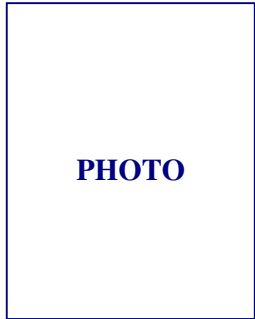




Language Stay UK Enrolment Form



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School choice

Please tell us which of our schools you want to enrol at: London Eastbourne Brighton

Personal Details

Family Name : _____
Given Names : _____
Nationality: _____ First Language : _____
Passport Number: _____ Place of issue: _____
Date of Birth : ____/____/____ Age at start of course : _____ Male Female
Home Address: _____

Country : _____ Email : _____
Telephone (day): _____ (evening) : _____
Fax : _____ Mobile: _____

Have you studied at one of our schools before? If so, where/when? _____
Where did you hear about us? (e.g. friend, internet, agent) : _____

Emergency Contact Person (to be contacted if you are very ill or have an accident)
Name : _____
Who is this person (e.g. mother)? _____ Email: _____
Telephone (day) : _____ (evening) : _____
Mobile : _____ Fax : _____

Course Details (see "Dates and Fees information sheet" for each school)

Name of course : _____ Number of lessons a week : _____
Length of course : _____ **weeks** Course start date _____ End date _____

What is your language level? Beginner Elementary Intermediate
Upper Intermediate Advanced *(Please note we do not take beginners on most courses. Schools may send a test for low level students to verify their level.)*

Have you ever taken a language exam (e.g. FCE, CAE, IELTS, TOEFL, TCF or TEF) ? Yes No
Please give details and results : _____

Airport Transfer

Would you like Airport Pickup? One Way Return *(Please tell us your flight details when you have them)*
Which airport will you arrive at? _____ Flight No and arrival time _____

Accommodation

Would you like us to arrange accommodation for you? Yes No If **Yes**, how many weeks? _____
If **Yes**, accommodation start date _____ and end date _____ (if different from your course)

Please arrive on a Sunday and depart on a Saturday or Sunday.

What kind of accommodation do you require?

e.g. Single Room Homestay (please see the schools dates and fees for the options available):

Are there any foods you cannot eat? Please tick. Red meat White meat Pork Fish Dairy

Other : _____

Do you smoke? Yes No Are you happy to live with smokers? Yes No

Any other requests? (eg no dogs, no cats, I like children)? _____

If you do not require accommodation, where will you live? (Please give us the address if known)

Health & Medication

Do you have any health problems (e.g. allergies, diabetes, epilepsy)? Yes No

Please give details _____

Are you on medication? Yes No

Please give details : _____

I hereby agree to the school's terms and conditions (please see the last 2 pages of this enrolment form).

Signed _____ Name _____ Date _____

This form must be signed by parent or legal guardian for students under 18 years old.

Thank you. Now please send your enrolment form to your agent or directly to the school you are enrolling at.

Representative/Agent's Stamp/Name _____

Contact name _____ Email: _____

Terms and Conditions

School UK (SCHOOL UK) Terms and Conditions, effective from May 2010. These terms and conditions apply to bookings and enrolments made from this date until further notice.

Deposits: The school will require either deposit or full payment before issuing any registration documentation. Please see individual school's dates and fees information for details.

Invoices and Payment of Fees: All fees must be paid 3 weeks before a student's starting date. School UK reserves the right to refer debts older than 30 days to debt collection agents. Statutory interest and compensation fees may be charged at the rate determined in the individual country's interpretations of European directive 2000/35/EC.

Cancellations and refunds of programme fees and deposits: Cancellations must be made in writing and their receipt confirmed by the school. All cancellations will normally be charged an administration fee, which will increase for cancellations received less than 14 days before the start of the course. Please see the individual school's dates and fees information for details.

When cancellations are made due to visa refusal we will refund all fees paid and there will be no cancellation fee. This is subject to the production of an official notice or letter of refusal from the immigration authorities with a date which supports the timing of the cancellation. If a student cancels their place after a registration document has been sent for visa purposes, the school will require the return of the document before a refund can be considered.

Agents or individuals not producing visa refusal documentation within 14 days of informing a school of a visa refusal cancellation will be reported to the immigration authorities in the country where the school operates and to the embassy/consulate in the student's home country.

Starting date postponements: Students who postpone their course 1 week or less before the start of their course will be charged 1 additional week's accommodation fee. If a student postpones 3 times then this will be treated as a cancellation.

Non-arrival, attendance and cancellations during courses: the schools have a duty to inform their country's immigration departments if students who have been issued with a visa fail to enrol or attend their programme. A student must inform the school in advance of any alternative study arrangements and show satisfactory and verifiable documentary evidence. Students who arrive after the start of their course, who are absent during the course, or leave before the end of the course will not be given a refund, unless exceptional circumstances apply which are agreed to be adequate by the school. School managers may choose to issue credit notes to students for unused weeks. The terms of credit notes are discretionary and credit notes will have expiry dates.

