



PLEASE USE CAPITAL LETTERS WHEN COMPLETING THIS FORM

Family Name:		First Name:		Email Address of Student:		
Home Address:						
Daytime Telephone No:		Students Mobile No:		Office No/Daytime No:		
Nationality:		Mother Tongue:		Other Languages:		
Date of Birth:		Age:	Sex:	Passport No:		
Level of English	Level	Beginner	Elementary	Intermediate	Upper Interm	Advanced
How many years have you studied English? <input type="text"/>	Speaking:					
	Writing:					

(please ✓) A placement test will be given on arrival

CHOOSE LOCATION AND COURSE (please ✓)

SOHO:	General English <input type="checkbox"/> AM <input type="checkbox"/> PM	IELTS Preparation Courses <input type="checkbox"/>	Cambridge First Certificate & Advanced <input type="checkbox"/>
	One-to-One Courses <input type="checkbox"/>	Business World Programme <input type="checkbox"/>	Workskills Programme <input type="checkbox"/> Foundation Course <input type="checkbox"/>
EXETER:	General English <input type="checkbox"/>	IELTS Preparation Courses <input type="checkbox"/>	Cambridge First Certificate & Advanced <input type="checkbox"/> Foundation Course <input type="checkbox"/>
	One-to-One Courses <input type="checkbox"/>	Business World Programme <input type="checkbox"/>	Business English <input type="checkbox"/> Workskills Programme <input type="checkbox"/>

Number of hours per week (please specify morning or afternoon classes in the case of General English Courses in London, Soho)

Start Date:	Finish Date:	Number of weeks:
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HOW DID YOU HEAR OF SKOLA?:

Why are you learning English? Job Leisure Examination Personal Interest Other

ACCOMMODATION IN EXETER AND LONDON

Is accommodation required? (please ✓) <input type="checkbox"/> YES <input type="checkbox"/> NO	Do you like pets? <input type="checkbox"/>	Do you smoke? <input type="checkbox"/>
Do you have any allergies or medical conditions? <input type="text"/>		

Arrival Date:	Departure Date:
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PRIVATE HOME <i>Bed & Breakfast</i>	HOMESTAY <i>Half Board</i>	RESIDENTIAL ACCOMMODATION <i>(Exeter summer only)</i>
Single Room <input type="checkbox"/> Twin Room <input type="checkbox"/>	Single Room <input type="checkbox"/> Twin Room <input type="checkbox"/>	Single Room <input type="checkbox"/>
<i>(Twin room accommodation only available for students who enrol and travel together)</i>		
TYPE OF HOME STAY ACCOMMODATION <i>(London only)</i>	Standard <input type="checkbox"/>	Superior <input type="checkbox"/> Executive <input type="checkbox"/>

AIRPORT TRANSFERS Are airport transfers required? (please ✓) <input type="checkbox"/> YES <input type="checkbox"/> NO	Arrival Date:	Departure Date:
	Airport:	Airport:
	Flight Number:	Flight Number:
	Time of Arrival:	Time of Departure:

PAYMENT DETAILS I AM SENDING: The Deposit <input type="checkbox"/> Full Course Fees <input type="checkbox"/> Full Course & Accommodation Fees <input type="checkbox"/> Airport Transfer Fees <input type="checkbox"/> TOTAL <input type="text"/>	BY: £ Sterling Cheque <input type="checkbox"/> Bank Draft <input type="checkbox"/> Bank Transfer (please add £15 to cover UK bank charges) <input type="checkbox"/>
	Credit Card: Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Maestro <input type="checkbox"/> Visa/Electron <input type="checkbox"/> JCB <input type="checkbox"/> Switch <input type="checkbox"/> <i>(There is a charge of 2% for payment by credit card)</i>
	Credit Card Number: <input type="text"/>
	Expiry Date: <input type="text"/> Valid From: <input type="text"/> Issue Number: <input type="text"/>
	Name on Card: <input type="text"/> Signature: <input type="text"/> Date: <input type="text"/>

I have read and accept the Terms and Conditions of Enrolment. (Please sign and date).

SIGNATURE OF STUDENT:

DATE:

Reserved for Agent

COURSE FEES

DEPOSITS – Payable On Enrolment

ADULTS

One week's tuition fee and one week's accommodation fee plus the accommodation arrangement fee and the CAS supplement (see VISAS and PASSPORTS below as applicable).

JUNIORS

Registration fee and one week's tuition fee and one week's accommodation fee and accommodation arrangement fee or in the case of tuition and accommodation packages, Registration fee and 50% of the 2 week course fee. The CAS supplement (see VISAS and PASSPORTS below) is also required as applicable.

BALANCE OF FEES

Adults and Juniors – payable 4 weeks before course starts.

CANCELLATIONS

Prior to arrival: fees are non-refundable on reserved courses which are cancelled prior to arrival. For this reason, students are strongly advised to take out insurance.

