

# Enrolment form 2010

## Personal data

(Please complete in BLOCK CAPITALS)

Mr  Mrs  Miss

Please mark

Family name	} As in your passport
First name	
Date of birth	
Place and country of birth	
Nationality	
Mother tongue	
Passport number (if you require a visa)	
Occupation	

## Home address

Road	PO Box
Town/postcode	
Country	

## Mailing address (If different from home address)

Name	
Road	PO Box
Town/postcode	
Country	

## Contact numbers

Telephone - private
Telephone - business
Telephone - mobile
Fax - private
Fax - business
Email

## Course data

(Complete for each course required)

Course number	Course name
Day / Month / Year	Number of weeks

Course number	Course name
Day / Month / Year	Number of weeks

## What is your present level of English?

Beginner <input type="checkbox"/>	Intermediate <input type="checkbox"/>
Elementary <input type="checkbox"/>	High intermediate <input type="checkbox"/>
Pre-intermediate <input type="checkbox"/>	Advanced <input type="checkbox"/>

## Have you attended an Anglo-Continental course before?

Yes  No

If yes, in which year(s):

## Pre-training assessment for the Business and Specialised and Executive Programmes

If you enrol on one of the above Programmes, you should complete the Pre-training assessment form in order for us to prepare for your course as fully as possible.

## Examination data

Do you wish to take an English language examination during your course?

Yes  No

If yes, please give details :

## Accommodation data

I require standard homestay accommodation as specified for the duration of the course. Available for all students.

I require executive homestay accommodation for the duration of the course.

Available for students attending the Executive Programme and subject to availability for Business and Specialised, Professional Training, Aviation and Club 50+ Programmes.

I require alternative accommodation

Please specify:

I do not require accommodation. I shall be making my own arrangements, and will notify you of the address before my arrival in England.

Will you have a car available during your stay? Yes  No

Do you smoke? Yes  No

Do you suffer from any allergy or medical condition of which we should be aware? Yes  No

If yes, please give details separately.

## Transfer services

I wish to reserve:

### Anglo-Continental car transfer

On arrival   
On departure

Airport/Place of arrival

Airport/Place of departure

If you reserve a transfer, you must advise Anglo-Continental of your travel details not less than 7 days before your arrival.

### Anglo-Continental coach transfer

(Operates every Sunday from 6 June to 15 August from London Heathrow Airport to Bournemouth, and from 6 June to 29 August from Bournemouth to London Heathrow Airport)

On arrival   
On departure

## Signature

I confirm that I have read and accept the 'Conditions of enrolment', and have completed the 'Payment of fees'.

Signature (If you are under 18 years of age, signature of parent or guardian)

Place

Date

# Payment of fees

## How to calculate your fees

<b>Course fees</b>	First course	<input type="checkbox"/>	weeks = £	<input type="text"/>
	Second course	<input type="checkbox"/>	weeks = £	<input type="text"/>
	Third course	<input type="checkbox"/>	weeks = £	<input type="text"/>
	Accommodation fees	<input type="checkbox"/>	weeks = £	<input type="text"/>
	High season supplement	<input type="checkbox"/>	weeks = £	<input type="text"/>
	<b>Sub total</b>		£	<input type="text"/>

## Other charges

	On arrival	On departure		
Anglo-Continental car transfer	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="text"/>
Anglo-Continental coach transfer	<input type="checkbox"/>	<input type="checkbox"/>	£	<input type="text"/>
UK Border Agency CAS Fee			£	<input type="text"/>
			<b>Total</b>	£ <input type="text"/>

## Where to pay your fees

- I will pay the fees to Anglo-Continental's Representative  
(Please do not complete 'how to pay your fees' section as our Representatives have their own payment procedures)
- I will pay the fees to Anglo-Continental  
(In this case, please complete the relevant section in 'how to pay your fees')

## When to pay your fees

### If you DO NOT require a VISA

The fees must be received in full at least 2 weeks before course commencement. (No deposit required).

### If you REQUIRE a VISA

To obtain a visa you will need our confirmation documents. We must therefore ask you for a deposit of £ 500 (deductible when you pay your fees), or the full amount of the fees due, at the time of enrolment. We must also register your details with the UK Border Agency which at present charges £ 10 per person to issue a Certificate of Acceptance to Study (CAS). You will be automatically invoiced for this fee.

