

## Membership Application Form

School Name:	
Registered Trading Name(s):	
Company Registration Number:	

List of Company Directors:	
<p>Are the directors the beneficial owners of the company ?</p> <p>If no, please attach details on a separate sheet.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Are any of the above directors or beneficial owners connected to any other educational operations ? If yes , please give further details on a separate sheet.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

## Applicant Details–Primary Site

Address:	
Telephone:	
Email:	
Website:	
Primary Contact Name	
Primary Contact Email	
Primary Phone Number	
Director of Studies' Name	
Director of Studies' Email	
Director of Studies' Phone Number	

### Additional Site 1

Address:	
Telephone:	
Email:	
Website:	
Primary Contact Name	
Primary Contact Email	
Primary Phone Number	
Director of Studies' Name	
Director of Studies' Email	
Director of Studies' Phone Number	

### Additional Site 2

Address:	
Telephone:	
Email:	
Website:	
Primary Contact Name	
Primary Contact Email	
Primary Phone Number	
Director of Studies' Name	
Director of Studies' Email	
Director of Studies' Phone Number	

**Please continue on separate sheet if required.**

## Site Visits

An application for MEI membership must be supported by written reports of site visits conducted by representatives from three different MEI member Institutions, none of which can have common directorship or financial affiliation with the applicant institution.

If you are a single site college, all visits will be conducted at the single site. If you are a multi-site school, then all sites will be visited.

Multiple summer sites will be subjected to site visits at the discretion of the board.

The three participants nominated for site visits should be:

- School Director
- MEI Board member
- MEI Member school Director of Studies

**\*The Applicant School must cover travel expenses of the site visit participants**

The following representatives of Marketing English in Ireland (MEI) member institutions have agreed to conduct a site visit and provide a written report to the MEI Board:

Name of Member College:	
Name of Representative:	
Position:	School Director

Name of Member College:	
Name of Representative:	
Position:	Director of Studies

Name of Member College:	
Name of Representative:	
Position:	MEI Board Member

## Supporting Documentation

The following checklist is provided to assist you in ensuring that you have included all required supporting documentation with your application. The MEI Board will only consider applications if all the required supporting documentation has been received.

<input type="checkbox"/>	A copy of current official certificate of ACELS/QQI or British Council accreditation.*
<input type="checkbox"/>	Confirmation of Public Liability Insurance from school's insurance company confirming adequate insurance cover.
<input type="checkbox"/>	A letter from the school's auditor/accountant verifying the schools good financial standing and confirming the turnover level (list turnover inclusions) which is used to determine the fees due to the Company.
<input type="checkbox"/>	2 copies of promotional materials

\* British Council accreditation is only relevant to members who are based, operating and registered in Northern Ireland.

## Compliance History

Has the school ever been under any form of suspension or subject to any disciplinary action by the Irish government or regulatory bodies such as ACELS/QQI or British council?

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes ( please attach further information)

## Membership Declaration

I confirm that I have read the MEI Articles of Association (adopted July 17<sup>th</sup> 2008) and Mission Statement, Bye Laws, Code of Ethical Conduct and Disciplinary Procedures (adopted December 2014) and agree to abide by the above.

I confirm that all the information supplied in this application, including ancillary documentation is true, accurate and complete.

I understand that submitting this application does not guarantee acceptance to MEI.

I enclose the administration fee of € ----- and joining fee of € ----- . I understand that the administration fee is non-refundable.

**NAME (School Director)**

**Signature**