

Enrolment form 2020



Personal data (As in your passport)

(Please complete in BLOCK CAPITALS)

Mr Mrs Miss Other Please mark X

Family name

First name

Date of birth

Place and country of birth

Nationality

Mother tongue

Passport Number (if you require a visa)

Occupation

Home address

Road/Number

Town/postcode

Country

Mailing address (If different from home address)

Name

Road/Number

Town/postcode

Country

Contact details

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

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Day / Month / Year	
Entry date	Number of weeks

What is your present level of English?

Beginner Intermediate
Elementary High intermediate
Pre-intermediate Advanced

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

If yes, in which year(s):

Aviation Programmes Only Job description/Qualifications

Company name

Job title and main responsibilities

Brief job description (Include any special areas of interest)

Aviation Qualifications

Test data

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

Accommodation data (Sunday to Sunday)

Standard homestay twin room - students aged 16 - 17 only

Standard homestay single room (supplement applicable for students aged 16/17 years of age)

I require standard accommodation with private bathroom Subject to availability.

I require executive homestay accommodation Subject to availability.

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

Do you smoke? Yes No

Do you suffer from an allergy? Yes No

If yes, please give details

Do you have any special dietary requirements? Yes No

e.g. vegetarian, vegan, coeliac, gluten free, lactose free or serious nut allergy

If yes, please give details

Special diets, except for a vegetarian diet, will incur an extra charge of £25 per week and are subject to availability.

Do you have a medical condition of which we should be aware? Yes No

If yes, please give details

Do you have a physical disability, learning disability or mental health issue? Yes No

If yes, please give details

Transfer services

I wish to reserve: On arrival

Anglo-Continental car transfer 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 10 days before your arrival.

Anglo-Continental coach transfer On arrival

(Operates every Sunday from 31 May to 9 August from London Heathrow Airport to Bournemouth, and from 14 June to 23 August from Bournemouth to London Heathrow Airport) On departure

International student travel insurance

I wish to book insurance for the duration of my course (not available for students aged 66 or over)

Signature

I confirm that I have read and accept the 'Conditions of enrolment'.

Signature Date

I consent to the processing of my personal data in accordance with the Privacy Policy, and would like to receive the latest news, offers and information from Anglo-Continental

Conditions of 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.

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 student or the school or if an incorrect declaration has been made.

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 no later than four weeks before course commencement, otherwise Anglo-Continental reserves the right to cancel, without notice, the course, accommodation and all other services. 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 course entry dates;
- days when schools are closed because of official holidays;
- cashless cards.

Any refunds which are approved can only be made by the office or Agent to whom the fees were originally paid. Anglo-Continental reserves the right to make fee adjustments as a result of changes to 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 operate smoothly. Acceptance of and compliance with these regulations, and with English law, are contractual obligations on the part of the trainee or the parent, guardian or other person arranging the student's enrolment with Anglo-Continental where the student is under 18. The school regulations are available online:

www.anglo-continental.com/schoolregs.html

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

A course is not transferable but may be cancelled or postponed and full course fees will be refunded (except for bank charges), provided that written notice is received by Anglo-Continental not less than four weeks before the scheduled date of course commencement. In the absence of such notice, or if less than four 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 £ 100) provided that you send us a copy of the letter of refusal before the intended start date of the course.

Any additional charges for services provided by a third party (such as Home Office CAS charges, hotel accommodation, flat rental and courier services) are not refundable.

Curtailed 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.

Incorrect declaration

Anglo-Continental reserves the right to withdraw a student from the course if an incorrect declaration has been made or if information regarding a student's ability to participate in the course has not been disclosed to us before course commencement. In this case, no refund can be made.

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. An administrative charge of £60 will be made for each request to change homestay family accommodation. Accommodation fees continue to be payable for any periods of absence during the course.

Photography, film, sound recordings and written work

During our courses we sometimes take photographs, film footage and sound recordings, some of which may be incorporated into items such as, but not limited to, future publicity material, social media sites, tests and educational materials. We may also wish to use examples of your written work. If you do not wish to participate in any of these items, please advise Anglo-Continental in writing before the start of the course.

Liability and insurance

Anglo-Continental 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. Anglo-Continental will also not be held responsible for any delay in scheduled services of third party companies or if any service cannot be provided as specified. Any complaints, liabilities, losses or damages arising should be submitted to the third party company concerned. 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.

Anglo-Continental is partnered with Endsleigh to offer a bespoke insurance policy that is specifically designed for you while partaking on our courses. The insurance prices are published on page 70. Please note, Anglo-Continental reserves the right to revise these prices if Endsleigh increase their premiums. Please check the website for the latest prices:

www.anglo-continental.com/enrolment

Transfer fuel surcharge

If a transportation company levies a surcharge because of an increase in the price of fuel, the additional cost will be charged to you. Please check the website for the latest charges:

www.anglo-continental.com/more-info/transfer-services

Force majeure

It shall be a fundamental condition of the contract between the student and Anglo-Continental or its Agents that neither Anglo-Continental nor its Agents 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 Agent 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.

Conditions of enrolment (continued)

We must pass your information on to those involved in providing you with services relating to your stay at Anglo-Continental such as, but not limited to, your reservation of accommodation and transfer services. The information may also be provided, if required, to security or credit-checking organisations, customs and the Home Office as required by UK law.

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

Declaration form for students 16 and 17 years of age enrolled on Adult Courses

If your son/daughter will be 16 or 17 years of age at the time of the course, Anglo-Continental must receive a completed declaration form before course commencement. This form provides essential emergency contact information. In the absence of this form, if an emergency situation arises, Anglo-Continental will make the best judgement on any action which needs to be taken based on professional advice available at the time of the emergency.

Validity of conditions

These Conditions of enrolment are valid from 1 January 2020 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.

