

## General Enrolment Form

### Personal Details

Family name: \_\_\_\_\_

First name/s: \_\_\_\_\_

Country of Origin: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

Passport/ID number: \_\_\_\_\_

Male  Female

### Course Dates

Start date: \_\_\_\_\_ End Date: \_\_\_\_\_

Length of course: \_\_\_\_\_

### Transport in the UK

If you require information about airport transfers or coach and train tickets, please specify:

Airport  Coach  Train

### Documentation

Please send me a letter of invitation so that I may apply for a visa.

I do NOT need any documentation for a visa.

### Courses

- General English Programme 1
- General English Programme 2
- General English Programme 3
- Academic English Programme 1
- Academic English Programme 2
- English Plus
- 1-1 Private Tuition

Please print pages 1&2 and post or fax to  
**A+ English**  
**The Mount, Glossop Road,**  
**Sheffield. S10 2QA**  
**South Yorkshire. UK**

### Address

Home address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address in UK: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Company Details (if applicable)

Company Name: \_\_\_\_\_

Company Activity: \_\_\_\_\_

Position: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Embassy Details (if required)

Embassy Name: \_\_\_\_\_

Embassy Area: \_\_\_\_\_

Embassy Country: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

### What is your English level?

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Beginner           | <input type="checkbox"/> Elementary   |
| <input type="checkbox"/> Pre-Intermediate   | <input type="checkbox"/> Intermediate |
| <input type="checkbox"/> Upper-Intermediate | <input type="checkbox"/> Advanced     |

Please supply one passport sized photograph with your application

Attach  
Photo  
Here

**Payment\***

- Deposit – General Student visa/CAS (£1,000)
- Deposit – Student Visitor Visa (£300)
- Registration fee – All private students (£50)
- Sponsored Student (no deposit)
- Or Full Fees of £

**Payments can be made direct to our account using the following details:**  
**Beneficiary: A+ English Ltd**  
**Bank: Barclays Bank, Chesterfield Branch**  
**Iban Code: IBANGB79BARC20205053198413**  
**BIC Code: BARCGB22** (if 11 digits are requested add xxx to end)  
**Account No: 53198413**  
**Sort Code: 20-20-50**

\* The total course fees and accommodation costs (if booked) are payable at least **28 days before the start of the course**. Please see the Booking Information for details of payment methods.

**Other**

Please tell us where you found information about A+ English Language Centre.

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**Accommodation**

***N.B A £50 booking fee is payable***

Would you like A+ English to find you accommodation with a host family?    Yes     No

Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Any special requirements?    Yes     No

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I have read, fully understand and agree to the booking conditions.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Terms and Conditions November 2010**

### **1. Registration**

(a) You must be at least 16 years old on or before your course is due to start, and hold a valid passport and/or visa.

(b) Before the start of your course, we must have received your completed enrolment form, your fees, and we must have copies of your original passport/visa. No documents will be issued unless a deposit, full course fees or Evidence of Sponsorship has been received.

(c) On commencing your course we require your address and telephone number in the UK and the address and telephone number of a member or friend of your family who we can contact, in an emergency. It is the student's responsibility to inform the school about changes to their address or telephone number.

(d) Your enrolment documents, if required, will be sent to you by normal post. If you want us to send the documents by recorded delivery or with a courier company of our choice, we can do so. However, the cost of this will be added to your fees.

### **2. Tuition Fees**

(a) The course fees must be paid in full at least 28 days before the start of your course. You must pay immediately if your start date is less than 28 days away.

(b) The course fees include a letter confirming your registration at the school, your tuition, all relevant course materials, handouts, leaving certificates and a report. Students who are studying for 2 weeks only will not receive a report.

(c) The course fees do not include flights, accommodation, all other living expenses, writing equipment, external examination fees, health, property or other insurance, bank charges on international money transfers, books and excursions or social programmes.

### **3. Accommodation**

(a) Host Family placement is allocated by an external agent on behalf of A+ English Limited. Placement is undertaken in line with the set down British Council guidelines.

(b) There is a £50 placement fee that is payable prior to us sending your information to our Agent.

(c) All other payments must be made direct to the host family and not to the school.

(d) Accommodation is allocated on a first come first served basis and cannot be guaranteed.

