

The English Language Centre, York

Agent: Volkhart & Louise Vester

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attach
1 photograph
here

(If posting, please attach a passport-size photograph)

REGISTRATION FORM Please use CAPITAL LETTERS, or type and tick as required.

FAMILY NAME MALE FEMALE
FIRST NAMES DATE OF BIRTH
NATIONALITY PASSPORT NUMBER
OCCUPATION
ADDRESS
.....
PHONE FAX Email:
SPONSOR (IF ANY)

COURSE REQUIRED Course prices are as indicated in Tuition Fees 2009

Group Courses GENERAL ENGLISH B (full time) GENERAL ENGLISH A (part time)
 ENGLISH FOR EXAMINATIONS (full time) JUNIOR PROGRAMME

Combined Courses INTENSIVE 5 (morning General English group course, afternoon 5 hrs 1 to 1 per week)
 INTENSIVE 10 (morning General English group course, afternoon 10 hrs 1 to 1 per week)

ONE-TO-ONE TUITION. Please indicate number of hours per week

WEEKS REQUIRED for your course **START DATE** of COURSE (usually a Monday) day / month
DATE OF ARRIVAL in York: day / month **EXPECTED DATE OF DEPARTURE** day / month
CURRENT ENGLISH LEVEL? BEGINNER ELEMENTARY INTERMEDIATE ADVANCED

WOULD YOU LIKE US TO ARRANGE ACCOMMODATION? YES NO IF "YES", WHAT TYPE?
 STANDARD HOST FAMILY EXECUTIVE HOST FAMILY HOTEL GUEST HOUSE

HOST FAMILY PREFERENCES DOGS? YES NO CATS? YES NO
SMALL CHILDREN? YES NO SMOKERS? YES NO

DO YOU SMOKE? YES NO

DO YOU SUFFER FROM ANY ALLERGY OR MEDICAL CONDITION? YES NO

IF "YES" PLEASE GIVE DETAILS:

SPECIAL REQUIREMENTS (e.g. DIET)

Please keep a copy of this registration form for yourself

Please complete and return this form to the Centre, **with a Registration Payment of 100 GBP** (consisting of 40 non-returnable booking fee and a deposit of 60 which will be credited towards the cost of your tuition fees). A Fee Invoice and other details will be sent to you when we have received your Registration Form and payment of 100 pounds.

Condition of Admission

1. All tuition fees and one month's accommodation fees (if a host family is requested) are normally payable before arrival at the ELC. Except for Late Registrations and other special arrangements previously agreed by ELC, payment must be made at least 4 weeks before the start of your course. Provided written cancellation is received at least 4 weeks before the start of the course all fees paid will be returned less the Registration Payment (100 GBP). If it is 2 - 4 weeks the Centre will retain the Registration Payment, and one week's tuition fees. If it is less than 2 weeks the Centre will retain the Registration Payment and two weeks' tuition fees.
2. At the start of a course, host-family accommodation must be paid for at least one month in advance. These fees are paid in full to the family and the Centre makes no charge to students or families for this service.
3. No refund of tuition fees is normally made if a student withdraws before the end of the course. Similarly no refund is made for unattended classes: students registered at the Centre undertake to attend classes regularly and punctually. Students who have paid for group tuition are not permitted to transfer or exchange this payment for one-to-one tuition, or for accommodation.
4. All weeks are charged as full weeks. No fee reduction can be made for temporary absence or late arrival, which must be notified to the Centre. Non-arrivals have no claim to a place after one week from the expected date of arrival unless the Centre has been previously notified.

The Centre cannot accept any liability whatsoever for any loss, accident or injury, however caused or sustained. Students should arrange their own insurance before arrival, to cover medical and dental treatment and loss of personal possessions, and to provide cover against the loss of fees in case there is a need to cancel or curtail the course. **Endsleigh** (www.endsleigh.co.uk) offers travel and insurance schemes for students from overseas.

I have read and accept the above conditions.

Signature Date

Payment of Fees (which must be in GBP Sterling) can be made

- a) By direct payment - Sterling Bank Transfer to our account:
HSBC, 13 Parliament Street, York YO1 8XS, UK (Bank sort code 40-47-31)
Account name: The English Language Centre Account number: 62433230
IBAN Number: GB63MIDL40473162433230. Swift Code MIDLGB22
Please tell your bank that you will pay all bank clearing and transfer charges (so that the ELC receives the full amount).
- b) Or by Sterling cheque/banker's draft made payable to: The English Language Centre
- c) Or by Credit Card (minimum 100 GBP) - the easiest and cheapest way to pay your fees

Please charge GBP to my Visa/Mastercard/Eurocard/Delta/Maestro account

Card No. _____ Expiry _____ / _____
month / year

Name as shown on card

**** How did you hear about the English Language Centre?**

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Please return your completed Registration Form to the ELC - by post/fax/email - with Credit Card authorisation/indication of other type of payment.