

TRIAL LESSON BOOKING FORM

| STUDENTS' DETAILS | | |
|--|--|--------------|
| First name: | Last name: | |
| Date of birth: | First language: | Nationality: |
| Level of English: | | |
| Email: | Phone number: | |
| Agency's name | | |
| Timetable | | |
| Campus (Tuesday-Thursday) | Online (Tuesday-Thursday) | |
| Session 1 (17:00-19:00) Session 2 (19:15-21:15) | Session 1 (11:15-13:15) Session 2 (13:30-15:30) | |
| Student signature: | Date: | |

----- END -----

| OFFICE USE ONLY | | |
|--|-----|----|
| Booking accepted: | Yes | No |
| A booking confirmation is sent to the student: | Yes | No |
| Booking date confirmed: | Yes | No |
| Instructions sent: | Yes | No |
| Administrator's signature | | |

TRIAL LESSON BOOKING PROCEDURE (EXTERNAL USE)

1

Inform your agent or SCOTS Marketing of the class or course you wish to trial. Also, advise SCOTS' Marketing staff of your English level of proficiency and provide evidence if available (IELTS score, certificates etc.). If unsure about your level of English, tell your agent or SCOTS marketing who will then send you a link to an informal Placement test. Once the test is completed, send a notification of completion to studentservices@scotsenglish.edu.au. SCOTS will email you the results of the test within 48 business hours.

2

Fill out the **Trial Lesson Booking Form** sent to you by SCOTS' Students' Services and return it to studentservices@scotsenglish.edu.au.

3

Upon receiving confirmation from Student Services, watch the YouTube video tutorials to assist you in logging into our online platform and finding your class if your trial lesson is taking place online.

4

Log in or arrive at campus at least 15 minutes before the trial lesson to avoid tardiness (being late). You may not be allowed to enter the classroom if you arrive more than 15 minutes late.

5

While attending your trial lesson,

- be kind and respectful towards the teacher and fellow students,
- refrain from talking about sex, religion, or politics to avoid offending other students,
- do NOT eat or drink,
- do NOT talk or chat on your mobile phone,
- and try your best to participate and have fun 😊

6

After your trial lesson,

- thank the teacher,
- leave the classroom and return any borrowed items if applicable,
- and fill out the Trial Lesson Feedback form because your feedback is IMPORTANT to us.