

# Language Teaching Centres UK Enrolment Form



## School Choice

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

## Personal Details

Family Name

Given Names

Nationality  First Language

Passport Number  Expiry Date

Please send us a copy of the main page of your passport.

Date of Birth  Age at start of course  Male  Female

Home Address

Country  Email

Telephone  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

## Course Details (see "Dates and Fees Handbook" or [www.ltc-english.com/prices](http://www.ltc-english.com/prices))

Name of course

Length of course  Course start date  End date

What is your language level? Beginner (weak A1)\*  Elementary (strong A1-A2)

Pre-Intermediate (A2)  Intermediate (B1)  Upper Intermediate (B2)  Advanced (C1)

\* Please note we do not take beginners on most courses. We may ask you to take a test if your level is very low.

Have you ever taken a language exam (e.g. FCE, CAE, IELTS or TOEFL)? Yes  No

Please give details and results

## Airport Taxi Transfer

Would you like Airport Pickup? One Way  Return  No  Please tell us your flight details when you have them

Which airport will you arrive at?

Flight No., arrival time and date

## Accommodation

Would you like us to arrange accommodation for you? Yes  No  If **Yes**, how many weeks?

If **Yes**, accommodation start date  (dd / mm / yy) and end date  (dd / mm / yy) (if different from your course)

Please arrive on a Sunday (not a Saturday) and depart on a Saturday or Sunday.

What kind of accommodation do you require?

e.g. Single Room Homestay (please see the Dates and Fees Handbook or [www.ltc-english.com/prices](http://www.ltc-english.com/prices) 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? (e.g. 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 & Disabilities

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

Do you have any disabilities or learning difficulties (e.g. dyslexia)? Yes  No

Please give details

## Insurance

Would you like to book insurance through LTC? Yes  No

For details of the policy we can arrange for you, please see: [www.ltc-english.com/insurance](http://www.ltc-english.com/insurance)

## Signature

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

Signed  Name  Date  (dd / mm / yy)

**You must make a £200 deposit when you book. Please pay the rest three weeks before the start of the course. Please give the student's name or (if possible) student ID when you make a payment.**

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

**Please send your enrolment form to your Educational Advisor or directly to the school you are enrolling at.**

Educational Advisor's Stamp/Name

Contact name  Email

# Language Teaching Centres UK Enrolment Form: Payment Details



Please give us the following information to allow us to identify the payment

Student Name

Student ID (if possible – this is next to the student’s name on the invoice)

Payer’s Name (if different from the student)

You can pay LTC using any one of these methods:

## 1. By Bank Transfer

Please note that bank transfers to the UK may be more expensive than payments via Western Union (see below). You must pay all bank charges.

Your name/representative’s name as it will appear on bank documents

Name of bank

### LTC London

HSBC House, Highfields Office Park,  
Edward Road, Eastbourne, East Sussex  
BN23 8AS, UK

**Account Name:** Language Teaching  
Centres UK

**Sort Code:** 40-20-69

**Account Number:** 20002461

**IBAN Number:**

GB55MIDL40206920002461

**SWIFT:** MIDLGB22

**BIC:** MIDLGB2189Q

### LTC Brighton

HSBC, 80 Boundary Road, Hove, East  
Sussex, BN3 5DQ, UK

**Account Name:** Language Teaching  
Centres UK

**Sort Code:** 40-37-14

**Account Number:** 11134353

**IBAN Number:**

GB18MIDL40371411134353

**SWIFT:** MIDLGB22

**BIC:** MIDLGB2149T

### LTC Eastbourne

HSBC, 94 Terminus Road, Eastbourne,  
East Sussex BN21 3ND, UK

**Account Name:** Language Teaching  
Centres UK

**Sort Code:** 40-20-06

**Account Number:** 11457209

**IBAN Number:**

GB28MIDL40200611457209

**SWIFT:** MIDLGB22

**BIC:** MIDLGB2104C

## 2. By Western Union via the LTC Website

Do **NOT** go to a Western Union Office. See [www.ltc-english.com/payment](http://www.ltc-english.com/payment) for instructions. For many students, Western Union may be the cheapest way to send money to the UK.

