

# LSC Enrolment Form

LSC\_0908

## About you

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

Title: Mr  Mrs  Miss  Date of birth (dd/mm/yy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Passport No. \_\_\_\_\_

Nationality: \_\_\_\_\_ Profession: \_\_\_\_\_ Email: \_\_\_\_\_

Home address: \_\_\_\_\_ London address: \_\_\_\_\_ Tel: \_\_\_\_\_

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

## Your course

1. Which course do you want to study? **Please tick the appropriate box**

Standard	Premium	Gold
15h	20h	25h

LSC General English

LSC Academic English

LSC Executive English

2. For LSC Academic **Please select preferred modules**

IELTS	Camb. FCE	Camb. CAE
15h	15h	15h

LSC Academic English

3. For LSC Premium & Gold courses **Please select preferred modules**

Conv. & Pron.	Writ. & Gram.	Brit. Culture	Eng. for work	Academic Eng.
5h	5h	5h	5h	5h

LSC Premium & Gold courses

4. Time of study **Please select preferred time**

Morning	Afternoon
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LSC Premium & Gold courses

5. Length of course (weeks)

6. Start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

7. Finish date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Your accommodation

1. Do you require accommodation? Yes  No

2. If 'yes', please tell us:

Do you smoke? Yes  No

Is it OK if others smoke? Yes  No

Do you like children? Yes  No

Do you like animals? Yes  No

Is there any food you do not eat? \* Yes  No

Do you have any allergies? \* Yes  No

Do you have any medical conditions? \* Yes  No

\* Details \_\_\_\_\_

3. Accommodation type (Please tick one food option and one room type)

Homestay / Private home

Standard residence

Superior residence

Catholic residence

Food options: SC  BB  HB

Room type: Single  Twin  Triple  Quad.

Key: SC - Self-catering, BB - Breakfast, HB - Breakfast & Dinner

Start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Finish date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Other requirements

1. Do you require an airport transfer? Yes  No

2. Transfer required One way  Return

Flight number \_\_\_\_\_ Arrival date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Arrival time \_\_\_\_\_ Airport of arrival \_\_\_\_\_

## Price calculator & Booking confirmation

I confirm that I have read and accepted LSC's Terms & Conditions. Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Payment details (PLEASE FILL IN THIS SECTION IN CAPITAL LETTERS)

How are you paying? Credit / debit card  Bank transfer  Cheque  Cash

<p><b>Credit / Debit card authorisation form</b></p> <p>Please debit £ _____ (in figures)</p> <p>from my Visa / Mastercard / Debit card (Please indicate card type)</p> <p>Card holder full name: _____</p> <p>Card number: _____</p> <p>Security code: _____ Expiry date: ____ / ____ / ____</p> <p>Card holder signature: _____</p> <p>Date: _____</p>	<p><b>Bank transfer</b></p> <p>Please add £20 to bank transfers to cover bank charges</p> <p>Bank: Natwest plc, 45 Fulham Broadway, London, SW6 1AG</p> <p>Account holder: Serramalte Limited</p> <p>Sort code: 60-22-16</p> <p>Account number: 66077028</p> <p>SWIFT Code: NWBKGB2L</p> <p>IBAN: GB53 NWBK 60221666077028</p>
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Cheque Please make cheques payable to 'London Study Centre'

## FOR LSC OFFICE USE ONLY

Registration Fee	<input type="text"/>	Enrolment number	<input type="text"/>
Tuition fee	<input type="text"/>	Receipt number	<input type="text"/>
Accommodation booking fee	<input type="text"/>	Amount paid	<input type="text"/>
Accommodation rent	<input type="text"/>	Amount outstanding	<input type="text"/>



## LSC Terms & Conditions

1. All students pay a one-off non-refundable registration fee of £25 to cover enrolment administration charges.
2. The minimum age for enrollment is 16 years. There is no upper age limit.
3. The average number of students in a classroom is 16; the maximum number of students in a class is 20 (9am-12noon) and 24 (12noon-3pm & 3pm-6pm).
4. Student holidays - Students must inform LSC of their wish to take holiday at least one week in advance, and may change the dates of holidays a maximum of four times.
5. Cancellations before arrival due to visa refusal will result in a refund of the total tuition fees, minus the Registration fee and an Administration Charge of £100, but only if the following documents are presented to LSC:
  - a. Original of the letter of refusal from the UK Immigration Authorities or a fax sent to LSC directly by the Immigration Authorities.
  - b. Original payment receipt.
  - c. Where refunds are made to third parties, signed authorisation letter from student.Refunds may take up to 8 weeks to process and transfer charges will be deducted from refunds.
6. No refunds or credit will be given for cancellations before or after arrival for any other reason or for non-completion of course.
7. Fees are not transferable under any circumstances.
8. LSC cannot and does not guarantee that students can study at their preferred time of study. This applies to all courses.
9. Students who decide to change course or time of study are able to do so provided that they pay any difference between the price paid and the price for the course of time of study to which they wish to move plus an Administration Charge of £50. This does not apply to courses or time of study that are less expensive than the courses or time of study originally purchased.
10. Fee deposits (i.e. any payment less than the full fees) are not refundable or transferable under any circumstances.
11. LSC reserves the right to change teachers, times, rooms and combine classes if necessary.
12. Neither LSC or its representatives are liable for refunds or damages, however arising, in cases where LSC cannot fulfill any services to which they are contractually bound because of labour disputes, insufficient demand for classes or other reasons which are beyond their control.
13. Three hour teaching sessions have a 20 minute break and the time necessary for the changeover of classes between sessions. One hour teaching sessions do not have breaks.
14. For Accommodation stays of 4 weeks and under, the total rent must be paid at least 3 weeks in advance of arrival. For Accommodation stays of over 4 weeks, rent may be paid fully in advance or in monthly installments, always 3 weeks in advance.
15. Students who wish for LSC to arrange Accommodation must inform LSC immediately if their arrival or enrolment dates change.
16. Cancellations or postponements received less than 2 weeks prior to arrival will incur a cancellation charge of 2 weeks plus the Accommodation booking fee.
17. Students must give LSC 7 working days notice after any arranged length of stay before leaving their Accommodation. Some Accommodation has a minimum stay of 2 weeks, some of 4 weeks. Full details will be sent before arrival.
18. The Accommodation booking fee is non-refundable.<sup>1</sup>