



# REGISTRATION FORM

## THE CAMBRIDGE SCHOOL OF ENGLISH

FAX : ++44 (0)20 7242 3626

accredited by  
The British Council



Surname	Mr / Mrs / Ms		Address :	
First Name				
Nationality				
Date of Birth	/	/19		
Emergency Contact Name			Fax :	
Emergency Contact No.			E-mail :	

### TUITION

Course Code	Course Description	Start Date	No. of Weeks
		/ /20	
		/ /20	
		/ /20	

Examination Required     IELTS     TOEFL     Other

Course Book

Homework Book

← Your Estimated Level of English →							
Beginner	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	Advanced

### ACCOMMODATION

<input type="checkbox"/> Homestay <input type="radio"/> Economy <input type="radio"/> Standard <input type="radio"/> Superior <input type="checkbox"/> Hostel <input type="radio"/> Self Catering <input type="radio"/> Half Board <input type="checkbox"/> Student House <input type="radio"/> Zone 1 <input type="radio"/> Zones 2-3 <input type="radio"/> Zones 4-5 <input type="checkbox"/> Hotel (Budget £_____ per night) <input type="checkbox"/> Other - Please specify....	<input type="checkbox"/> Single Room <input type="checkbox"/> Shared Room* <input type="radio"/> Twin <input type="radio"/> Double * must be shared with friend / relative	<input type="checkbox"/> I am a smoker <input type="checkbox"/> I do not smoke <input type="checkbox"/> self-catering <input type="checkbox"/> bed & breakfast <input type="checkbox"/> half-board
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Please give details of any allergies or special dietary requests :

Arrival Date    / /20

Departure Date    / /20

### AIRPORT TRANSFERS

Airport Transfer (Arrival Details)

Heathrow     Gatwick     Stansted

Date / Time    / /20    :

Flight Number   

Airport Transfer (Departure Details)

Heathrow     Gatwick     Stansted

Date / Time    / /20    :

Flight Number   

### OTHER SERVICES

Student Card\* (free)    |     Internet Access/E-mail (free)

Insurance     Café Voucher

Weekend Excursions...how many ? \_\_\_\_\_

Work Experience

\* one passport size photograph is required for this

### PAYMENT

How are you paying ?.....    Cash    Cheque    Bank Transfer    Credit Card\*

Deposit               

Balance               

\* Credit Card Details :    Card Type     Visa     Mastercard     Delta     \_\_\_\_\_

Number    \_\_\_\_\_    Expiry Date    \_\_\_\_\_ / \_\_\_\_\_

Where did you hear about our school ?    \_\_\_\_\_    Did you visit our web-site ?    Yes / No

I have read and I agree with the Terms and Conditions overleaf

Date    / /20    Signature    \_\_\_\_\_

# TERMS & CONDITIONS

All students are expected to have read, understood and agreed to follow the following terms and conditions:

## ENROLMENTS

Applications for tuition must be accompanied by a deposit of £150.00. Applications for tuition and accommodation must be accompanied by a deposit of £300.00. The balance of tuition, accommodation and all other fees must be paid on or before the first day of tuition or on arrival. Course places, enrolment certificates and accommodation cannot be confirmed until the deposit has been received.

## PUBLIC HOLIDAYS

There will be no reduction in fees if a course includes a Public Holiday. Private tuition hours will be honoured in such circumstances on an alternative day.

## CANCELLATION

All cancellations must be made to the school in writing.

If notification is received less than 7 days before the course start date or arrival date, the deposit cannot be refunded.

If notification is received more than 7 days before the course start date or arrival date, the deposit will be refunded, less the enrolment fee and accommodation arrangement fee. Students are strongly advised to insure themselves with cancellation insurance.

## CURTAILMENTS

If a student wishes to leave before their course finish date, any refund of fees will be at the discretion of the Management. The School must be notified of any holidays / study breaks at the time of enrolment.

## ACCOMMODATION

Although the school will always strive to provide accommodation meeting the students' exact requirements, the school reserves the right to supply alternative accommodation. If a student wishes to change accommodation, at least one week's notice must be given. A further accommodation arrangement fee will be payable as well as any difference in the price of alternative accommodation.

## DELAYED ARRIVAL

No compensation will be given if a student arrives late or does not attend part or all of his/her course. This will include any period of holiday taken or illness during the course.

## DISCIPLINE

The School expects students to adhere to the standards we set. Constant lateness or absence causes disruption and we reserve the right to expel students whose behaviour is not acceptable to the School. No refunds will be given in such circumstances.

## FORCE MAJEURE

It is a basic stipulation of the agreement/contract between students and The Cambridge School of English (the School) or its representatives, that neither the School nor its representatives are liable to the student in cases where the School is unable to fulfil any services to which they are contractually bound because of labour disputes or other reasons which are beyond their control. This includes traffic congestion for airport transfers and public transport delays / strikes.

## TUITION

The School reserves the right to make alternative arrangements for the tuition of its students or alter published information without notice. The School cannot be held legally liable if, for reasons beyond its direct control, it is unable to provide the services it has been contracted to supply. The School reserves the right to revise tuition and accommodation fees.

## INSURANCE

The School cannot accept responsibility for personal accident or for loss or damage to students' property. Students are strongly recommended to take out personal insurance either before leaving for England, or through the School. Please contact the School for further details.

## VISAS

Students who require visas for entry into the UK are reminded that they are required to study for a minimum of 15 hours per week. Students who have enrolled and had their visa refused will need to provide documentary evidence before any refund can be considered. Please ask about our visa assistance service if you need help.

## WHAT TO DO

1. Complete the registration form overleaf
2. Check the prices from our price list and insert them below (please ask us if you are unsure)
3. Send us the signed registration form with photographs if you need a travelcard or student discount card
4. Send us the deposit (£150.00 if no accommodation, £300.00 if you require accommodation).
5. We will send you an invoice, certificate of enrolment and confirmation and details of accommodation
6. On or before your first day, pay us the balance.

## THE COST

Enrolment Fee	£	40.00
Tuition Fee	£	
Accommodation arrangement Fee	£	40.00
Accommodation Fee	£	
Airport Transfer(s)	£	
Travelcards	£	
Excursions	£	
Insurance	£	
Other fees/ services	£	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	£	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	£	
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	£	
<b>TOTAL COST</b>	£	
Deposit (£150.00 / £300.00)	£	

## HOW TO PAY

- Cash (Please do not send by post)
- Cheque / Eurocheque / Traveller's Cheque  
*Charges apply to Eurocheques and some traveller's cheques*
- Bank transfer to  
**The Royal Bank of Scotland**  
**127-128 High Holborn, London WC1V 6PQ**  
**Sort Code: 16-00-53      Account No.: 10088716**  
**Account Name: The Cambridge School of English Ltd.**  
**IBAN Number : GB83RBO516005310088716**  
**BIC (Swift Code) : RBO5GB2L**  
*\* Please add £10.00 Bank Transfer fee*
- Credit Card (VISA, DELTA, JCB, MASTERCARD)\*
- Number
- Exp.Date  /  *\*Please add 3% handling charge*



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Date

Signature



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