

# Enrolment form 2012

## Personal data

(Please complete in BLOCK CAPITALS)

Mr  Mrs  Miss  Other  Please mark  X

Family name

First name

Date of birth

As in your passport

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

Skype

## Course data (Complete for each course required)

Course number  Course name

Day  Month  Year   
Entry date  /  /  Number of weeks

Course number  Course name

Day  Month  Year   
Entry date  /  /  Number of weeks

## What is your present level of English?

Beginner  Intermediate

Elementary  High intermediate

Pre-intermediate  Advanced

Do you have a learning disability? Yes  No

If yes, please give details separately.

## Job description/Qualifications

Company name

Job title and main responsibilities

Brief job description (Include any special areas of interest)

Aviation Qualifications

Have you attended an Anglo-Continental course before? Yes  No

If yes, in which year(s):

## Test data

Do you wish to take the TEAP (Test of English for Aviation Personnel) during your course? Yes  No

## Accommodation data

I require standard homestay accommodation as specified for the duration of the course (Sunday to Sunday)

I require executive homestay accommodation for the duration of the course. Please note, this accommodation is subject to availability.

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, dietary or medical condition of which we should be aware? Or do you have any special dietary requirements? Yes  No   
e.g. vegetarian. 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 On arrival   
On departure   
(Operates every Sunday from 10 June to 19 August from London Heathrow Airport to Bournemouth, and from 10 June to 2 September from Bournemouth to London Heathrow Airport)

## Signature

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

Signature

Place  Date

# Payment of fees

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

Family name

First name

## 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')

## How to calculate your fees

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

## 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 £ 13 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.

## 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

Road

PO Box

Town/postcode

Country

Name of person responsible for payment

Telephone

Mobile

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

Road

PO Box

Town/postcode

Country

Signature of cardholder

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

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

### Anglo-Continental Aviation English Division

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 aviation@anglo-continental.com

Website www.aviation-english-division.com

# Conditions of enrolment 2012

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.

The enrolled trainee intends and is able to follow and complete the course of study at Anglo-Continental and declares that he/she shall abide by all current UK laws and leave the United Kingdom at the end of his/her studies.

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 trainee 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 or the test date. 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, class allocation procedures or the sightseeing tour on 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 without prior notice.

## Visas

If you require a visa, it is your responsibility to ensure that you apply for the correct type of visa to allow you to study at Anglo-Continental for the entire period of your course(s). You must ensure that all details on your confirmation documents (including the visa letter or the Confirmation of Acceptance for Studies) issued by Anglo-Continental are correct before you apply for your visa. Anglo-Continental cannot be held liable for any errors that occur during the visa application process. It is also your responsibility to continue to maintain the correct immigration status to study at Anglo-Continental for the duration of your course(s). Failure to do so may lead to termination of your studies without refund or compensation.

## 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 trainee.

## Cancellation or change of time of a test

Notice of cancellation or change of time of a test must be received in writing by the school at least 5 working days prior to the scheduled test date. If such notice is not received within the stated period then the full charge remains due.

## 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 trainee'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 trainee, 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. Trainees 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 trainee 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.

## English language level

Any information about your level received prior to your arrival will act as a guide only. Your English language level will be determined by

our entry test on your first day. If you are not at the required level for your course, you will be transferred to a suitable alternative course.

## Accommodation

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

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 and film

During our courses, we sometimes take photographs and film 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 trainee'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 trainee and Anglo-Continental or its Representatives that neither Anglo-Continental nor its Representatives shall be in any way liable to the trainee 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.

# Conditions of enrolment 2012 continued

## **Validity of conditions**

These Conditions of enrolment are valid from 1 January 2012 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.