



Enrolment Form

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, Hawley Square
Margate CT9 1PH, England
Tel: +44 (0)1843 227700
Fax: +44 (0)1843 223377
info@mlcengland.com
www.mlcengland.com

COURSE DETAILS

Course start date: / /

Course end date: / /

Standard Course

Standard Course plus Language Workshop

Standard Course plus Individual Classes

How many individual classes per week?

Standard Course plus Business Skills option

Intensive Course

IELTS Preparation Course

Working Lunch

How many working lunches during your stay?

ARRIVAL AND DEPARTURE INFORMATION

How do you intend to 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 Margate

Language Centre? Yes No

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

Please turn over

■ ACCOMMODATION

Would you like us to arrange homestay accommodation for you?

Yes No

If yes, for how many weeks? weeks

Homestay start date: / /

Homestay end date: / /

Do you smoke? Yes No

Do you require a non-smoking family?
Yes No

Are you allergic to cats? Yes No

Are you allergic to dogs? Yes No

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 homestay accommodation for you?

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

Address:

Phone number:

We also provide self-catering accommodation next to the school and information about hotels and guesthouses. Please visit our website for details.

■ PAYMENT DETAILS

Please indicate how you would like to pay:

Bank transfer

Sterling bank cheque

Credit card

Credit card payments are available to individuals, but not to agencies. 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. 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.

■ CREDIT CARD PAYMENTS

AUTHORISATION FORM (Please write in CAPITAL LETTERS)

Please debit £ from my: Visa

Mastercard

Cardholder's full name:

Card number:

Expiry date: / /

Three digit security code (on back of card):

Signature of cardholder:

■ OTHER PAYMENTS

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

■ 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, when 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.

We cannot refund fees to students who start the course late, miss classes or leave early for any reason.

If the student, after having their level evaluated by the school, is found to be below the minimum start level for the course, the school reserves the right 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 until an appropriate level is reached.

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 for an administrative fee of £3.

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.

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.

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.

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.

■ 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 post or fax and it will be processed as quickly as possible.