- I wish to pay the deposit of £ 500 now (deductible when I pay my fees) and I confirm that I will pay the balance to reach Anglo-Continental not later than 2 weeks before course commencement
- I wish to pay the fees in full now

## Refund guarantee

Should your application for a visa be refused, we will refund any published fees paid by you (after deduction of an administration charge of £ 50), provided that you send us a copy of the letter of refusal from the British Embassy before the intended start date of your course.

Any additional charges for services provided by a third party (such as UK Border Agency CAS fees, hotel accommodation, flat rental and courier services) are not covered by this guarantee.

**Please send your 'Enrolment form' to our Representative in your country or, if no address is given, to:**

### Anglo-Continental

29-35 Wimborne Road, Bournemouth BH2 6NA, England

**Telephone** (GB code) +(0)1202 55 74 14

**Fax** (GB code) +(0)1202 55 61 56

**Email** english@anglo-continental.com

**Website** www.anglo-continental.com

## How to pay your fees

- Bank cheque**  
I enclose/will send a bank cheque, drawn on a British bank, made payable to Anglo-Continental
- Bank transfer**  
I will arrange for a bank transfer using SWIFT to:  
Lloyds TSB Bank plc, 45 Old Christchurch Road  
Bournemouth BH1 1ED, England  
account name: Anglo-Continental  
account number: 01 91 75 58  
IBAN: GB05 LOYD 3091 0801 9175 58  
BIC: LOYDGB21045  
sort code: 30-91-08

(Please inform your bank that you will pay **all** bank transfer charges both in your own country and in England, and send us a copy of the Bank's Transfer Confirmation as proof of payment.)

- My company/sponsor will pay the fees

Company/Sponsor's name

Address

Name of person responsible for payment

Telephone number

Fax number

Email

- Credit card/Payment card**  
I will pay by credit card/payment card (most major cards accepted). I authorise Anglo-Continental to debit my credit/debit card with the applicable fees, in accordance with my enrolment, 2 weeks before course commencement. I understand the visa deposit (if applicable) will be deducted immediately.

Type of card

Card number

Valid from  /  Expiry date  /

Security code  American Express Security code  other cards

Name of cardholder

Address of cardholder

Signature of cardholder

**Please repeat the name of the enrolled person as it appears on the 'Enrolment form' overleaf**

Family name

First name

If you have been advised by our Representatives in your country, please write their name, company name and address in the space provided below.

# Conditions of enrolment 2010

All enrolments are subject to these conditions, which become legally binding on confirmation of acceptance by Anglo-Continental, and to the age limitations and arrangements specified in Anglo-Continental's official publications.

Anglo-Continental reserves the right to withhold confirmation of an enrolment, at its discretion, if such action is deemed necessary in the interests of the student or the school.

## fees

The fees for courses and accommodation are valid from 1 January to 31 December each year. The fees for the following year are normally published in July/August.

The fees must be received in full by Anglo-Continental not later than two weeks before course commencement. Course fees are calculated in complete weeks, and any part of a week is counted as a full week.

No compensation, fee reductions, refunds, credit, additional lessons or extension of the course can be given for:

- services or facilities included in the fees and not used;
- late entry to or absence or early departure from a course without formal curtailment;
- lessons replaced by testing and class allocation procedures on course entry dates;
- days when schools are closed because of official holidays.

Any refunds which are approved can only be made by the office or Representative to whom the fees were originally paid. Anglo-Continental reserves the right to make fee adjustments as a result of changes in exchange rates or statutory taxes.

## school regulations

Anglo-Continental publishes regulations to ensure that the courses function smoothly. Acceptance of and compliance with these regulations, and with English law, are contractual obligations on the part of the student.

Whenever Anglo-Continental accepts the enrolment of a student below the minimum age specified for the course or below the age of 16 years, the person enrolling the student accepts responsibility for his or her conduct, security and well-being.

## cancellation or postponement of a course

An enrolment is not transferable but may be cancelled or postponed without incurring charges, provided that written notice is received by Anglo-Continental not less than two weeks before the scheduled date of course commencement. In the absence of such notice, or if less than two weeks' notice is received:

- in the case of cancellation, a fee of £ 500 is payable in lieu of notice;

- in the case of postponement, Anglo-Continental reserves the right to levy a charge to cover administration and accommodation costs incurred on the student's behalf;

- should the application for a visa be refused, we will refund any published fees paid in advance (after deduction of an administration charge of £ 50) provided that you send us a copy of the letter of refusal from the British Embassy before the intended start date of the course.

