



MAIOR LUGHA SCHOOL APPLICATION FORM

Complete all appropriate sections in block letters and return with your non-refundable application fee, copies of your certificates and other supporting documents to: **Admissions Office, Maior Lugh School, P.O. BOX 267 - 00515 Buruburu - Nairobi - Kenya**

Tel. +254 113 490 149/ +254 765 827 275 / +254 727 827 279
 Website: www.malughas.ac.ke | Email: info@malughas.ac.ke

Affix 2
 recent
 passport
 photos

Applicant's Name(s)

Surname	First Name	Middle Name
Date / Month / Year Date of Birth: / /	Gender: Female Male	Religion:
Place of Birth:	Citizenship:	Marital Status Single Married
National ID No / Passport No:	Residential District:	Home Location:
County of Origin (Home County):	County of Residence at the time of admission:	Any Form of Disability Yes No

Mailing Address

P.O. Box / Postal Code / Town / /	Mobile No(s). a)	Tel No. (office/house)	Email Address

Next of Kin Details (Contacts in case of emergency)

1. Name..... Relationship to applicant
- Relationship to applicant Employer Designation
- Employer Designation
- P.O. Box Postal Code
- Town.....
- Email address.....
- Telephone.....

2. Name.....

Contacts of other Family Member(s) (Contacts in case of emergency)

Name Relationship to applicant.....

Telephone.....

P.O. Box Postal Code Town Place of Residence.....

Email address.....

International Language Applying for

Language:

Guarantee of Fee Payment (tick where appropriate) Parent Guardian Self Sponsor Employer
 Name.....Contacts (Tel/Mobile).....

Education (please list last secondary school and colleges attended)

School/College	From	To	Course/Education (Level attained e.g. certificate, diploma, degree)	Grade/Award
Secondary/High School				
College/University a)				
b)				

How did you learn about Maior Lugh School – Tick one

College Guide <input type="checkbox"/>	Newspaper <input type="checkbox"/>	TV <input type="checkbox"/>	Radio <input type="checkbox"/>	College Website <input type="checkbox"/>
Maior Alumni <input type="checkbox"/>	Parent <input type="checkbox"/>	Relative <input type="checkbox"/>	Friend <input type="checkbox"/>	School Teacher <input type="checkbox"/>
College Student <input type="checkbox"/>	Maior faculty <input type="checkbox"/>	Mailing <input type="checkbox"/>	College/High School Fair <input type="checkbox"/>	

All forms **MUST** be **SIGNED** before returning them to the Admissions Office. **COPIES** of the following documents must be attached;

1. *National ID or Birth Certificate*
2. *O-Level certificate or Result slip*
3. *Academic Certificate and Transcripts*
4. *One Colour Passport-Size Photograph*
5. *Application fees (Ksh. 1,000/-) can be deposited in one of the following College bank accounts:*

BANK DETAILS		HFC PAYBILL
Account Name:	Maior Lugh School of International Languages	HFC Pay bill Number: 100 400
Bank:	HFC	Account Name: Malughas
Branch:	Buruburu - Nairobi	
Account No:	978 389 6241	
Bank Code:	61	
Branch Code:	230	
Swift Code:	HFCOKENXXX	

EQUITY BANK		EQUITY PAYBILL
Account Name:	Maior Lugh School of International Languages	Equity Pay bill Number: 247 247
Branch:	Buruburu – Nairobi, Kenya	Account Number : 095 590
Account No:	095 028 237 5590	
Bank Code:	68	
Branch Code:	095	
Swift Code:	EQBLKENA	

ORIGINAL DEPOSIT SLIP must be attached to the application form when forwarding to the admissions office.

ATTESTATION

I hereby certify that the information given in this application is correct and complete to the best of my knowledge, and hereby give my permission to the Admissions Office to obtain any verification deemed necessary to process my application. I further certify that attached are true copies of my official transcripts as requested, and that the copies become the property of the Maior Lugha School. I include with this application form the official payment receipt /Bank deposit slip for the application fee and copies of other documents as stated in the application requirements.

Signature:.....

Date:.....

Thank you for choosing to study with us!