## 3. By Credit or Debit Card

Please note there is a 3% surcharge for credit card and non-UK debit card payments.

Credit Card: Visa  Mastercard

Debit Card: Visa  Mastercard  Maestro  Solo

How much are you paying?

Card Number

Expiry date  /  /  Security Number    Issue Number (if applicable)

Please note that after receiving your payment, LTC will destroy your card details.

## 4. By Cheque (from a UK Bank)

In UK sterling drawn on a British bank or on a UK branch of an overseas bank. Make your cheques payable to Language Teaching Centres UK.

# Terms and Conditions

These terms and conditions apply to bookings and enrolments from August 2014 until further notice.

- 1. Bookings** are not transferable between students.
- 2. Deposits:** Students must pay either a deposit or full payment before LTC can issue registration documents.
- 3. Invoices and payment of fees:** All fees must be paid three weeks before a student's starting date or LTC may cancel the course.
- 4. Other fees, charges and services:** If bank or credit card charges are applied to any financial transaction, students or their educational advisors will bear the cost of transfers to the school. If LTC sends money to a student or their educational advisors, the recipient must pay all bank charges in their country.

LTC will send enrolment documents by courier on request. There is a charge for this service.
- 5. Late Payment:** LTC may refer debts older than 30 days to debt collection agents. Statutory interest and compensation fees may be charged as per European directive 2000/35/EC.
- 6. Starting date postponements:** If a student postpones their course one week or less before the start of their programme, they will be charged one additional week's accommodation fee. If a student postpones three times then this will be treated as a cancellation and fees will apply.
- 7. Non-arrival, non-attendance and cancellations during courses:** If a student arrives after the start of their course, is absent during the course, or leaves before the end of the course, LTC will not give a refund, unless exceptional circumstances apply.

LTC 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.

If a student with a visa cancels or does not attend their course, LTC must inform the UK immigration authorities. The student must inform LTC of any alternative study arrangements and give us documentary evidence.
- 8. Cancellations and refunds:** Cancellations are only valid if they are made in writing and their receipt confirmed by LTC. The cancellation fee is normally £60. However, if the cancellation is received less than 14 days before the start of the programme, the cancellation fee is £200.

Airport transfers must be cancelled in writing by 15:00 UK time on the Friday before arrival or they will not be refunded.

If a student cancels their course after an original registration document has been sent for visa purposes, the document must be returned to LTC before we can give a refund.

When cancellations are made because of visa refusal, we will normally refund all fees paid with no cancellation fee minus any homestay costs (but see 10. Tier 4 visas below). However, first the student must send us an official notice or letter of refusal from the immigration authorities. If the student or their educational advisor does not send us this visa refusal documentation within 14 days of their cancellation, LTC must report them to the UK immigration authorities.
- 9. Cancellations by LTC:** If LTC is unable to run a student's course, a complete refund of fees paid to LTC will be made.
- 10. Tier 4 visas:** Where a student wishes to enter the UK on a Tier 4 visa, special conditions apply and LTC may recommend a different visa route. LTC will only issue a CAS when all fees have been paid in full. Once a CAS has been issued, no tuition fees can be refunded.
- 11. Student age:** Students who are under the minimum age for their course will not be admitted and will be asked to return home at their own expense.
- 12. Student language levels:** Some courses are not suitable for beginners or have minimum level requirements. It is the student's responsibility to check that their language level is suitable, though LTC may require students to take a level test before enrolment. If a student's level on arrival at LTC is below the required level for the course, LTC will cancel their course or make arrangements for an alternative course.
- 13. Students with learning difficulties, disabilities or serious health problems** must inform LTC about these issues when they book. LTC will accept their applications where it is practical and reasonable for us to provide a suitable programme. LTC cannot take responsibility or pay for any extra costs incurred if the school has not been fully informed.
- 14. Student attendance and behaviour:** If a student attends less than 80% of their course, they will not receive a course certificate. LTC will exclude students whose attendance or behaviour is unacceptable. Students who are excluded will not receive a refund. LTC must report visa students who do not attend regularly to the UK immigration authorities. Special conditions apply to students under 18. See our downloads pages for details of special rules and conditions for under-18s.
- 15. Changes to courses and premises:** LTC may change or alter a course, change the lesson times or hold lessons in suitable accommodation outside our main school buildings.
- 16. Public holidays:** LTC schools are closed on public holidays. The fees for weeks that include a public holiday are charged at the full weekly rate and lessons will not be refunded or delivered at other times.

