



# Student Enrolment Form

Please complete this form in CAPITAL letters

## Section 1: STUDENT'S PERSONAL DETAILS

Family Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_  
 Gender: Male  Female  Age: \_\_\_\_ Date of Birth (Date/Month/Year) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Nationality: \_\_\_\_\_ First Language: \_\_\_\_\_  
 Occupation: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address where you are living now: \_\_\_\_\_

## For emergencies

Family Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_  
 Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Arrival Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Departure Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Flight Number: \_\_\_\_\_  
 Preferred course dates: Starting Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Finishing Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Type of course chosen: \_\_\_\_\_

Do you have a learning difficulty (Please circle where appropriate) Yes\* No  
 Do you have a disability? (Please circle where appropriate) Yes\* No

\*If you have answered Yes to the questions above, please give details below:

## Section 2: ACCOMMODATION (Please tick where appropriate)

Host Family:  Single Room  Sharing Room  Full Board  
 Bed & Breakfast  Half Board  
 Hotel:  2 Star  3 Star  4 Star  5 Star  
 Bed & Breakfast  Half Board  Full Board  
 School Residence:  Student Residence  Half Board  Full Board  
 Bed & Breakfast  Sharing Room  Pool View  
 Single Room  
 Self-catering Apartment  Studio  1 Bedroom  2 Bedroom  3 Bedroom

## Section 3: Airport Transfers (Please tick where appropriate)

Do you need airport transfer? Airport transfers (Arrival and departure) are optional and at an extra cost of 40 Euros.  Yes  No

## Section 4: Visa (Please tick where appropriate)

Do you need Visa application assistance? Visa processing fee is 25 Euros and is not refundable if visa is refused.  Yes  No

## Section 5: Home stay Accommodation Details (Please tick where appropriate)

Do you have any medical problems or allergies?  Yes  No  
 Do you smoke?  Yes  No  
 Would you live in a home with young children?  Yes  No  
 Are there any foods you cannot eat?  Yes  No  
 Would you live in a home with a dog or cat?  Yes  No

\*If you have any other important special requests or if you have answered Yes to these questions, please give details below:

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## Section 6: TERMS AND CONDITIONS

### How to make an Application

Please complete all parts of the application form and send it to School. We will send you confirmation of your place on the course as soon as we receive your form and the course fees or a deposit.

**Courses:** We reserve the right to introduce a double banking timetable which means that students will alternate every day between morning and afternoon lessons, starting either at 09:00 or 13:00.

**Classrooms and Reduction of Lessons:** We reserve the right to use classrooms in alternative premises of similar standard and to reduce the number of lessons as follows: Group Courses - 1-3 students in class by 50%: from 20 lessons per week to 10 lessons and from 30 lessons per week to 15 lessons.

**Public Holidays:** The school is closed on public and national holidays. Public holidays: 10.02., 19.03., 31.03., 18.04., 01.05., 07.06., 29.06., 15.08., 08.09., 21.09., 08.12., and 13.12.

### Cancellation

After you have accepted a place on a course, we cannot repay your deposit.

If you cannot attend a course you have paid for, we can repay your fees as follows:

3 weeks before course begins fees refunded (less 20%)

2 weeks before course begins 50% refunded or (if you want) transferred to next course

1 week before course begins no refund, but (if you want) we can transfer you to the next course

We cannot give you a refund if you arrive late or leave early or miss part of the course. Please arrange cancellation insurance before you leave home.

### Termination of Accommodation before and after arrival:

Cancellation before arrival: A cancellation fee equivalent to 1 week accommodation will apply for all cancellations received less than 14 days prior to the accommodation start date.

After Arrival for bookings 7 weeks or less: No accommodation refund.

After arrival for bookings 8 weeks and over: students must give notice in writing 4 weeks prior to termination. Students will incur a 20% cancellation fee. Refunds will be given in the form of a credit note.