FOR OFFICIAL USE

Certified & Processed

Officer:..... Sign: Date:

TERMS & CONDITIONS

GENERAL

1. Our classes are delivered virtually through Skype with a live tutor (in person, not through pre-recorded videos) or physically at our premises.
2. System requirements to take our online classes are: a computer/smartphone, an internet connection (broadband or a good/stable Wi-Fi), a microphone, a speaker and a webcam (optional).
3. Students joining a group class should be of similar levels and with similar learning objectives.
4. For the group class, students can either log in from one or more computers or locations.

PAYMENT

1. ALL classes must be PRE-PAID to a bank account designated by Maior Lugha School of International Languages.
2. We can only deliver classes after we have received a solid Proof of Payment.
3. We accept the following modes of payment: Pay bill, M-pesa & Bank Transfer.
4. We can send you our Payment details after you inform us of your preferred payment option.
5. We must receive the exact tuition fees into our account. Add any payment transfer charges applicable, if any.
6. For every payment send Proof of

Payment to Maior Lugha School of International Languages – on WhatsApp number: +254 113 490 149 or +254 727 827 279.

7. Fees will increase with increase in weekly tuition hours or where on location tuition is required or where individualized tuition is preferred.
8. Once paid, tuition fee can only be refunded if the intended course didn't start due to lack of sufficient number to run a class as indicated under clause 10. However, if an intended course starts, fees paid will be neither transferable nor refundable.

BREAK

1. The tutor is entitled to a short break after every 55 min of class.
2. Break times are as follows: 1h class: 10 min | 1.5h class: 15 min | 2h class: 20 min | 3h class: 30 min | 5h class: 30 min of two intervals.

REPLACEMENT/ MAKE UP CLASSES

1. You are allowed to have replacement/make-up class if you inform your tutor of the absence in advance with genuine reason(s).
2. The replacement/make-up might be on a different day.
3. We will provide a make-up class if we cancel the class due to any unforeseen circumstances (such as power outage, internet connection problem at the tutor's end, natural disasters, teacher's

illness, etc.).

ABSENCE WITHOUT NOTICE

1. If you are absent without notice, your tutor will record an 'Absence without Notice'.
2. We do not provide any replacement/make-up class for cases of 'Absence without notice'.

LATENESS

1. Your tutor will send you a greeting message on Skype at the scheduled class time. If there's no response from you after 5 minutes, the tutor will make a Skype call; after 10 minutes, the tutor will send you a Class Reminder message; after 20 minutes, the teacher will send you an 'Absence without Notice' message.
2. If there is no response from you after 20 minutes, the tutor is granted the permission to leave.
3. If you have informed your tutor you will be late, the tutor will wait for you on Skype and teach you for the time that remains for that booked class.
4. If the tutor is late for a class, he will owe you the time lost and will make up for it in future classes.

HOMEWORK

1. Your tutor will correct any homework assigned to you or done by you during class time.
2. If you wish to have your homework corrected outside class time, inform your tutor and he will establish a convenient time.
3. If you require extra assistance with course homework or explanation, we can only do it during class time.

SELF STUDY

1. Besides the indicated lesson time with a

live tutor, each student is supposed to put, at least 150 minutes of self-study at their convenient time.

2. Note the self-study time is part of your overall study hours and failure to adhere will deprive you the required man-hours per course.
3. To succeed in this learners are advised to come up with their self-study timetables, which will enable them complete class and course assignments, besides reviewing and revising their covered class work.
4. Note that students pursuing A1 / A2 course level need 140hrs of study; B1 / B2 course level need 180hrs of study both with a live tutor as well as on self-study.

TIMETABLE

1. Lessons' schedules are agreed upon before commencement of tuition.
2. Changes of lessons' schedules are not guaranteed in the course of the program.

ADMISSION REQUIREMENTS & MINIMUM NUMBER OF PARTICIPANTS

1. At least 16 years of age
2. For students continuing with a level (A2, B1 or B2), proof of previous level course covered is required.
3. Maximum number of participants in a class is 25.
4. Minimum number of participants for a class to start is 5. If the minimum number of participants is not reached, the course will not take place as a consequence. In such a case, we will do our best to offer you an alternative in good time. If you do not want to accept the suggested alternative, any payments already made will be promptly refunded.