

Enrolment form 2010

personal data of student

(Please complete in BLOCK CAPITALS)

male female

Please mark X

student's family name

first name

date of birth

as in passport

place and country of birth

nationality

mother tongue

Passport number (if a visa is required)

home address of parent or guardian

Mr Mrs Miss

name of parent/guardian

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

what is your son/daughter's present level of English?

beginner intermediate

elementary high intermediate

pre-intermediate advanced

Has your son/daughter attended an Anglo-Continental course before?

Yes No

If yes, in which year(s):

course data

entry date day / month / year number of weeks

My son/daughter will attend a course at the **Rothsay Road Centre:**

R-1.20 **Age groups 10 - 12 and 13 - 15** Residential Accommodation

R-2.20 **Age groups 10 - 12 and 13 - 15** Homestay Accommodation

My son/daughter will attend a course at the **Wimborne Road Centre:**

W-1.20 **Age group 13 - 15** Homestay Accommodation

W-2.20 **Age group 13 - 15** Homestay Accommodation

W-3.20 **Age group 10 - 12 and 13 - 15** Homestay Accommodation

V-1.20 **Age group 16 - 19** Homestay Accommodation

accommodation data

My son/daughter requires accommodation as specified for the course.

My son/daughter does not require accommodation.

I shall be making my own arrangements, and will provide details of the accommodation address. A supplement for meals/refreshments provided at the centre and welfare/security checks will automatically be included on the invoice.

arrival and departure transfer services

I wish to reserve:

Anglo-Continental escorted coach transfer on arrival
(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 departure

reception and transfer by car on arrival
(operates daily from any point of arrival/departure) on departure

airport/place of arrival

airport/place of departure

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

signature

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

I also confirm that after receipt I shall read the 'Information Guide' and explain the regulations concerning 'conduct and discipline' and 'permission to go out without supervision' to my son/daughter. I will return the declaration form to reach Anglo-Continental not less than 7 days before my son/daughter's arrival.

signature of parent/guardian (If student is under 18 years of age)

place

date

Payment of fees

how to calculate the fees

course fees	<input type="text"/>	weeks = £	<input type="text"/>
accommodation fees	<input type="text"/>	weeks = £	<input type="text"/>
supervised door-to-door car service	<input type="text"/>	weeks = £	<input type="text"/>
sub total			£ <input type="text"/>

Other charges

	on arrival	on departure	
Anglo-Continental coach transfer	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Anglo-Continental car transfer	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
UK Border Agency CAS Fee			£ <input type="text"/>
total			£ <input type="text"/>

where to pay the fees

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

when to pay the fees

if your son/daughter DOES NOT require a VISA

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

if your son/daughter REQUIRES 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 the fees), or the full amount of the fees due, at the time of enrolment. We must also register your son/daughter's 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 the 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 the 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 the course.

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

how to pay the 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.)
- 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 the enrolment, 2 weeks before course commencement. I understand the visa deposit (if applicable) will be deducted immediately.

type of card	
card number	<input type="text"/>
valid from	<input type="text"/> / <input type="text"/> expiry date <input type="text"/> / <input type="text"/>
security code American Express	<input type="text"/>
security code other cards	<input type="text"/>
name of cardholder	
address of cardholder	
<input type="text"/>	
<input type="text"/>	
signature of cardholder	
<input type="text"/>	

please repeat the student's name as it appears on the 'Enrolment form' overleaf

first name	<input type="text"/>
family name	<input type="text"/>

please send the '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) +1202 55 74 14

fax (GB code) +1202 55 61 56

email english@anglo-continental.com

website www.anglo-continental.com

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

enrolment

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 including the 'Information Guide'.

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 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;
- 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

School regulations are designed 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 parent, guardian or other person arranging the student's enrolment with Anglo-Continental.

It is essential that your son/daughter understands that he/she must accept the regulations concerning 'Conduct and Discipline' and 'Permission to go out Without Supervision' as agreed by the Parent/Guardian.

Failure to observe the requirements of conduct described here and in the 'Information Guide' may result in the student being returned home before the end of the course without compensation. Anglo-Continental reserves the right to alter the student's travel arrangements. It is the responsibility of the parent/guardian to arrange for an adult to meet the student at the place of arrival and at a time specified by Anglo-Continental.

Whenever a student is enrolled outside the age range specified for the course, the person enrolling the student accepts responsibility for any problems which may arise therefrom.

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 and courier services) are not refundable.

curtailment of a course

If a course is curtailed after commencement, no refund can be given. Parents or guardians must arrange insurance against inability to attend or continue a course for medical or compassionate reasons (see 'liability and insurance').

accommodation

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

Any request to change or leave homestay accommodation 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.

It is essential that your son/daughter understands that:

- a) he/she will be sharing accommodation with other students and must observe the accepted standards of courtesy and consideration towards others;
- b) he/she will be expected to make his/her own bed, help to keep the room or dormitory tidy and leave bathrooms and toilets clean for other users;
- c) he/she must observe the bedtimes stated by the homestay family or member of staff in charge at the residential centre - normally not later than 22.30 hours.

supervised door-to-door car service

The supervised door-to-door car service is compulsory for students aged 10 - 12 years and is included in the accommodation fees. This service is not available for students aged 16 or over on the Vacation Programme.

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 your son or daughter to appear in any promotional publications, please advise us in writing before the start of the 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 parent's or guardian'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 parent/guardian and Anglo-Continental or its Representatives that neither Anglo-Continental nor its Representatives shall be in any way liable to the student, parents or guardians 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 the 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 son/daughter's personal data and details of any special requirements) in order to process the enrolment.

We must pass this information on to those involved in providing your son/daughter with services relating to his/her stay at Anglo-Continental, such as the 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 English law.

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

validity of conditions

These Conditions of enrolment 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.