

APPLICATION FOR ANNEXE LICENCE

MAIN SCHOOL NAME: _____

DATE: _____

GENERAL INFORMATION

Annexe Name:

Address:

Operational days:

Seasonal

All Year

Specify monthly period:

Operational hours:

Annexe Manager Name:

Annexe Manager list of Qualifications:

Number of classrooms on site:

Size of classrooms:

Maximum number of students per class:

Type of amenities in class:

Tables

Chairs

Foldable desk chairs

Whiteboard

IWB

Flipchart

Other

Specify

RESTROOMS

Number of restrooms per gender:

Number of staff restrooms:

RESOURCES

List of academic resources on site:

List of technological resources on site:

List of human resources on site:

Provision of food and beverages on site:

Other resources on site:

REQUESTED DOCUMENTS (ATTACHED HEREWITH)

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- Legal proof that Annexe premises are at School's disposal for the duration of the operational period. This may include ; deed of ownership or lease agreement.
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- Copy of Annexe Manager Qualifications, which must include at least:ELT Permit,
Level 5 qualification in ELT,
Proof of 1000 contact ELT hours
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- Site plan of premises. This must clearly mark: Classrooms,
Restrooms,
Offices,
Outdoor common areas,
Indoor common areas.
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- The School shall ensure that premises are "Health and Safety Compliant" by a competent agency. Kindly attach a copy.
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- Mepa Permit for School use if applicable.

NOTE:

- A fee of Eur 100 is applicable for new Annexe applications.
 - Schools are to notify the ELT council of any substantial changes following the information given in this form.
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Signature: _____
Head of School

Date: _____