

**KAYIT FORMU**  
REGISTRATION FORMKAYIT NO:  
REGISTRATION NOTARİH:  
DATE**KİŞİSEL BİLGİLER / PERSONAL INFORMATION**

ADI SOYADI: NAME SURNAME			
T.C KİMLİK NO: I.D. NUMBER		CİNSİYET: GENDER	
UYRUK: NATIONALITY		DOĞUM TARİHİ: DATE OF BIRTH	
MESLEĞİ: OCCUPATION		MEDENİ HALİ: MARITAL STATUS	
ANNE ADI: MOTHER'S NAME		BABA ADI: FATHER'S NAME	
E-MAIL ADRESİ : E-MAIL ADDRESS		ÖĞRENİM DURUMU: EDUCATION STATUS	
EV TELEFONU: HOME TELEPHONE		CEP TELEFONU: CELL PHONE	
EV ADRESİ: HOME ADDRESS		SİZİN DIŞINIZDA ULAŞABİLECEĞİMİZ BİR KİŞİ CONTACT PERSON	

**KURS BİLGİSİ / COURSE INFORMATION**

Eğitiminin Eğitimi Atölyesi/ Trainer's Training Workshop	<input type="checkbox"/>	Kurs Dönemi: Term	
Öğrenci Koçluğu Atölyesi/ Student Coaching Workshop	<input type="checkbox"/>	Kurs Süresi: Course Duration	
Çocuklar İçin Koçluk Atölyesi/ Coaching Workshop For Children	<input type="checkbox"/>	Ön Görüşme Sonucu: Preliminary Interview Result	
Kariyer Pusulası Atölyesi/ Career Compass Workshop	<input type="checkbox"/>	Kurs Ücreti:.....TL Course Fee	
Değişim Yönetimi Atölyesi/ Change Management Workshop	<input type="checkbox"/>	Ödeme Şekli / Payment Trem:	
Bireysel Koçluk/ Individual Coaching	<input type="checkbox"/>	Nakit/Cash <input type="checkbox"/> Havale/Transfer <input type="checkbox"/>	
Süpervizyon/ Supervision	<input type="checkbox"/>	Kredi Kartı/ Credit Card <input type="checkbox"/> Taksit/In installments <input type="checkbox"/>	
Yukarıda vermiş olduğum bilgilerin doğru olduğunu kabul ederim. accept the accuracy of the information given above		Senet/ Document <input type="checkbox"/>	
İMZA: Signature		Ödeme Planı/ Payment Plan:	

## TRAINEE ENROLLMENT CONTRACT

**ILS OZEL EGITIM VE OGRETIM HIZMETLERI DANISMANLIK SANAYI TICARET LTD. STI.** (hereinafter referred to as the “Educational Institution”) and the person whose name and surname is given at the end of this enrollment contract and who wants to study at the institution (hereinafter referred to as the “trainee”) have agreed that the following provisions shall apply for the teaching and services provided by the Educational Institution at the Education Center located in Izmir.

### **DEFINITIONS:**

**Article 1 :** In this Contract, the following terms and definitions shall apply;

**Educational Institution :** Refers to **ILS OZEL EGITIM VE OGRETIM HIZMETLERI DANISMANLIK SANAYI TICARET LTD. STI.**

**Trainee** : Refers to the person whose name and surname is mentioned at the end of the contract and who wants to study at the educational institution titled **ILS OZEL EGITIM VE OGRETIM HIZMETLERI DANISMANLIK SANAYI TICARET LTD. STI.** that acts under the name of “**Professional Coaching Academy**”.

### **GENERAL PRINCIPLES:**

**Article 2:** The programme which the trainee is enrolled shall be implemented between the dates to be determined by the educational institution. The date of programme commencement shall be announced to the trainee by the Educational Institution before the relevant programme commences. These dates depend on the number of enrollments made in certain course programmes and the number of trainees suitable for the teaching quality of the programme to be opened.

**Article 3:** The content of the programme which the trainee is enrolled is determined entirely by the educational institution. The trainee has no right to interfere with the

content of the relevant programme.

**Article 4:** The educational institution determines the timetable for the implementation of the programme that the trainee is enrolled in. The trainee has no right to raise objection to this timetable. S/he is obliged to comply with this timetable. After the programme starts, the Educational Institution reserves the right to make changes in the programme.

#### **PRINCIPLES OF ENROLLMENT** :

**Article 5:** The registration of the trainee to the Educational Institution is made with the application of the trainee personally. After the interviews, a contract is made between the trainee who is enrolled in the classes to be created within the programme and the educational institution.

**Article 6:** Trainee enrollment is made when the enrollment contract is signed by the trainee.

**Article 7:** It is essential that the trainees enrolled in our Educational Institution continue the relevant programmes.

**Article 8:** The absence of the trainees does not affect the payment obligation. Unless the trainee is unenrolled, he/she is obliged to pay for the programme that s/he is enrolled in, whether s/he attends or not. As a matter of fact, the opening of the course depends on the number of trainees and all costs have been calculated accordingly.

#### **UNENROLLING, FREEZING ENROLLMENT and REFUND OF PRICE:**

**Article 9:** Since the financial plans of the Educational Institution are made according to the number of trainee enrollments, it is essential that the enrolled trainees do not get unenrolled during the training period specified on the front page of the contract.

**Article 10:** A written application is required for the trainee who wants to have his/her enrollment deleted for a compulsory reason during the education period.

**Article 11:** If the trainee to be unenrolled has benefited from down payment/cash or credit card installment payment discounts, the trainee will be unenrolled without any refund. If the trainee to be unenrolled pays with promissory note in the form of monthly installments, the payment for the month in which he/she is unenrolled is collected and the promissory notes that he/she has signed for the remaining months are canceled and returned to him/her and his/her enrollment is deleted.

**Article 12:** A written application is required for the trainee who has enrolled and paid but wants to freeze his/her enrollment for a compulsory reason. In order for the

trainee to freeze his/her enrollment, it is necessary that he/she has never participated in the programme that he/she has enrolled in.

**Article 13:** A written application is required for the trainee who has enrolled and paid for his/her enrollment but has not been able to start the education for a compulsory reason and who wants to have his/her enrollment deleted. It is required that the trainee has never participated in the programme in order to be able to unenroll. The enrollment of the trainee whose written application is made within 1 month at the latest from the start date of the course shall be deleted and the fee shall be refunded. The application of the trainee who has spent the period of 1 month is accepted, but no refund is made.

**Article 14:** The date of deletion or freezing of enrollment is the date when the relevant application reaches the management.

### **PRINCIPLES REGARDING FINANCIAL OBLIGATIONS:**

**Article 15:** It is essential that the course fee is paid to the Educational Institution in advance, in installments by credit card or in monthly installments by promissory notes. In advance payment, the entire payment is made in cash at the time of enrollment.

**Article 16:** The payment plan for installment payments by promissory notes is determined by the Educational Institution. In installment payments, the payment plan is prepared by the Educational Institution and this plan is an integral part of the contract.

**Article 17:** For payments that are not made on time, the trainee is given **7** days for payment. If the payment is not made at the end of this period; the education services offered by the Educational Institution shall be stopped and legal proceedings shall be started against the trainee.

### **DURATION :**

**Article 18:** The course training period in the Educational Institution is specified in detail on the front page of the enrollment form, and the contract is issued to cover all specified periods and has been signed by the parties.

All provisions of this enrollment contract have been fully read and understood by us without any hesitation, and I fully agree with the terms of the contract within the

framework of the above notice with my free will and wish, and a copy of this contract has been delivered to me.