### **4. Classes**

(a) The school is normally open from Monday to Friday each week, but it will be closed on all public/bank holidays. The exact date of these holidays are publicised on the A+ English website and on noticeboards in school.

(b) Classes start on a Monday and you must attend a full induction and attend an interview on the first day of your course. Where there is a public/bank holiday classes will start on a Tuesday.

(c) If you are a complete beginner, we may not have a suitable class for you when you arrive, in which case, you would be offered 1:1 or small group - fewer hours until we consider you are able to join a full class.

(d) Morning classes normally start at 9.30 and finish at 12.45, afternoon classes normally start at 13.30 and finish at 15.00. Morning classes have a 15 minute break.

(e) We reserve the right to make changes to class timetables as the academic management see fit without notice.

(f) The School reserves the right to change the teachers on any course at any time during the course for any reason and without notice. We also reserve the right to transfer you to any existing or future premises.

## 5. Regulations

- (a) Students are expected to behave well and comply with the regulations set out in the Student Handbook and any other regulations issued by us from time to time.
- (b) Mobile phones must be turned off at all times during classes. You may be asked to leave a class or be excluded from the class if your mobile phone rings during a lesson.
- (c) Teachers have the right to ask you to leave a class if you behave inappropriately or improperly, use inappropriate language or if you break any of the school's regulations.
- (d) Students must cooperate fully during fire drills at the school and follow the instructions given.
- (e) If you do not comply with these provisions, your enrolment may be terminated, with no refund of your fees.

## 6. Attendance

- (a) If you arrive at the school later than the date your course is due to start, you will be charged if you ask to extend your course at the current rates.
- (b) You must arrive punctually for classes and teachers have the right to deny entry to a class if you do not do so. You will be marked absent if you arrive more than 10 minutes after the class has started or leave more than 30 minutes before the class has ended.
- (c) In addition, your place in the class may be given to another student if you are absent for 10 consecutive working days or more without informing the reception staff first. You will not then be allowed to attend the class, even if a place subsequently becomes available, without the consent of the school.
- (d) We will contact you if you are absent for 9 consecutive classes or more to inform you that you must attend, unless you have given us written notice of your absence in advance. If you continue to fail to attend without a valid reason, or if your attendance falls below 80%, we will terminate your enrolment on the course and your

fees will not be refunded. We will also report your attendance to the UKBA if applicable in line with their guidelines.

- (e) Courses will not be extended due to absences which are not authorised in writing by the school or, in the case of illness, certified by your doctor.

## 7. Holidays

- (a) Courses are automatically extended for school holidays. There is no reduction or refund in our fees where a Course includes a bank/public holiday.
- (b) If you would like to take a holiday in the first 12 weeks of your course, you must inform the staff at the school before you complete your enrolment or course extension, otherwise no holidays may be taken.
- (c) If you take holidays which are not agreed in advance, you may lose your place in your Class and have to wait until another place becomes available.
- (d) You may take 1 week of holiday for every 12 weeks of your Course. We will not extend your course for those holidays you take which are not agreed with us in advance.

### *Holiday entitlement*

0 to 6 weeks study - No holiday entitlement  
7 to 12 weeks study - 1 weeks holiday entitlement  
13 to 26 weeks study - 3 weeks holiday entitlement  
27 to 52 weeks study - 6 weeks holiday entitlement.

Holiday time can be taken for a maximum of two weeks at any one time.

Unauthorised absences from the school cannot be converted to holidays.

## 8. Deposits

### *Private Students*

- (a) £50 non refundable registration fee is payable.

(b) A deposit of £1000 is required by the school before it issues a CAS. This amount will be deducted from your course fees.

(c) A deposit of £300 is required by the school if a Student Visitor Visa is required. This amount will be deducted from your course fees.

(d) EU students - no deposits - payment of full fees on application.

### ***Change of course start date***

Changing a course start date from an agreed date will incur an administration fee of £150 for issuing new documentation and is not refundable.

## **9. Cancellations, Refunds & Visa Refusals**

(a) Unless otherwise stated in these terms and conditions, if you do not attend any of the classes on your course, you will not be entitled to any refund of your fees.

(b) A+ English Limited must be informed immediately if any of the following occurs regarding your visa application.

