

## REGISTRATION FORM

\*To be filled by Student and Use **BLOCK LETTERS** only

**Name:**

**Surname:**

**Nationality:**

**Gender:**

**ID/Passport:**

**Course:**

**Email:**

**Contact Number:**

**WhatsApp Number:**

**Address:**

**Date of Arrival in Malta:**

**Date of Arrival to LVI:**

***In case of Emergency Details:***

**Contact Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Visa Expiry Date:**

**Signature:**

### ***Office Use Only***

Course Enrolled:

**Class Start Date:**

Remarks:

## Student Agreement

### 1. Programme Details

The **Institute (La Vallette Institute for Further & Higher Education)** agrees to provide the Following student with access to the Programme Mentioned Below, which is approved by the Malta Further and Higher Education Authority (MFHEA).

Name:	
ID/Passport:	
Course:	
Level:	
ECTS:	
Duration:	
<b>Start Date:</b>	
Completion:	
Campus:	Angelica Court, Office 1 & 2, Triq Giuseppe Cali, Ta'Xbiex

The language of instruction for the Programme is English. The student is expected to have an adequate level of English proficiency. The mode of delivery may include lectures, seminars, online classes, workshops, and practical sessions.

### 2. Rights and Obligations of the Institution

- Provide access to learning resources such as libraries, online databases, and laboratories.
- Deliver the Programme as per the approved curriculum, schedule, and quality standards.
- Ensure that the learning environment complies with all regulatory standards.
- Provide qualified academic staff and support services.
- Provide academic advising and mentoring services.
- Notify students promptly of any timetable changes or course cancellations.
- Maintain transparent communication regarding assessment criteria and grading policies.
- Provide feedback on assignments and assessments within a reasonable time frame.
- Ensure that all lecturers and staff comply with ethical and professional standards.
- Facilitate career guidance and internship placement (if applicable).
- Any changes to the Programme structure or delivery method will be communicated in writing to the student.
- The Institution reserves the right to update course content to ensure relevance and compliance with industry standards.

### 3. Rights and Obligations of the Student

The student agrees to:

- Maintain a minimum attendance rate of [85%] to remain in good academic standing.
- Inform the Institution promptly in case of illness, absence, or personal emergencies affecting attendance or performance.
- Submit all required documentation (e.g., ID, academic records) before enrolment deadlines.
- Maintain up-to-date contact information with the Institution.
- Use institutional facilities responsibly and respect campus property.
- Avoid any behaviour that may disrupt classes or affect the learning environment.
- Comply with the Institution's IT and online learning policies when using digital platforms.
- Participate in academic evaluations, surveys, and feedback processes.
- Right to appeal academic or disciplinary decisions in accordance with the Institution's official procedures.
- Right to request access to personal academic records and performance data.
- Right to confidentiality regarding all personal and academic information.
- Attend and participate in all scheduled sessions, tutorials, and assessments.
- Abide by all academic and conduct regulations of the Institution.
- Plagiarism, collusion, or submitting AI-generated content as original work is a **serious academic offence**.
- Assignments must be checked using **plagiarism and AI-detection tools**.
- Students must submit their own original work.
- Respect the intellectual property of others and avoid academic misconduct.
- Pay all applicable fees as agreed in the Acceptance Letter.
- Respect fellow students, staff, and institutional property.

#### 4. Admission Requirements

- The student must provide accurate, genuine, and verifiable academic records, identification, and supporting documents for admission.
- The student confirms they meet the entry requirements for the Programme as described in the official course information.
- The student is responsible for maintaining valid residence status in Malta for the duration of the Programme and must provide visa or residency documentation to the Institution when requested.
- The student agrees to comply with all attendance, academic performance, and behavioural requirements set by the Institution.
- The Institution reserves the right to verify the authenticity of documents with issuing bodies or authorities where necessary.



- The student understands that falsification, omission, or misrepresentation of information may result in immediate rejection, termination, or disqualification without refund.