- 17. Student holidays:** Students on programmes of 24 weeks or more can include up to two weeks' holiday in their total study period. Students on programmes of 36 weeks or more can include up to three weeks' holiday 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 period when LTC is closed. This is not counted as part of the two-week or three-week holiday entitlement.

Students must give at least two weeks' notice of any request for holiday date changes, which will be subject to availability. Holiday dates can be changed only once. LTC will not give refunds or credits for unauthorised holidays.

Visa regulations take precedence over our policy on holidays.
- 18. Bookings where the student studies at more than one LTC school** will be treated as just one booking with LTC UK, though the different schools may invoice separately.
- 19. Transfers between LTC UK schools which are not booked at the time of enrolment:** Subject to availability, students whose course is longer than eight weeks can transfer between LTC UK schools. Students must give at least two weeks' notice of any request to transfer. They must pay any extra tuition and accommodation fees before transferring to the new school. LTC will not refund tuition fees if the new school's fees are lower. Students on work experience programmes cannot transfer between schools.
- 20. Enrolment, accommodation and airport transfer documentation:** LTC issues documentation which educational advisors should pass on to students. LTC cannot accept liability for any consequences of documents not being passed on to students.
- 21. Accommodation:** Students must give at least one week's notice or pay one week's fees if they wish to cancel or change their homestay accommodation.

Students should normally arrive at their accommodation on a Sunday and leave on a Saturday or Sunday in the morning. If students arrive or depart on other days, LTC can give information to help them find a hotel or (if there is space) arrange very short term alternative host family accommodation. The student is responsible for the cost of this accommodation.

We reserve the right to change homestay accommodation during a student's stay. If students wish to pay accommodation fees in instalments, LTC may ask them to enter into agreements which involve charges and penalties for late or non payment.

LTC acts as an agent in introducing students and homestay providers. The contract is between the student and the homestay provider.

When LTC makes a reservation on behalf of a student in accommodation other than homestay, the terms and conditions of the accommodation provider will apply.
- 22. Damage to property:** Students or those responsible for them must pay the full cost of any damage they cause to property.
- 23. External factors and information:** LTC cannot take responsibility for any external factors in respect of a student's circumstances, payment, booking or enrolment. LTC cannot take responsibility for informing students or any other parties of changes in immigration legislation, rules or policy. LTC takes no responsibility for incorrect or misleading information given by educational advisors.
- 24. Data protection:** Students' details will be kept on computer-based administrative systems. They will be kept in accordance with UK data protection laws. All schools are registered with the data protection authority. Information students provide may be passed on to government agencies for the purposes of detecting fraud. Further information is available on request.

LTC must see and copy every student's passport / ID card (and visa if appropriate). LTC must have contact details and details of next of kin. Students must provide these and inform us immediately if they change.
- 25. Promotional photographs and videos:** LTC or its representatives may take photographs and videos of classes or other school activities during your time with us, which may be used for promotional purposes. If you do not wish to appear in any promotional materials, please advise us at the time of booking.
- 26. Complaints and arbitration:** In the event of a complaint that cannot be resolved by the customer and the school, an LTC UK Director will attempt to resolve the complaint. Students can appeal to EnglishUK if they are dissatisfied with the way LTC UK deals with a complaint. See [www.englishuk.com/en/students/complaints](http://www.englishuk.com/en/students/complaints).
- 27. Additional terms and conditions:** Some programmes or promotions may have special fees, charges or terms and conditions. See the literature or documents relating to these programmes and promotions for details.
- 28. Amendments:** LTC may update its Terms and Conditions regularly. If there are any differences between the Terms and Conditions on any document and those on our website [www.ltc-english.com/terms-and-conditions](http://www.ltc-english.com/terms-and-conditions), the web version will be valid and will override any previous version.
- 29. Non-enforcement of these terms and conditions** does not waive our right to enforce them. All contracts and agreements with LTC will be governed by UK law.