

# Enrolment form 2012

## Personal data of student

(Please complete in BLOCK CAPITALS)

Male  Female  Please mark

|   |                  |
|---|------------------|
| Student's family name                   | } As in passport |
| First name                              |                  |
| Date of birth                           |                  |
| Place and country of birth              |                  |
| Nationality                             |                  |
| Mother tongue                           |                  |
| Passport number (if a visa is required) |                  |

## Home address of parent or guardian

Mr  Mrs  Miss  Other

|                         |        |
|-------------------------|--------|
| 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 <input type="checkbox"/>     | Elementary <input type="checkbox"/>         | Pre-intermediate <input type="checkbox"/> |
| Intermediate <input type="checkbox"/> | Upper intermediate <input type="checkbox"/> | Advanced <input type="checkbox"/>         |

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

Yes  No

If yes, in which year(s):

## Course data

|                        |                    |                 |
|------------------------|--------------------|-----------------|
| Preferred entry date   | Day / Month / Year | Number of weeks |
| Alternative entry date | Day / Month / Year | Number of weeks |

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

|               |                                      |                          |
|---------------|--------------------------------------|--------------------------|
| <b>W-1.20</b> | <b>Age group 13 - 15</b>             | <input type="checkbox"/> |
|               | Homestay Accommodation               |                          |
| <b>W-2.20</b> | <b>Age group 13 - 15</b>             | <input type="checkbox"/> |
|               | Homestay Accommodation               |                          |
| <b>W-3.20</b> | <b>Age group 10 - 12 and 13 - 15</b> | <input type="checkbox"/> |
|               | Homestay Accommodation               |                          |
| <b>V-1.20</b> | <b>Age group 16 - 19</b>             | <input type="checkbox"/> |
|               | Homestay Accommodation               |                          |

My son/daughter will attend a course at the **Parkstone Campus:**

|               |                                      |                          |
|---------------|--------------------------------------|--------------------------|
| <b>P-2.20</b> | <b>Age group 13 - 15</b>             | <input type="checkbox"/> |
|               | Homestay Accommodation               |                          |
| <b>P-3.20</b> | <b>Age group 10 - 12 and 13 - 15</b> | <input type="checkbox"/> |
|               | Homestay Accommodation               |                          |

## Accommodation data

My son/daughter requires accommodation as specified for the course (Sunday to Sunday).

I require alternative accommodation dates as specify below:

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.

Vacation students only (Young Learners complete the declaration)

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.

## Arrival and departure transfer services

I wish to reserve:

**Anglo-Continental escorted coach transfer** On arrival   
(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) 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 will return the declaration form to reach Anglo-Continental not less than 7 days before my son/daughter's arrival.

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.

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

Place Date

# Payment of fees

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

first name

family name

## 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)

## how to calculate the fees

|                                     |                      |       |         |                      |
|-------------------------------------|----------------------|-------|---------|----------------------|
| course fees                         | <input type="text"/> | weeks | = US-\$ | <input type="text"/> |
| accommodation fees                  | <input type="text"/> | weeks | = US-\$ | <input type="text"/> |
| supervised door-to-door car service | <input type="text"/> | weeks | = US-\$ | <input type="text"/> |
| <b>sub total</b>                    | <b>US-\$</b>         |       |         | <input type="text"/> |

## other charges

|                                  | on arrival           | on departure         |              |                      |
|----------------------------------|----------------------|----------------------|--------------|----------------------|
| Anglo-Continental coach transfer | <input type="text"/> | <input type="text"/> | US-\$        | <input type="text"/> |
| Anglo-Continental car transfer   | <input type="text"/> | <input type="text"/> | US-\$        | <input type="text"/> |
| UK Border Agency CAS Fee         |                      |                      | US-\$        | <input type="text"/> |
| <b>total</b>                     |                      |                      | <b>US-\$</b> | <input type="text"/> |

## 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 US-\$ 875 (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 US-\$ 23 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 US-\$ 875 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 US-\$ 88) 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: 11 09 48 15 (US Dollars)  
IBAN: GB81 LOYD 3091 0811 0948 15  
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            | <input type="text"/>  |
| card number             | <input type="text"/>  |
| valid from              | <input type="text"/> / <input type="text"/> expiry date <input type="text"/> / <input type="text"/> |
| security code           | <input type="text"/>  |
| American Express        | <input type="text"/>  |
| security code           | <input type="text"/>  |
| other cards             | <input type="text"/>  |
| name of cardholder      | <input type="text"/>  |
| road                    | <input type="text"/>  |
| PO box                  | <input type="text"/>  |
| town/postcode           | <input type="text"/>  |
| country                 | <input type="text"/>  |
| signature of cardholder | <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 2012

## 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'.

The enrolled student 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 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, class allocation procedures or the sightseeing tour 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.

## 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 US-\$ 875 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 US-\$ 88) 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.

## Curtailed 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 administration.

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 tidy and leave bathrooms and toilets clean for other users;
- c) he/she must observe the bedtimes stated by the homestay family - 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 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 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 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.