



Passport Size
Photograph

STUDENT APPLICATION FORM

Please complete this form in BLOCK capitals using black ink

Student ID (Office use only):

APPLICANTS DETAILS:		Title	<input type="checkbox"/> Mr.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Miss
Surname:		Nationality:			
First Name:		Date of Birth:			
Address:		Passport No:			
		Correspondence (if different from 'Home Address'):			
Town/City:		Town/City:			
Pin Code:		Pin Code:			
Country:		Country:			

Student Contact Details	Next of Kin Contact Details
Tel No:	Tel No:
Mobile No:	Mobile No:
Email:	Email:

Course Applied For			
General English <input type="checkbox"/>	IELTS <input type="checkbox"/>	Business English <input type="checkbox"/>	Other <input type="checkbox"/>

English Language Proficiency			
Beginners <input type="checkbox"/>	Elementary <input type="checkbox"/>	Pre-Intermediate <input type="checkbox"/>	
Intermediate <input type="checkbox"/>	FCE <input type="checkbox"/>	Advanced <input type="checkbox"/>	

How did you find out about UK School of English?					
Web <input type="checkbox"/>	Friend <input type="checkbox"/>	Leaflet <input type="checkbox"/>	Agent <input type="checkbox"/>	Student <input type="checkbox"/>	Internet <input type="checkbox"/>
Advertisement	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Course Details

Full Time Part Time Other

Course Duration In weeks Start Date End Date

Study Times:- 11:00am -02:00pm 02:00pm-05:00pm 05:00pm-7:30pm

Previous Cambridge / Trinity ESOL Certificate

Date	Exam	Grades

Equal Opportunities

This college is committed to providing equal opportunities for all. To assist us with our confidential monitoring please specify the following.

1. Ethnic Background _____

2. Do you have any disabilities No Yes Nature of Disability _____

3. Do you require any additional support in view of your disability No Yes
 If yes, Please provide more details _____

Pick-up Service:

Do you require a Pick-up Service? No Yes
 Please note: There is an extra charge for the Pick-up Service
 Please contact the school 4 days before travelling to confirm your Pick-up service and arrival details

Date of arrival

Time of arrival

Flight Number

Airline

Airport

Terminal

Payment Details:

Please indicate how you would like to pay Cash By Cheque By Bank Transfer Other

Please send us a copy of your payment receipt so we can identify your payment

UK School of English

71A South End, Croydon, CR0 1BF, United Kingdom.

Ph No: 0044 (0)208 686 3122, Fax No: 0044 (0)208 686 3122, web: www.ukse.org.uk, email: info@ukse.org.uk

Bank Details:

Please make all bank transfers payable to:

UK School of English Ltd
Santander Bank

514 High Road,
Wembley,
Middlesex,
HA9 7BT

Account Number: 81431750
Sort Code: 09-01-28
IBAN Number: GB27ABBY090112881431750

Please make all cheque payable to:

UK School of English Ltd

- *Bank transfers can take a long time. Please make sure all arrangements are made in good time as we cannot confirm any bookings until we receive confirmation from our bank that your payment has been received.
- *Travellers Cheques (only payable to UK School of English Ltd)
- *Please do not send cash in the post.

Check List:

Please ensure that you have:

- *Completed all section of the form
- *Read and understood the terms and conditions

You have attached:

- *Certified copy of your qualification (plus translations in to English if required)
- *2 Passport sized Photographs
- *Evidence of your English language level (If required)
- *Copy of passport
- *Any relevant employment documentation (If required)

Terms and Conditions**1. Enrolment**

- *Student must be 18 years or over.
- *To become a student of UK School of English you will need to complete the following
 - a) Our application form in full with two photographs and required documentation attached.
 - b) Payment of your fees in full
 - c) Payment of Pick-up Service (if required)
- *The school reserves the right to refuse any application for enrolment.

2. Tuition Fees

- *Payment of course fees must be received before the Acceptance Letter can be issued.
- *All fees due to the school must be paid in full, prior to the commencement of the course.
- *it is the responsibility of the student to book their course far enough in advance to enable visa requirements (if necessary) to be met. No refunds will be made should these requirements not be met in time.
- *Where a course includes a public or school holiday, neither a reduction or refund of fees nor a course extension will be permitted.
- *Tuition fees do not include Registration, Travel, Accommodation, Pick-Up service, social programmes, external examination fees, personal and health insurance, bank charges, course materials etc.
- In order to reserve a place on a course the following registration fees will apply:
 - £50 for UK & EU students registration fee:- £80 for student visitor registration fee;

3. Course Changes

- *Any changes in regards to course commencement date in accordance with students request (before starting date) or on account of late arrivals (within 1 week from start date) or changes in class timings will be subject to a £50 charge.
- *The commencement date can only be changed to a maximum of 4 weeks after the original booked commencement date.
- *Change of class or time is strictly subject to availability.
- *UK School reserves the right to refuse any requests to alter the course start date.
- *if the commencement date of a course is changed and if you wish to cancel the course, the original commencement date will stand.
- *No extension to course will be allowed by payment of additional fees. Any such additional fees paid will be treated as a new course booking.
- *Courses will not be extended due to any unauthorised absences and or uncertified illness.
- *All class changes must be requested in writing and be approved by the principal.
- *UK School reserves the right to introduce new courses, alter existing ones or postpone courses and make changes in schedules and timings.
- *Students cannot attend other classes apart from their assigned class.

4. Attendance

- *All UK School of English students are requested to maintain a minimum 85% attendance.
- *The school reserves the right to terminate a student's course in the case of failure to maintain the minimum required attendance or absence for 4 consecutive weeks.

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5. Refunds

Refunds will be only given in circumstances where that has been a substantial failure by us to carry out the services contracted for, or where your application for a visa is refused on grounds other than false documentation or a cancelation by yourself without prejudice to the other Terms and Conditions of admission.

*There will be no refund of the tuition fees paid where Terms and Conditions of admission have been breached by the student including; in the case of visa rejection due to false documentation/cancelation after the visa has been granted/requesting a refund after starting the course/failure to start the course on the commencement date/termination on account of discontinuing the course by the student/academic misconduct/poor attendance/poor progress/failure to comply with school policies and the terms and conditions and in case of special offer courses.

*Course fees are not transferable or refundable under any circumstances to any other individual.

*To claim a refund the students are required to submit a refund application along with the evidence including: original visa refusal letter/original medical certificate/original documents issued by the school/copy of the passport in full.

*The refund application must be made within 30 days of the visa refusal/or minimum 14 days before starting date whichever applicable.

*All refunds are subject to a charge of administration fees.

The balance will be refunded only in the name of student by cheque within 28 days of the date the refund application was received.

6. General

*Due to the Data Protection Act 1998, the School cannot divulge or discuss any matters to a third party or any representative other than to the appropriate authorities, without the students prior written consent.

I have read, understood and agree to the terms and conditions set by UK School of English. I declare that all the information I have given in this Application is true and correct.

Name: _____

Signature: _____

Date: _____

For Office Use Only

Has candidate been interviewed Yes/No Decision: Granted / Rejected

Course title on which place offered : -

Tuition Fee _____ Date Received _____

Processed by _____

For Office Use Only

Registration Fee No Yes £ _____ Method of payment _____

Tuition fee Paid No Yes £ _____ Amount Paid _____ Date: _____

Signed _____

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