client. This will not First day of school – Students should be at registration; missing information change once issued. If the client school 1 hour prior to their lesson time in not provided upon enrolment will would like to request any changes order to attend the welcome meeting be now submitted by the student to his/her timetable, kindly which is held for all new arrivals. contact us immediately. as well as the placement test. **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.

For more details info@amlanguage.com 299Triq Manwel Dimech, Sliema SLM 1054Malta Tel +356 21324242 Issue 4.0