## **5. Termination of Agreements, Withdrawal, Programme Termination & Refund Policy**

- The student may terminate this Agreement through written notice, subject to the Institution's withdrawal and refund conditions.
- The Institution may terminate this Agreement in cases of academic misconduct, breach of code of conduct, fraudulent submissions, or non-payment of fees.
- Failure to maintain required attendance levels may result in suspension or removal from the Programme.
- If the Student withdraws, is dismissed, or fails to attend, the Institution will notify Maltese Immigration Authorities, which may result in cancellation of the student's visa or residence permit. Upon termination, the student's access to Institution facilities, digital systems, classrooms, and support services will be discontinued.
- If the Student's visa or residence permit expires, is revoked, or not renewed, the Institution may terminate the Agreement without refund, and the student must comply with Maltese immigration requirements to leave the country.
- If the Student withdraws, is suspended, or is terminated from the Programme, the Institution is required to notify the competent Maltese immigration authorities as required by law. The student will be responsible for any implications to their residency status.
- The student may withdraw from the Programme according to the Institution's withdrawal procedures. Refunds, where applicable, will be processed in line with the Institution's official refund policy, which will be made available to the student upon enrolment.

## **6. Visa and Immigration Compliance**

- International Students are responsible for maintaining valid visa and residency documentation throughout the duration of their studies. The Institution may provide guidance but is not responsible for visa decisions made by Maltese authorities.

## **7. Cultural and Orientation Support**

- The Institution may offer cultural orientation sessions and student support services to assist international students in adapting to life in Malta. Participation is encouraged but may not be mandatory unless specified.

## **8. Compliance with Local Laws and Institutional Policies**

- The student agrees to comply with all Maltese national laws and regulations, as well as the Institution's academic and conduct policies. Misconduct or unlawful behaviour may result in disciplinary action, including potential dismissal from the Programme.

## **9. Communication of Official Notices**

- Official communications from the Institution will be sent to the student's registered email address. The student is responsible for checking communications regularly and Notices are considered received upon delivery to the address given by student.

## **10. Attendance and Academic Progress Requirements**

- The student must maintain 85% satisfactory attendance and academic performance as defined by the Institution. Persistent non-attendance without valid justification will be reported to relevant authorities, in line with visa conditions for international students.

## **11. Change of Personal Information**

- The student is required to promptly notify the Institution of any changes to personal details, including passport number, contact information, or residential address in Malta. Failure to update this information may result in delays or interruptions to services or documentation.

## **12. Emergency Contact Information**

- The student agrees to provide an emergency contact person and authorises the Institution to contact this person where necessary for health, safety, or welfare reasons, in accordance with data protection regulations.

## **13. Student Support and Welfare Services**

- The Institution may provide academic advising, counselling, and welfare support services. While these services are intended to assist students, the student remains responsible for managing their well-being and seeking external support where necessary.

## **14. Academic Integrity**

- The student must adhere to the Institution's academic integrity policy. Acts such as plagiarism, cheating, or falsification of documents will lead to disciplinary action and may result in suspension or expulsion from the Programme.

## **15. Protection and Confidentiality**

- The Institution will treat all personal and academic records of the student with confidentiality in line with data protection laws. Student records may only be shared with third parties with prior consent or where required by law.

### **Jurisdiction and Governing Law**

- This Agreement shall be governed by the laws of Malta. Any legal proceedings shall be held in the competent courts of Malta.

## 16. Dispute Resolution

- Any disputes arising from this Agreement shall first be resolved through internal procedures. If unresolved, disputes may be referred to an independent arbitrator or the Malta Further and Higher Education Authority (MFHEA).

## 17. Certification and Transcript

- Upon fulfilling all academic and financial requirements, the Institution will issue an official transcript and certificate indicating the completion of the Programme and its associated MQF/EQF level and ECTS value.

## 18. Fees and Payment Terms (For Students who did not come on Visa sponsored by Institute)

- The student agrees to pay the total tuition fee of EUR \_\_\_\_\_, according to the following schedule:
- Deposit upon acceptance: EUR \_\_\_\_\_
- Remaining balance payable in \_\_\_\_\_

The Institution reserves the right to withhold services, assessments, transcripts, or certification in case of unpaid dues. No refund will be issued for voluntary withdrawal after the official start date of the Programme unless stated otherwise in the refund policy.

## 19. Final Provisions

This Agreement constitutes the entire understanding between the Institution and the Student regarding the Programme. Amendments or changes must be made in writing and agreed upon by both parties.

## Signatures

**For LVI:**

**Student:**

\_\_\_\_\_

\_\_\_\_\_

Date

Date

Christian Gravina

\_\_\_\_\_

Head of Institute

Student Name

\_\_\_\_\_

\_\_\_\_\_

Signature

Signature