During the Course: Any refund of fees for students who leave the school early will be made at the discretion of the principal, only in exceptional circumstances – and never in cash.

VISAS AND PASSPORTS

Visa/Passport applications are the responsibility of the student. Students applying for a course that lasts more than 6 months are required to add £10 to cover the cost of the CAS (Certificate of Acceptance for Studies). They are also required to provide Certificates or School Reports which show their level of English. This does not apply to EU nationals. Where visa applications are refused, school fees will be refunded upon presentation of supporting documentation from the British Embassy. 'International Community School will keep an administration charge of £250 for students on the Foundation or Full curriculum courses; for all other courses and all other schools the administration charge will be £100 – and one week's accommodation fees, if applicable. **As it is a legal requirement that schools keep copies of passports of visa nationals, all students must bring their passport/identity card with them on the first day of school for checking and possibly photocopying.**

CONDUCT

Students must attend regularly and punctually. SKOLA reserves the right to exclude or suspend students if their attendance is not satisfactory or for reasons of misconduct. Visa nationals who do not attend regularly will be reported to the Immigration Authorities. No refund will be given in such circumstances. In the case of junior students parents will be asked to withdraw a student in the event of serious misconduct and fees will not be refunded. The cost of this early return will be the responsibility of the student's own family who are also liable to be charged for any damage caused by the student concerned. Appeals may be made in writing to the Principal.

WELFARE

SKOLA will act 'in loco parentis' for students under the age of 18 in accommodation provided by SKOLA. In the case where students do not follow the regulations set by SKOLA or the SKOLA homestay provider, the parents will be contacted. If this behaviour continues, the student may be asked to leave the course.

ACCOMMODATION

Homestay and private home providers reflect the multi-cultural aspect of life in England and are selected and inspected according to the British Council criteria. They are chosen for the warm welcome and care they will provide for students and not for their proximity to the school. We will take into consideration requests made by students at the time of booking and will endeavour to meet these but cannot guarantee to fulfil every request unless it concerns health factors such as allergies. If a change of accommodation is requested within 7 days prior to arrival – or after arrival – there will be a cancellation charge of one week's accommodation fees.

DAMAGE OR LOSS

The School does not accept responsibility for the loss, damage or theft of any personal effects including money not in its care. We advise all students to arrange full insurance for health, travel and possessions.

ILLNESS

The School must be notified promptly of any absences through illness. The School must be notified of suspected or known infectious diseases so that appropriate action can be taken.

SCHOOL CLOSURES

When UK Public Holidays fall during term time, schools will be closed except in the case of courses at Alexanders International School. Public Holidays in 2010 occur on April 2, 5; May 3, 31; August 30. International Community School also closes at other times of the year for staff training. See www.icschool.co.uk for details.

HOW TO ENROL

Bookings can be made online, or by returning this registration form completed in full to:-

BY FAX:

+44 (0) 20 7706 8171

BY POST:

SKOLA Information and Admissions Centre
21 Star Street, Marble Arch
London W2 1QB

Once your enrolment form has been received, the booking will be confirmed if there is availability and an invoice will be issued. On receipt of the deposit all necessary documents will be sent. Details of accommodation will be sent at the latest one week before the commencement of the stay.

FOR FURTHER INFORMATION PLEASE CONTACT:

SKOLA Information and Admissions Centre
21 Star Street, Marble Arch, London W2 1QB

Tel: + 44 (0) 20 7298 8877

Fax: + 44 (0) 20 7706 8171

Email: info@skola.co.uk

Website: www.skola.co.uk

HOW TO PAY

1. BY CREDIT CARD

We accept payment by credit card for tuition, accommodation and other fees. Please note credit card details given for the payment of deposits, will automatically be used for payment of balances due. This balance will be taken 4 weeks before the course start date unless alternative arrangements for payment have been made.

We accept the following credit cards:

VISA, MASTERCARD, MAESTRO, VISA ELECTRON, JCB, SWITCH
There is a charge of 2% for paying by credit card.

2. CHEQUE

Cheques must be in sterling and drawn on a UK bank. Cheques should be issued as instructed on the invoice.

3. BANK TRANSFER

Bank charges are the responsibility of the student. Please add £15 to cover UK bank charges if making payment by Bank Transfer. Details of the account to which the transfer should be made will be indicated on the invoice.

PLEASE ENSURE THAT THE STUDENT'S NAME AND THE INVOICE NUMBER IS MENTIONED ON THE BANK TRANSFER DOCUMENTATION, AND FORWARD A COPY TO THE INFORMATION & ADMISSIONS CENTRE.

The School reserves the right to vary details of the courses offered without notice and to cancel courses should the minimum number of participants not with 'be reached, or in the case of force majeure.

CONFIRMATION

By signing the Registration Form, you confirm that you have read and agreed to SKOLA's Conditions of Enrolment.