COURSE REGISTRATION FORM

Kulsoom Hassan School · A Legacy of Learning · +92 316 7420006 · kulsoomhassanschool.com
You can also register online: kulsoomhassanschool.com/register

Photograph

FULL NAME: _____

FATHER'S / HUSBAND'S NAME: _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

NATIONALITY: _____ CNIC / PASSPORT NO.: _____

COUNTRY OF RESIDENCE: _____ CITY: _____

PHONE / WHATSAPP: _____ EMERGENCY PHONE: _____

EMAIL ADDRESS: _____

CURRENT ADDRESS: _____

COURSE (e.g. German A1, IELTS, Spoken English): _____

CURRENT LEVEL IN THIS LANGUAGE: _____ PREVIOUS TEACHER / INSTITUTE: _____

PAYMENT: ☐ **Full payment** ☐ **Instalments (as allowed for the course)**

REASON FOR LEARNING:

_____

_____

* I confirm that the information provided in this form is accurate. My participation certificate will use exactly these details.

Signature: _____ Date: _____

TERMS & CONDITIONS

1. Registration is confirmed after the completed form and course payment have been verified.
2. Students must confirm the course level, fee and schedule before paying.
3. Course fees are non-refundable once the course begins. If a student cancels before the start date, Kulsoom Hassan School (KHS) deducts 30% of the course fee and refunds the rest of the amount paid within 15 working days of receiving the written cancellation request.
4. Any agreed instalment or balance must be paid by its communicated due date.
5. Classes follow Pakistan time. Students abroad must check their local time.
6. Classes are live online through Zoom; students must install the application before their first lesson.
7. Students need a suitable device, a reliable internet connection and a working microphone.
8. Regular attendance and punctuality are expected throughout the course.
9. Students should take part in class activities and complete assigned homework.
10. Notes are shared for missed classes; students are responsible for reviewing missed work.
11. Class recordings are not provided routinely. A recording may be shared on request, at the teacher's discretion.
12. Students must respect instructors and classmates and avoid disrupting lessons.
13. Class meeting links must not be shared with anyone who is not enrolled.
14. Recording or sharing sessions, screenshots or other students' personal information requires prior permission.
15. Shared course materials are for personal study and must not be redistributed.
16. Students joining a higher level should have the required prior knowledge and give accurate learning information.
17. Progress depends on attendance, participation and practice. No external examination result is guaranteed.
18. External examination registration and fees are separate unless expressly included.
19. A participation certificate confirms course participation, not an external examination result. Its details come from this form.
20. Registration information is handled confidentially for course administration, communication and student records.

I have read and agree to the terms and conditions above.

Signature: _____ Date: _____

Terms version 2026-11 · Office use: received by _____ verified _____

KHS COURSE POLICIES

1. Admission and registration
Registration is confirmed after the completed form and payment have been verified. Students must provide accurate personal and contact information and notify KHS of any corrections.

2. Course level
Students joining a higher level should have the required knowledge of the preceding level. Previous study and teacher or institute details must be stated accurately.

3. Payment and instalments
The course fee, any instalment plan and the due dates are communicated before registration. Students pay the full fee or the first instalment to register; each later instalment must be paid by its due date. Students must confirm their course level and schedule before paying.

4. Cancellation and refunds
Course fees are non-refundable once the course begins. If a student cancels before the start date, KHS deducts 30% of the course fee and refunds the rest of the amount paid within 15 working days of receiving the written cancellation request.

5. Cancellation by KHS
If KHS cancels a course before it begins, students are offered a replacement group or a full refund of the amount paid. A transfer to another group needs the student’s agreement.

6. Online classes and equipment
Classes are held live on Zoom and follow Pakistan time. Students need a suitable device, reliable internet and a working microphone. Students outside Pakistan must check their local time.

7. Attendance and participation
Students are expected to attend punctually, take part in class activities and complete assigned homework. Regular practice outside class is important for progress.

8. Missed lessons and recordings
Notes are shared for missed classes, and students are responsible for reviewing missed work and completing assignments. Class recordings are not provided routinely; a recording may be shared on request, at the teacher’s discretion.

9. Classroom conduct
Students must treat instructors and classmates respectfully. Disruptive or abusive behaviour is not permitted and may result in removal from a lesson.

10. Privacy and course materials
Class links must not be shared with anyone who is not enrolled. Shared materials are for personal study and must not be redistributed. Recording or sharing sessions, screenshots or personal information requires prior permission.

11. Participation certificate
A KHS participation certificate confirms course participation; it is not an external examination certificate (such as Goethe, ÖSD, telc, IELTS or PTE). Certificate details are taken from the registration form, so students must check their information carefully.

12. External examinations
External examination registration and fees are separate unless expressly included. Progress depends on attendance, participation and practice; KHS does not guarantee an external examination result.