(c) Any administrative errors made by A+ English Limited that affect the decision for your visa application providing we have immediate notification a full refund will be given. If A+ English does not receive immediate notification £300 of your deposit will be retained.

(d) Any refusal due to financial, student status or proof of study outcome will result in A+ English retaining £300 of your deposit.

(e) Proof of refusal must be sent to A+ English prior to any refunds being considered.

(f) The UKBA will be informed by us on the Sponsors Management System of the application refusal.

(g) If you are denied a student visa but are granted another kind of visa, to enter or remain in the United Kingdom, no refund will be given.

(h) Once agreed by the school, refunds will be made within 60 working days, unless otherwise

stated. Refunds can only be made by cheque, payable to, or by credit transfer to, the account/card of the person who paid the fees (as per the enrolment form) and in no circumstances will it be made in cash. We will not make any refunds to any other person. Charges for Bank Transfers are the responsibility of the person receiving any refund.

(i) Refunds will not be made for failure to complete or attend your course.

(j) Fees will not be refunded for a course which has already finished.

(k) In case of a visa refusal, after the course starting date, any refund will be calculated with effect from the refusal date.

## **10. General**

(a) You will be photographed or asked to provide a passport sized photograph for identity and record keeping purposes. Photos may also be taken during social activities and on school premises for inclusion in school literature and the website. If you do not wish this please inform the school on your arrival.

(b) The School provides limited car parking and this cannot be guaranteed. Vehicles are parked at the owner's risk. Bicycles must be left outside the School's premises at the owner's risk.

(c) No personal calls, messages or post can be received at any time by the School on your behalf, other than in a real emergency.

(d) It is the policy of the School not to disclose any of your personal details to a third party, other than to the appropriate authorities, without your prior written consent.

## **11. Warranties and Limitation of Liability**

(a) We warrant that we will provide our services to you using all reasonable care and skill.

(b) Except in the case of death or personal injury caused by our negligence, and subject to paragraph 11(a) and to the extent permitted by law, we will not be liable to you by reason of any representation or any implied warranty or

condition or any duty at common law or for any consequential loss or damage which relate to your enrolment on a course at the School.

(c) To the extent permitted by law, the aggregate of our liability in respect of any claim brought by you against us will in no circumstances be greater than the fees you have paid.

(d) We will not be liable to you by reason of any delay in performing, or any failure to perform, any of our obligations to you, if the delay or failure was due to any cause beyond our reasonable control, including the default of any other person, firm or company engaged by us or any acts of God, strikes, lockouts, fire and flood.

#### 12. Data Protection

(a) In accordance with the Data Protection Act 1998, you consent to the School holding and processing in any form and transferring to any immigration or other relevant authorities the data it collects which relates to you during your enrolment on the course (including sensitive personal data), for the purposes of the School's administration and management of its business and for compliance with applicable procedures, laws and regulations.

#### 13. Assignment and Waiver

(a) You are not entitled to transfer, assign or subcontract your rights and obligations under these Terms and Conditions to any other person or organisation.

(b) The waiver or non-enforcement by the School of any breach by you of these Terms and Conditions will not prevent us from subsequently enforcing them against you and will not be deemed to be a waiver of any further breach.

#### 14. Proper Law and Jurisdiction

(a) These Terms and Conditions, their subject matter and your enrolment on a Course are governed by and are to be interpreted in accordance with English law and you and the School irrevocably submit to the non-exclusive jurisdiction of the English Courts.

(b) These Terms and Conditions are not intended to and do not confer on any person other than you any enforceable rights, so that the Contracts (Rights of Third Parties) Act 1999 does not apply.

#### 15. Sponsored Students

Students who are sponsored by their Embassy or employer etc must also comply with their Embassy Terms & Conditions alongside those of A+ English Ltd.

#### Non Teaching Days

Saturdays and Sundays and all UK Bank Holidays are non teaching days.

##### Bank Holidays

- Monday 3rd January 2011      Monday 30th May 2011
- Friday 22nd April 2011      Monday 29th August 2011
- Monday 25th April 2011      Monday 26th December 2011
- Friday 29th April 2011      Tuesday 27th December 2011
- Monday 2nd May 2011