



APPLICATION for AIES CENTRE REGISTRATION 2017/18

2512 Chambers Road, Tustin CA 92780, USA

Tel: 949-501-3701

Email: info@aiesus.org

Website: www.aiesus.org

Office use only
AIES Reg No.

**Please read the instructions and terms of contract to help you complete this form
Please ensure that you complete all sections to avoid delay in processing your application and allow up to 10
working days for confirmation of your center registration**

Section 1:

Details of your Establishment (please complete clearly and in full):

Full Name of Centre:

Date of establishment:.....

Address:

.....

.....

Telephone No: Fax No:
(Please include area codes)

Website: Email address:.....

(Using the provided email address, your center will be able to access essential information and updates from the relevant secure area of the AIES website. We will forward the unique password to you via this email address.)

Type of Establishment: (please tick the one category that best describes your organization):

SCHOOL

- Mainstream Secondary
- Primary
- Independent
- Special

FE & HE

- Sixth Form College
- FE College
- Higher Education
- Adult Education Centre
- Tertiary College

OTHER

- Training Provider
- Voluntary Sector
- Social Services
- Pupil Referral Unit

Specialist (please specify):

Other (please specify):

Does the government of your country require teaching organizations to be registered? Yes / No
If 'Yes' please state your registration number and attach a copy of the relevant documentation.

Registration number.....

Are the premises owned or leased? If leased, how long is the remaining lease? Owned / Leased

Remaining lease.....

Does the organization operate elsewhere under the same or another name? If 'Yes' please give details. Yes / No

.....
.....

Please state the name, title, and qualifications of the head of the establishment.

.....

Please state the name, title, and qualifications of the Director of Studies/Head of Department.

.....

Are you already registered with AIES and adding an additional Network?

* If "yes" please go straight to Section 5

Yes* AIES Centre No:

No

Section 2:

What type of training courses your organization offered?

- Computer Courses
- English Language
- Training courses
- University Entrance-level Certification Preparation
- Graduate Record Examination Preparation

Age Range within Establishment: From: To:.....

Please list the courses offered by your organization and the enrolment numbers for the current academic year

College and date of Accreditation (where appropriate)	Qualification	Numbers for current Students
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Section 3
Registration for AIES program

Please indicate the award(s) you are registering for and indicate the named contact for each. Please note that we can only have one named coordinator for each award.

AIES Programs / Qualification/s	Named Co-ordinator + Telephone Number + Email address (if different to that provided on page 1)

Section 4:
Learning facilities:

How many teaching rooms does the organization have?

.....
How many computers does the organization have?
.....

Are the following facilities available on site?

- A staff room Yes/ No
- A student common room Yes/ No
- A library/learning center Yes/ No
- Computer access for staff and students Yes/ No

Section 5
Teaching staff

How many teaching staff does the organization have?
.....

Please attached a resume for each member of staff will deliver AIES programs

Section 6:
Quality assurance

Please provide us with the policy and procedure adopted by your organization for monitoring its operations

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Please provide us with the policy regarding the staff /students communication and its influence on the operation of the organization

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Section 7

Advertising:

Please indicate how the organization will market AIES programs after accreditation (e.g. newspaper adverts, journals).

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Section 8:

Signature of Head / Principal / Manager authorized to enter into this agreement

Name: **Signature:**

Date:

The signature on this document constitutes an offer to contract with AIES in accordance with the terms and conditions attached (see next page)
Please retain a copy of the application form for your own records.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR AIES CENTRE REGISTRATION FORM

Please use this guide to help you complete the Application for Centre Registration Form and to ensure that your application is not delayed. This form will enable you to register with AIES for the Award(s) you wish to run.

Section 1 - Details of your Establishment:

This will be the name under which your center is registered with AIES. The address must be completed clearly and in full because this will be used for invoicing, deliveries of materials and all other correspondence.

Section 2 - Type of Establishment:

Please choose one category to be registered under – if “other” or “specialists” please elaborate in the space provided.

Section 3 - Registration: Please tick the relevant box to indicate the Award(s) you want to register for. You also need to put the name of the coordinator; this will be the person who receives mailing and information from AIES.

Section 4 –Learning Facilities: Please use this space to describe the available facilities at your organization.

Section 5 – On going Staff Development: Please use this space to describe plans for dissemination of training and staff induction, e.g. staff meetings, training events, and attendance at AIES area network / support meetings etc.

Section 6 - Quality assurance: Please use this space to describe policy and procedure adopted by your organization for monitoring its operations and the policy regarding the staff /students communication.

Section 7- Advertising: Please use this space to describe how the organization will market AIES programs after accreditation (e.g. newspaper adverts, journals).

Section 9 - Signature of Head / Principal / Manager authorized to enter into this agreement:

A signature is required from your Head / Principal / Manager, who should note that their signature constitutes an offer to contract with AIES in accordance with the Terms and Conditions below. These Terms and Conditions are an essential legal requirement and should be read prior to signing the AIES Application for Centre Registration form. Please keep these Terms and Conditions in a safe place because they relate to the obligations of AIES and your Center.

TERMS AND CONDITIONS OF CONTRACT RELATING TO REGISTRATION WITH AIES

- In this agreement the following words and expressions have the following meaning unless inconsistent with the context:
- “AIES” is the name of the organization providing the services.
- “The Applicant” means the applicant establishment whose details appear on the attached application form in Section 1.
- “The Fee” means the cost of AIES providing the Services.
- “The Services” means AIES Programs and/or Qualifications, access to support from an AIES Advisor, email support and access to secure areas on AIES website in addition to any relevant postal mailings supplied in connection with AIES Programs and Qualifications, which may change from time to time at the discretion of AIES.
- The agreement shall commence on the date that the application form attached to this document is received and confirmed by letter from AIES, (“the Commencement Date”).
- In consideration of the Applicant paying the Fee to AIES, AIES will provide the Services to the establishment.
- The Fee for the provision of the Services shall be the Fee stipulated by AIES.
- The event of any increase in Fee AIES shall give to the Applicant at least 60 days notice of such increase.
- Payment of the Fee by the Applicant shall be due within 30 days of the date of AIES invoice which shall be submitted annually. Please note all fees payable in Dollars (US)
- Subject to any earlier termination, this agreement shall continue in force from year to year.
- Either party may terminate this agreement subject to giving to the other party at least 30 days notice in writing.
- The Applicant agrees with AIES not to cause or permit anything which may damage or endanger the intellectual property of AIES or AIES’s title to such intellectual property or assist or allow

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