Student language levels: Some of our courses are not suitable for students who are beginners and some have minimum entry requirements. It is the student's responsibility to check that their language level is suitable. If a student's language level on arrival at the school is found to be below the required level for the course, then we reserve the right to cancel their course or make arrangements on an alternative course.

Student age: Students who are under the school or course minimum age limit will not be admitted and will be asked to return home at their own expense.

Student attendance and behaviour: Students whose attendance is below 80% will not receive a course certificate. We reserve the right to exclude students whose attendance or behaviour are unacceptable. If local immigration rules require us to report students for poor attendance, we will do so.

Changes in courses and premises: We reserve the right to change or alter a course, change the lesson times and to hold lessons in suitable accommodation outside our main school buildings.

Cancellations by the school: If we cancel a course a complete refund of fees paid to school will be made.

Other fees, charges and services: If bank or credit card charges are applied to any financial transaction, students or their student referral agent/representative centre will bear the costs of transfers to the school. If the school makes a bank transfer to a student or a company representing them all bank charges are paid by the recipient.

When a student or their representative requests that enrolment documents are to be sent by courier, then

we will make a standard charge plus any current fuel surcharge.
We require a minimum of 1 full working day's notice for the cancellation of airport transfer services.

Enrolment, accommodation and airport transfer documentation: Our schools issue documentation which should be passed on to students in all cases. The schools cannot accept liability for any consequences from documents not being passed to students.

Damage to Property: Students or those responsible for them must pay the full cost of any damage they cause to property.

Accommodation: We expect students to normally arrive at their accommodation on a Sunday and leave on a Saturday or Sunday. If students arrive or depart on other days then the school can assist with finding a hotel or hostel or arranging very short term alternative host family accommodation. The student is responsible for the cost of this accommodation. When the school makes a reservation on behalf of a student in accommodation other than homestay then the terms and conditions of the accommodation provider will apply to the booking. The school acts as an agent in introducing students and homestay providers. The contract is between the student and the homestay provider. We reserve the right to change homestay accommodation during a student's stay. If students wish to pay in instalments for accommodation fees, schools may ask students to enter into agreements regarding this which involve charges and penalties for late or non payment.

Public Holidays: The schools are closed on public holidays. Where public holidays fall in a teaching week, the fees for this week are charged at the full weekly rate and lessons will not be refunded or delivered at other times.

Student Holidays: Students making bookings for programmes of 24 weeks or more are entitled to include holidays of up to 2 weeks in their total study period and students on programmes of 36 weeks or more are entitled to include holidays of up to 3 weeks in their total study period. Holiday weeks must be included at the time of booking but actual dates do not have to be confirmed at this time. Courses are automatically extended when they cross the Christmas closure period and are not automatically counted as holiday. Schools require at least 2 weeks' notice of any holiday dates and holiday dates can be changed only once. Holidays during peak periods cannot be changed after they have been booked. Refunds or credits are not given for unauthorised holidays. Please note that local visa regulations may apply and will take precedence over our policy on holidays.

Transfers between SCHOOL UK schools which are not booked at the time of enrolment: Students are permitted to transfer between SCHOOL UK schools provided that their course is more than 8 weeks in duration and that they complete 50% of their booked weeks at the school where they originally enrolled. Students may transfer earlier than this but the school they originally enrolled at will retain fees paid for 50% of the student's booked weeks. Any differences between the tuition and accommodation fees must be paid for on transfer to their new school and no fees will be refunded if the total costs of studying at the new school are less than the first school. Students on sandwich work experience programmes cannot transfer between schools. There is currently no provision for transfers.

Additional terms and conditions: Individual programmes or promotions may have alternative fees, charges, terms and conditions, which will be described in literature or documents relating to these programmes and promotions.

External factors and information: The schools cannot take responsibility for any external factors in respect of a student's circumstances, payment, booking or enrolment. The school cannot take responsibility for informing students or any other parties of changes in immigration legislation, rules or the interpretation thereof by any government or non-government agency. The schools take no responsibility for incorrect or misleading information given by its appointed student referral agencies/representatives.

Data protection: Students' details will be kept on computer-based administrative systems and will be kept in accordance with the data protection laws in the relevant country. All schools are registered, if required, with the data protection authorities. Information you provide may be passed on to government agencies for the purposes of detecting fraud. Further information is available on request. It is necessary for us to see and copy student passports/ID cards (and visa if appropriate), and to have contact details and details of next of kin. Students must provide these and inform us immediately if they change.

Complaints and Arbitration: In the event of complaints that cannot be resolved by the customer and the school, the School UK Regional Director will attempt to resolve the complaint. Students can appeal to EnglishUK if they are dissatisfied with the way a Centre deals with a complaint. School holds a sponsor license from UK Border Agency and students applying for a General Student Visa must comply with the necessary regulations. Our sponsor number is 97VKUVPD8.

**Non-enforcement of these terms and conditions does not waive our right to enforce them.
All contracts and agreements with our schools will be governed by the law in the country where the school is located.**