



Enrolment Form 2010

PERSONAL INFORMATION

Family name:

First name:

Male

Female

Passport number: (if you need a visa)

Address for correspondence:

Telephone:

Mobile phone:

Fax:

E-mail:

Nationality:

First language:

Date of birth:

Job (if student, which subject):

Hobbies/interests:

LEVEL OF ABILITY (please estimate your level of English)

Elementary Intermediate Advanced

How many years have you studied English?

Have you passed any examinations in English?

THE SCHOOL

How did you hear about Margate Language Centre?

Please complete and return to:

Margate Language Centre
The Towers, 38 Hawley Square
Margate
Kent CT9 1PH
England
Tel: +44 1843 227700 • Fax: +44 1843 223377
E-mail: info@mlcengland.com • Web: www.mlcengland.com

COURSE DETAILS

Course start date: / /

Course end date: / /

Standard Course

Intensive Course

Combination Course (Standard Course plus individual lessons)

How many individual classes per week? (between 4 and 12)

Personal English Course

20, 30 or 40 lessons per week?

IELTS Preparation Course

TOEIC test during stay

BULATS test during stay

Working Lunch

How many working lunches during your stay?

ARRIVAL AND DEPARTURE INFORMATION

How will you travel to Margate?

Date of arrival: / /

Would you like a taxi to meet you on your arrival in England?

Yes No

Point of arrival and travel details if known:

Date of departure: / /

Would you like a taxi for your departure?

Yes No

Point of departure and travel details if known:

Would you like travel information about getting to the school?

Yes No

If so, please provide your travel details as soon as possible.

Please turn over

■ ACCOMMODATION

Would you like us to arrange accommodation for your stay?

Yes No

Homestay

Executive Homestay

Culver House self-catering next to the school

Churchfield House self-catering next to the school

Broadstairs Campus university self-catering July and August only

Do you smoke? Yes No

Do you require a non-smoking family? Yes No

Are you allergic to cats or dogs? Cats Dogs

Do you have any other allergies, special dietary requirements (no meat, no fish etc.) or is there any other information which might help us choose suitable accommodation for you?

If you do not require us to arrange accommodation, please confirm the address and phone number of where you will be staying.

Address:

Phone number:

■ PAYMENT

A deposit of £200 is required with the booking if it is sent more than 1 month before arrival. Payment of full fees must be made one month before arrival. When making payment please include your quotation reference or booking reference.

■ PAYMENT BY CREDIT OR DEBIT CARD

Credit card payments are available to individuals, but not to agencies. Payments by credit card can be made securely through our website at this link: <http://www.mlcengland.com/payment>

■ PAYMENT BY BANK TRANSFER

National Westminster Bank's inland payment department charge £7 for all payments received in sterling. If you pay by bank transfer, please ask your bank to add this to the total amount to be transferred.

Account name: Margate Language Centre
Account number: 07239149
Sort code: 60 - 14 - 05
Swift code: NWBKGB2LXXX
IBAN number: GB60NWBK60140507239149
Address: 13 Cecil Square, Margate, Kent CT9 1XY, England

■ DECLARATION

I have read and fully understood the terms and conditions of enrolment.

Name

Signature

Date / /

Thank you for completing this enrolment form. Please send it by e-mail, post or fax and it will be processed as quickly as possible.

■ TERMS AND CONDITIONS OF ENROLMENT

Full fees for all courses are payable and are non-refundable unless we receive a cancellation notice at least 4 weeks before the scheduled date of arrival, in which case a £200 cancellation fee is charged. All cancellations must be notified in writing to the school and are only validated with written acknowledgement of receipt from the school.

Students are expected to attend classes every day and to be punctual. Margate Language Centre retains the right to dismiss any student for reasons of serious misconduct, as considered by the school, without refund of fees.

Courses for which the school has issued a 'formal letter of invitation' cannot be postponed or brought forward under any circumstances.

If a visa invitation letter, or CAS, has been issued and the visa application is refused, a refund of payments made, minus any postage costs incurred, will only be made upon receipt of a copy of the visa refusal document.

We cannot refund fees to students who start the course late, miss classes, choose to exchange their course for one of lesser value, or leave early for any reason.

We accept all bookings on the understanding that the student is over the age of 18 and has an English level that we consider to be between elementary and advanced - we do not accept beginners or proficiency students on group courses. We reserve the right not to allow a student to start a course if they do not meet these criteria, or to place the student in a class with fewer lessons and a different syllabus, with no right of financial compensation, to better suit the needs of the student.

There is no refund for lessons lost due to public holidays.

All students must book holidays at least one week in advance and for a full week starting on a Monday. Students who wish to book holiday with less than one week's notice may do so at the school's discretion. We cannot guarantee that students will return to the same class on their return.

An accommodation supplement of £20 will be charged for students arriving or departing from their host family before 6am or after 10pm.

We do not accept responsibility for any loss, damage or misadventure you may suffer in the family, the school or elsewhere, or if you miss classes due to circumstances beyond our control.

Students are strongly advised to take out appropriate travel and medical insurance before travelling to England. The school acts solely as the agent (not the principal) in providing homestay accommodation for students.

Enrolments are accepted on the understanding that the student has no illness or infirmity which might adversely affect the success of the stay, and that any transmissible disease suffered by the student must be declared at the time of booking.

Changes in course type after arrival, at the request of the student, may be subject to an administration charge of £30.

The school is insured with Public Liability Insurance. Students are advised that the school, its employees and its representatives accept no responsibility for personal injury and/or loss of/damage to personal property on school premises. This condition also applies to public and private places when students are on school activities and/or excursions.

Margate Language Centre reserves the right to use photographs taken during courses to illustrate its promotional material. If a student wishes that his or her photo should not appear in this material, they should write to the school within one month of the photo-shoot. These photos have no commercial or contractual value.

The school is not liable for failure to perform its obligations if such failure is as a result of Force Majeure (including fire, flood, earthquake, storm, hurricane, infectious diseases or pandemics or other natural disaster that are beyond the reasonable control of the parties), war, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, military or usurped power or confiscation, terrorist activities, nationalisation, government sanction, blockage, embargo, labour dispute, strike, lockout or interruption or failure of electricity [or telephone service]. In the event of an outbreak of infectious disease, all students are required to comply with rules regarding quarantine as set by government agencies or by the school. If the school asserts Force Majeure as an excuse for failure to perform its obligations, then the school must prove that it took reasonable steps to minimise delay or damages caused by foreseeable events, that the school substantially fulfilled all non-excused obligations, and that the other party (student, agent etc.) was timely notified of the likelihood or actual occurrence of the event.

The school reserves the right to modify and improve its courses and course prices without prior notice. However, if we accept you on a course, the prices and conditions will be fixed.

The school reserves the right to amend or alter its terms and conditions without providing further notice. In such cases, any newer version automatically replaces the previous version and becomes valid for all courses and students from the date of its implementation.