### Student Conduct

We reserve the right to expel students due to misdemeanor or for any form of unacceptable behavior. No refund will be given to those students who are expelled.

We are not liable for any expenses or loss of money incurred by the student as a result of his/her expulsion. The student's expulsion means that from the instance of expulsion, he or she would not be allowed to enter the school's premises, attend any courses or reside in any premises hired or owned by the school and would not be entitled to any other service offered by the school. Prior to his/her expulsion the student would have been given a warning in written form so as to give a chance to the student to adjust his/her behavior.

### Medical and Personal Insurance

Visitors to Malta are given free accident and emergency treatment in hospital (from May 2004). However, all students, especially those from countries outside the European Union, should arrange personal insurance covering accidents or longer times in hospital. We strongly advise you to take out adequate insurance for medical costs, accidents, theft, cancellation fees etc. Make sure you have personal, cancellation and travel insurance for your stay in Malta. We cannot accept responsibility for these.

**Liability:** We do not accept liability for any loss, damage or misadventure you may suffer in the school, accommodation, or elsewhere.

**Visas:** All fees must be paid before we can send any visa related documents. We will refund all monies except any bank charges and visa processing fee if a visa application is rejected and we receive written evidence at least 7 days before arrival. A cancellation fee which is equivalent to 1 week tuition and 1 week accommodation applies if we receive written evidence less than 7 days before arrival. This term does not apply for students whose visa application is processed by School but is applicable for students who need to apply for visa themselves and we would need to send formal invitation letters to support their visa application. School cannot be held responsible for any decision taken by the Embassy of Malta or by the Immigration Police in respect of visas or visa extensions.

## Section 7: COURSE PAYMENT DETAILS

You should make payments in Euro to School. A minimum deposit of 25% form the total fee (including accommodation, visa processing, airport transfers and any other applicable fee if any) should be paid to confirm booking. You can pay either by credit card or by direct bank transfer from your bank to our bank. If you want to pay by bank transfer, you must add 10 Euros for each transfer. On receipt of your deposit we will send our confirmation letter, accommodation details if applicable, and an invoice. Only places for which deposit has been received can be guaranteed. DO NOT FORGET TO INCLUDE YOUR NAME when you write to us or transfer money, you must make sure that your name is on the form in English. If you do not send the full fees with your application, we must receive the balance 7 days prior to the course start date. Students will not be entitled to any services booked before the student pays the full fees towards the course, accommodation (if applicable), visa processing, airport transfers and any other applicable fee if any.

### Bank Charges

Please Note. If a bank makes a payment, it charges a fee (bank charge). The bank charges for a transfer paid into a Maltese bank from a foreign bank can be expensive. You will have to pay these charges in addition to fees that you pay to us. You will save money if you pay the complete fees when you apply because

you will pay bank charges only once. If you pay a deposit and then send the rest of the fees later, you will have to pay bank charges twice. Note: For credit card payment you have to add a 5% supplement.

**Section 8: SIGNATURE**

- I agree to accept responsibility for all fees for the course as indicated. (tuition, accommodation, transfers, excursions) and will pay them by the deadline.
- I have read, understood and accept the terms and conditions of School Language Centre as shown above in section 6 of this application form.
- I understand and accept that any pictures/photos taken during any activity of School Language Centre can be used for the promotion of any kind of educational activity carried out by School International Company Limited.
- In case of accident or illness I give permission to any appropriate medical centre to examine or treat or make necessary referrals to outside physicians as indicated.
- I give permission to release information regarding health.

*If you are under 18, your parent or guardian must sign on your behalf.*

Signature of applicant ..... Date ..... Signature of Parent or Guardian.....  
*(if applicant is under 18 years of age)*

*Agents - For students applying via an Agent, please complete the Agency details below*

Agent Name : **EUROMA**.....

Please sign below to confirm that you undertake to pay School. the fees for the above student

Signature of Agent .....

Date .....

Agent Stamp