Any additional charges for services provided by a third party (such as UK Border Agency fees, hotel accommodation, flat rental and courier services) are not refundable.

## curtailment of a course (excluding courses with reduced fees)

If a course of more than eight weeks' duration is curtailed by the student, four weeks' notice must be given to the school. If no notice or insufficient notice is given, course fees must be paid in lieu of notice together with any accommodation charges due. In all cases, course fees must be paid for a minimum of eight weeks.

If a course of eight weeks' duration or less is curtailed, no refund of course fees can be given. Students must have personal insurance against inability to attend or continue a course for medical or compassionate reasons (see 'liability and insurance').

## change of course (excluding courses with reduced fees)

If after commencement of a course, the student wishes to change to a course of a lower specification, two weeks' notice must be given to the school. If approved, the change must be made on a scheduled entry date for the new course.

Any refund due will be in the form of a credit towards any required extension of the amended course or towards any subsequent course with Anglo-Continental during the twelve months following the end of the amended course. The credit is not transferable to any other person, and no cash refund can be given.

## accommodation

The fee for the first week in homestay accommodation includes a non-refundable administration charge to cover the cost of selection, reservation and management.

Any request to change or leave accommodation, either separately or in conjunction with the curtailment of a course, must be made to Anglo-Continental at least two weeks before the date of the proposed move and approved before the change is made. Failing this, accommodation fees are payable in lieu of notice. Accommodation fees continue to be payable for any periods of absence during the course.

## Photographs, video and DVD

During our courses, we sometimes take photographs and video footage, some of which may be incorporated into future publicity material. If you do not wish to appear in any promotional publications, please advise us in writing before the start of your course.

## liability and insurance

Anglo-Continental, its Representatives and staff will not be liable for any loss, damage, illness or injury to persons or property however caused, except where such liability is imposed by statute. It is the student's responsibility to take out personal insurance against all such risks, including inability to attend or continue a course and for the payment of medical expenses.

## force majeure

It shall be a fundamental condition of the contract between the student and Anglo-Continental or its Representatives that neither Anglo-Continental nor its Representatives shall be in any way liable to the student in the event of any service contracted to be supplied by them becoming impossible to supply by reason of industrial dispute or other cause outside their control.

## data protection

To ensure that your course at Anglo-Continental meets your requirements we and, if appropriate, the Anglo-Continental Representative in your own country will need to use the information you provide (such as your personal data and details of any special requirements) in order to process your enrolment.

We must pass your information on to those involved in providing you with services relating to your stay at Anglo-Continental, such as your reservation of accommodation and transfer services. The information may also be provided, if required, to security or credit-checking organisations, customs and the UK Border Agency as required by UK law.

Please note that where your information is held by an Anglo-Continental Representative, it will be subject to your Representative's own data protection policy and their country's national law.

## validity of conditions

These Conditions of enrolment and Additional conditions for long-term courses are valid from 1 January 2010 and are subject to English law. The English language version is legally binding in all cases.

Anglo-Continental reserves the right to waive or adjust the specifications of a course, which may include age limits, without prior notification.

# Additional conditions for long-term courses

## **additional conditions apply to:**

- Long-Term General Programme  
Courses: G-1.20L/G-1.25L/G-1.30L
- Academic Study Programme  
Course: A-1.30

## **curtailment of a course**

If a long-term course is curtailed after its commencement, no refund of course fees can be given. It is the student's responsibility to take out personal insurance against inability to attend or continue a course for medical or compassionate reasons (see 'liability and insurance' above).

## **change of course**

An enrolment for a long-term course may not be changed after course commencement except where the student wishes to prolong or include a course of a higher specification with the approval of the school.

## **school holidays**

Students following long-term courses may apply to take holidays, in complete weeks from Monday to Friday, at times convenient to the programme and with the approval of the Director of Studies. Holidays are allowed on the basis of a maximum

of two weeks per twelve weeks of the programme, and application must be made to the school not less than two weeks in advance. In each case the total course duration will be extended to compensate for the number of weeks' holiday taken. Holidays may not be taken when following intensive IELTS preparation, Examination Practice or Business and Specialised options.