



LEWIS SCHOOL OF ENGLISH

Junior centres

Southampton Junior Centre



**Application for Enrolment
22 June – 24 August 2008**

Booking your Course

How to Enrol

To book a course please send or fax the completed Application for Enrolment with 2 photos and the enrolment fee (£60)* to:

Lewis School of English
33 Palmerston Road
Southampton
SO14 1LL, UK

or to the local representative of the Lewis School. Alternatively, you can book your course on our website, www.lewis-school.co.uk

As soon as we receive your application we will confirm your booking and send you a letter of acceptance and an invoice.

*Please note that the enrolment fee is an administrative charge. It is not part of the course fee and is non-returnable.

How to Pay

You may transfer fees in the following ways:

A) by sending a cheque from a sterling bank account

B) by bank transfer in sterling to:

Lewis Schools Ltd
Lloyds TSB Bank
19-21 High Street
Southampton SO14 2SE
UK

Account Number: 0064804
Bank Sort Code: 30-97-80
BIC: LOYDGB21032
IBAN: GB03 LOYD 3097 8000 0648 04

Please use the student's full name as the bank reference for us. You must pay all bank charges. Please check with your bank when you make the transfer. You will be asked to settle all unpaid bank charges on arrival.

C) by travellers cheque or cash on arrival

D) by credit card (see Application for Enrolment)

Please note that if you are booking your course online, you will need to post or fax us your credit / debit card details. Please visit our website and print the Credit / Debit Card Payment form.

Conditions

Please read the following conditions carefully before booking your course.

1) Acceptance of enrolment, evidenced by confirmation of your booking, will constitute a legally binding agreement, governed by English Law, for the period specified on the enrolment form.

2) Cancellation

In the case of cancellation only the enrolment fee will be charged plus bank charges in the case of a refund. In the case of cancellation less than 7 days before the start date, one week's accommodation will be charged (if applicable). You have a 'cooling off' period of 7 days from the date of registration.

3) Postponement

You may postpone your starting date, if necessary, by giving the school a minimum of 7 days notice. All fees will be transferred to a later starting date.

4) Payment

All fees in respect of services specified on the Application for Enrolment 2008 are due for payment in full on or before the starting date. The School reserves the right not to provide such services in the event that such fees have not been paid by the starting date.

5) Tuition Fee Refunds

You are not entitled to a refund if you leave the course early, if you do not attend classes or for days when the school is closed for public holidays. Unused accommodation fees are refundable.

6) Public Holidays

The Lewis School administrative office will be closed on the following dates in 2008:

24 Dec 2007 to 4 Jan 2008 inclusive

21 Mar, 24 Mar, 5 May, 26 May, 25 Aug,

22 Dec 2008 to 4 Jan 2009 inclusive

7) Insurance

You are advised to take out a comprehensive medical, travel and personal insurance. The Lewis School can arrange this for you. Cost: £10 per week / £30 per month

8) The Lewis School reserves the right to change prices and programmes as shown in the brochure without prior notice.

9) In the case of serious misconduct the student may be required to leave immediately in which case no refund will be made. The School will be the sole arbiter of what constitutes serious misconduct. All students, whether or not adjudged guilty of serious misconduct, will be required to pay for any damage caused.

10) The Lewis School does not accept liability for accidents, loss or theft. This does not negate your statutory rights.



Application for Enrolment Southampton 2008

Personal Information

Family Name	
First Name	
Date of Birth	___ / ___ / _____
Sex	<input type="radio"/> Male <input type="radio"/> Female
Nationality	
Mother Tongue	

Student's Contact Details

Address	
Postcode	
Country	
Telephone	
Mobile	
Email	
Emergency Contact (name & telephone)	

Contact Details for Billing

Name	
Address	
Postcode	
Country	
Telephone	
Mobile	
Fax	
Email	
Relationship to student	

Programme Details

Number of Weeks	
Start date (Monday)	<input type="radio"/> 23/6 <input type="radio"/> 30/6 <input type="radio"/> 7/7 <input type="radio"/> 14/7 <input type="radio"/> 21/7 <input type="radio"/> 28/7 <input type="radio"/> 4/8 <input type="radio"/> 11/8 <input type="radio"/> 18/8

Junior Programme with:

- Homestay – Shared Room (£385 / week)*
- Homestay – Single Room (£395 / week)
- Residential Accommodation (£445 / week)
- No accommodation (£230 / week)

All programs include hot lunch on school days. Residential and homestay programmes are full board. Homestay includes bus pass. Residential accommodation is available from 6 July 2008. *For shared homestay, it is our policy for junior students to share a twin room with a student of the same sex and similar age but different nationality.

Additional Programmes (£35 / week)

- Leisure English Football
- Leisure English Sailing

Places are subject to availability. Please contact us.

All students

Please give details of any health problems, and any other information you feel we should know.

Accommodation

Arrival Date	___ / ___ / 2008
Departure Date	___ / ___ / 2008

Additional nights are charged pro rata.

Homestay only

Is there any other information that we should know when finding you a family, e.g. no pets, allergies, food?



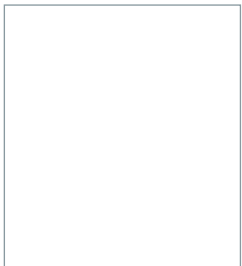


Travel & Insurance

Taxi service to your accommodation (single journey) No Heathrow (£90) Gatwick (£95) Stansted (£155) Central London (£135)

Flight date, time, destination & number _____
(e.g 3/7/08 18:30 Heathrow BA 428)

Insurance arranged by school No Yes (£10 per week - see conditions)
If no, please specify own insurance policy number _____



Please attach two passport-sized photographs (this size)

Payment Details

Please calculate the total amount payable. A 2% premium will be added to all payments by credit card.

Enrolment fee £60
Programme fees £ _____
Taxi service £ _____
Insurance £ _____
Total £ _____

Payment method Bank transfer Cheque Debit card Credit card
Please see 'Booking Your Course: How to Pay'

Payment options I enclose the full fee
 I enclose the enrolment fee and will pay the full fee by bank transfer or on arrival

Credit / Debit Card Payment Form

Please charge £ _____ to my Visa credit card Visa debit card Switch
 MasterCard Diners Club Maestro Solo JCB

Cardholder's name _____
Card number (16-digit) ____ / ____ / ____ / ____
Expiry date ____ / ____ Security code (3-digit) ____
Cardholder's signature _____

Agreement to Terms & Conditions

I have read and agree to the Conditions of Enrolment. I enclose an enrolment fee of £60 and I will pay the full fee by bank transfer or on arrival.

Signed _____ Date _____
Signature of parent (if student under 18) _____

As soon as we receive your booking form and enrolment fee we will confirm your place and send you a letter of acceptance and an invoice.

How did you hear about the Lewis School? _____

