



## APPLICATION FORM

*(Please complete in block letters and tick where necessary)*

*School of Visual Arts*       *School of Dance*       *School of Music*       *School of Drama*

*ADULT*       *JUNIOR*

NAME: .....

ADDRESS: .....

..... TELEPHONE: .....

EMAIL ADDRESS: .....

GENDER:     Male                       Female

DATE OF BIRTH:..... OCCUPATION: .....

NAME AND ADDRESS OF OFFICE OR SCHOOL:

.....

..... TEL:.....

Have you previously attended Edna Manley College?     Yes       No

If yes, state year:    From: .....    To: .....

In case of emergency, whom should we contact?

Name: .....

Address: ..... Telephone: .....

Please indicate ILLNESS (ES):

Rheumatic Fever       Asthma     Epilepsy     Nervous Disorder       Allergies

Mental Disorder       Diabetes     Heart Disease       Other Learning Disabilities

Medicines or Foods allergic to:.....

### CHOICE OF COURSE:

COURSE/INSTRUMENT	LEVEL/GRADE	DAY	TIME

I hereby apply for admission to the class (es) specified above. If I desire to change my course(s) selection, I will first inform the Central Continuing Education Office. I certify that all information given on this form is accurate and complete.

SIGNATURE: ..... DATE: .....

### Office Use Only

ID Number	
Class Card	
Tuition	
Discount	
Sub-Total	
Registration	
ID	
Late Registration	
<b>TOTAL PAYMENT DUE</b>	

## REGISTRATION PROCEDURES

- Registration form and bank voucher can be collected in the Department of Continuing Studies, EMC Registry.
- The registration form can also be down loaded from our website at [www.emc.edu.jm](http://www.emc.edu.jm)
- Applicants must present their paid vouchers and application forms in the Department of Continuing Studies.
- Both new and returning students must complete an application form.
- All fees **MUST** be paid in full to be considered a registered student and for a registration form to be issued.
- Fees must be paid in cash or certified cheque at the Bank of Nova Scotia or by Debit or Credit Card in the Department of Continuing Studies.

## POLICIES

**FEES:** Fees are quoted per semester and are subject to change without notice.  
All applicants **MUST** pay a registration fee of \$900.00 per semester

**IDS:** \$650.00

Students registering for Computer Graphics, Photography and Jewellery Making are required to pay a lab fee of \$3000.00 and Ceramics \$5000.00 for firing per semester.

***REFUND: Request for refund must be received in writing NO LATER THAN 72 HOURS prior to the commencement of course. Under no other circumstances will refund be honoured.***

**N.B. Registration fees are non refundable**

**CANCELLATION:** Any course can be cancelled due to insufficient enrollment or other unforeseen circumstances. All applicants will be notified and refunded where applicable without penalty however, the school may consider delaying the start of the class for two (2) weeks to allow for additional registration of students for course.

## RULES AND REGULATIONS FOR STUDENTS OF THE COLLEGE

1. It is the responsibility of students to read all official Rule and Regulations as well as Official Notices on the School's Notice Board and to co-operate fully with the Administration and Faculty in maintaining these regulations.
2. The Principal may recommend, subject to the approval of the College Board, at any time, add to or amend all or any of these regulations. Once the amendments have been approved by the College Board and have been posted on the Notice Board, they become effective.
3. The decision of the College Board shall be deemed final in any question concerning the proper interpretation of these regulations.
4. Students are expected to comply with all regulations pertaining to admission, registration, attendance, examination and general department as laid down by the College.
5. The College shall not be liable for any loss or damage to property or person incurred by any student on the premises, except in cases of gross negligence on the part of the College.

## ACADEMIC REGULATIONS

In order for a student to qualify for a **Certificate** the student must have pursued the course of study approved by the College, **satisfied the course regulations and fulfilled the following requirements:**

- Satisfactory attendance and performance
- Successful completion of all compulsory modules
- Achievement of the required standard in the examination and other forms of assessments prescribed for the award of the Certificate.

## APPEAL AGAINST A FACULTY MEMBER

If a student wishes to lodge a written appeal against a member of the faculty such an appeal must be submitted in writing to the Director of the school and copied to the Coordinator of the Continuing Studies and the V.P. Administration and Continuing Studies and the faculty member concerned.

## POSSIBLE GROUNDS FOR APPEAL/COMPLAINT

The faculty member should exhibit one or more of the following:

- Poor professional conduct
- Poor attendance or late attendance
- Discrimination against a member of the student body on grounds of race, religion, class, creed or sex