

# Adult Enrolment Form 2019

Personal Information	(Please use BLOCK CAPITALS)		
Family Name		First Name	
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Date of Birth	___/___/___	Nationality	
Email			
Telephone No.		Mobile No.	
Home Address			
Town		Postcode	
Country			
For 16/17 year olds: Parent First Name		Mobile No.	

I confirm that I have NO special educational, physical needs or mental health issues

I have the following special educational needs (e.g. Dyslexia, ADHD), physical needs, mental health issues or any other relevant personal needs or issues

Passport No.		Expiry Date	
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We will not be able to issue any visa support documents to students' parents/guardians not attending our courses

Accommodation	<input type="checkbox"/> Part Board	<input type="checkbox"/> None	Requests	
Arrival Date		Departure		
Dietary Requirements		Allergies		

Gluten-free (Coeliac) and Halal diets incur an extra fee of £25, if they can be arranged

Course Code		English Level	
Start Date		End Date	

Arrival Airport Transfer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date	
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If yes, which type?  Private  Collective (check dates)

Flight No.		Airport		Terminal	
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Departure Airport Transfer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date	
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If yes, which type?  Private  Collective (check dates)

Flight No.		Airport		Terminal	
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Insurance Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
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**Notes** UK Border Agency may refuse to allow students under 18 into the UK unless they are accompanied by an adult or have proof of their onward travel arrangements

Data Protection Notice (GDPR): We ask for your personal data to book your course and homestay accommodation before you come. When you book with us we might need to share some of your information e.g. for a taxi transfer, examinations, etc. The UK Law says we have to give your data to the Home Office if they ask for it

# Conditions of Enrolment

**Enrolment** - Complete the form on this page or send it to the agent. If there is an agent's stamp send the form to that address. If there is no agent's stamp, send the form to the school. Your place at school is confirmed when we have received the registration fee of £90. This is nonrefundable.

**Payment** - You must pay all fees at least 4 weeks before you start your course. If there are 30 days or fewer before your course starts, you must pay the full amount when you enrol. Due to changes in UK law we cannot accept credit card payments.

**Accommodation** - Southbourne School of English arranges the accommodation for all of their students. Everything you pay for your accommodation will be given to the family you are staying with. We do not allow a reduction for parts of a week, but you will have to pay for any extra days. In the low season, students are accommodated in single rooms, unless they ask to share. In the high season, students under 18 years old are accommodated in a twin-bedded room. Parents not attending courses - We will not be able to issue any visa support documents to students' parents/guardians not attending our courses.

**Holidays** - The school is closed on the following public holidays, 19/04, 22/04, 6/05, 27/05, 26/08 The school is closed for the Christmas and New Year period from 17:00 on Fri 20/12/19 to 08:30 on Mon 06/01/20. You can only take other holidays during the course if you tell us about them when you enrol or give 4 weeks notice. We will not give refunds or extend your stay if you take other holidays.

**Cancellations** - If you want to cancel a course, you must send us this information by registered letter. We cannot refund the registration fee of £90. You will have to pay for one week's course and accommodation if you cancel fewer than 15 days before the course starts. For all courses, if you need to cancel because you cannot get a visa, we will refund your fees, less bank charges and the registration fee of £90. If your visa has been refused, you need to send us a copy of the letter from the British Embassy.

**Finishing early** - If you finish before the end of your course, you will not get a refund. We do not give refunds or extend courses to cover missed lessons. Courses cannot be transferred to any family members or friends.

**Expulsion** - You will be expelled (told to leave the school) for these reasons:

- If your attendance is 70% or less
- If you bully students or staff
- If your behaviour is not acceptable
- If you steal or damage the school on purpose
- No refunds will be offered if you are expelled
- No leaving certificate is issued.

**Damage** - If you damage school or homestay property, even if it is an accident, you will have to pay the full cost of the repair or replacement within a week.

**Liability** - The school is not responsible if your course does not run or you lose lessons because of public disturbance, industrial action, natural disasters or epidemics. The school is not responsible if you lose anything. You should take out insurance to cover health problems, loss, damage and having to go back to your country unexpectedly. We will always pay compensation if we are proved to have been negligent.

**Complaints** - If you have any problems with your course or accommodation, you should tell the Principal or Accommodation Officer immediately. We will always do our best to solve any problems as quickly as possible. We reserve the right to refuse to enrol any student, to change the price or course programmes in this brochure without notice and to refuse lessons and accommodation if you have not paid all money you owe.

*Please note: Students with special needs will be considered on a case-by-case basis. Please contact us before booking if you have special needs.*

## Payment by Flywire

**Recommended Method** - Guaranteed lowest exchange rate (International Bank Transfer, PayPal and Debit/Credit Card Payments)

1. Choose your country and the amounts you are paying in GBP
2. Choose your payment method. Make your payment to Flywire
3. Enter your details and those of the student/s you are paying for
4. Track and confirm your payment by email, SMS or by logging into [southbourneschoolflywire.com](http://southbourneschoolflywire.com)

We have partnered with Flywire to streamline the international payment process. Flywire allows you to pay securely from any country and any bank, typically in your currency. By making your payment with Flywire you can: Track your payments from start to finish, save on bank fees and exchange rates, contact their multilingual customer support team with any questions. Go to [www.flywire.com/select-institution](http://www.flywire.com/select-institution) to begin the payment process. If you have any questions about making an international payment, visit [www.flywire.com/help](http://www.flywire.com/help).

## Payment by other methods

### BANK TRANSFERS

UK Bank charges must be added if payment is made by this method:

Account name: SOUTHBOURNE SCHOOL OF ENGLISH  
Bank name: HSBC  
Branch: CHRISTCHURCH  
Address: 15 High Street, Christchurch, BH23 1AF  
Account Number: 60769665  
Sort Code: 40-46-19  
IBAN number: GB39HBUK40461960769665  
BIC number/Swift code: HBUKGB412ID

### CREDIT CARD

Due to a change in UK law we cannot take credit card payments.

## Agreement

Students under 18 are considered minors in UK law. I understand that enrolling my son/daughter on an adult course means they are not supervised at break, outside school hours and at weekends. They will abide by school rules and curfew times. I/my child wish(es) to attend the Southbourne School of English for the period shown, and I accept the conditions set out above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Southbourne School of English  
30 Beaufort Road, Southbourne, Bournemouth, Dorset, BH6 5AL, England  
+44 (0) 1202 422 300 | [1966@southbourneschool.co.uk](mailto:1966@southbourneschool.co.uk) | [www.southbourneschool.co.uk](http://www.southbourneschool.co.uk)  
Southbourne School of English Limited. Reg 1673616  
Registered office: 30 Beaufort Road, Southbourne, Bournemouth, Dorset, BH6 5AL



**Southbourne**  
School of English  
Established 1966