

Summer Business Certificate Application Form 2010



Personal Details

Mr / Ms	Family Name	First Name
Nationality	Date of Birth	Occupation
Private Address		
Passport Number		
Telephone (Home)	(Mobile)	
E-mail	Fax	
Name and Address of a family member		
How did you hear about British Study Centres?		

Please attach recent photograph

Course Details

I would like to enrol on the following course:

- 4 week Summer Certificate in Business** (Course fee: £990.00) **5th July start** **2nd August start**
 8 week Summer Higher Certificate in Business (Course fee: £1,590.00) **5th July start**

and would like to study at the following centre: **London** **Oxford**

Your English level: **Elementary** **Pre-intermediate** **Intermediate** **Upper-intermediate** **Advanced**

N.B: Students need to have at least intermediate level English in order to undertake the Summer Business Certificate programmes.

If you would like to take English language classes at the same time as your business course please indicate below:

- 4 weeks @ 5 lessons per week** (Course fee: £210.00) **4 weeks @ 10 lessons per week** (Course fee: £310.00)
 8 weeks @ 5 lessons per week (Course fee: £310.00) **8 weeks @ 10 lessons per week** (Course fee: £610.00)

Airport Transfers

Do you want a transfer? **From the airport when you arrive** **Yes** **No** (Please give flight details)

Flight no.	Arrival time	From	to	Date
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To the airport at the end of your course **Yes** **No** (Please give flight details)

Flight no.	Departure time	From	to	Date
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Accommodation

Would you like us to find accommodation for you? Please note there is an accommodation finding fee of £45

- YES** please find me accommodation. **NO** I do not need accommodation.

(Important. Please read the terms and conditions for accommodation bookings listed overleaf)

Preferred accommodation dates: Start date: _____ End date: _____

What type of accommodation do you prefer?

Please tick the box to indicate your preference. Please note: Accommodation options are subject to availability and we therefore recommend early booking to avoid risk of disappointment.

London

- Residence, single room, en-suite - self-catering (Cost: from £195 per week)
 Host Family, single room - breakfast & evening meal (Cost: £145 per week)

Oxford

- Student House, single room - self-catering (Cost: £140 per week)
 Host Family, single room - breakfast & evening meal (Cost: £145 per week)

Please answer the following questions which will help us find you the most suitable accommodation:

- Do you smoke? No Yes
- Do you have any allergies? No Yes. What are they? _____
- Are you taking any medication? No Yes. What is it? _____
- Do you have special dietary requirements? No Yes. What are they? _____
- Would you like a family with children? Don't mind No Yes
- Would you like a family with pets? Don't mind No Yes
- (NB: most UK families have pets)

Fees

Please send the fees in full at the time of application, or a **£150** deposit to reserve your place on a course. If you would like us to arrange accommodation then you must **also** send the accommodation deposit of **£300**. If you only pay the deposit the remaining fees should be paid in full no later than the first day of your course.

NB Until we receive a deposit we cannot reserve a place for you, nor arrange accommodation. Please send your deposit early in order to secure your place.

Course Fee	£
Accommodation Finding Fee £45	£
Accommodation	
£ per week for weeks	£
Airport Transfer	£
Total	£

CONDITIONS OF ENROLMENT

- All course fees must be received before the course starts. Sometimes it can take several days for the money to arrive if you send it through the banks. It is your responsibility to make sure that it arrives in time. All bank charges must be paid by the students.
- The school reserves the right to refuse admission to any student or to dismiss any student in the event of misconduct or unsatisfactory attendance or timekeeping or work, without refund of fees.
- Travel, examination fees, coursebooks and the costs of social activities are not included in the fees.
- No liability is accepted by the school for loss of property or damage to property. We strongly recommend students to take out insurance to cover their possessions, as well as medical insurance for themselves.
- We reserve the right to cancel, alter a course or to change course timings. If we do so, we will offer an alternative course or a refund.
- Holiday allowance: 1 week per 12 weeks studied.
- Students should arrive on Saturday or Sunday at their accommodation. For students wishing to arrive on a Monday, Tuesday or Wednesday, one full week's accommodation charge will apply. For students arriving from Thursday onwards a nightly rate will apply (weekly rate divided by 7). All midweek arrivals are subject to availability and may not be possible year-round - please check before booking.
- We will confirm courses on the basis of receiving a deposit of £250.

AMENDMENT CHARGES

- An administration fee of £25 will apply for students wishing to change their course.
- For students wishing to change school location, e.g. from London to Oxford, a second registration fee will not be charged. However, students wishing to book additional accommodation will be charged a £45 accommodation finding fee.
- Students wishing to move to another British Study Centres school will not gain credit if changing to a school with lower fees.
- Once the course has started students can upgrade the number of lessons per week but cannot downgrade it.

CANCELLATION CHARGES

- If a course is cancelled more than 1 week before the start date, there is a £50 administration charge. If accommodation has also been arranged, there is an additional accommodation finding fee of £45.
- If the course is cancelled less than 1 week before the start date, there is an administration charge of £50. If accommodation has been arranged, there is a cancellation charge of the finding fee plus one week's accommodation charge.
- If a course is cancelled less than 24 hours before the course starts or after the course start there is no refund in any circumstances. If the course is longer than 4 weeks, a credit will be given for the unused part of the course after 4 weeks. This may be used within one year and cannot be transferred to another student.



Bank Transfer

Bank of Scotland, 8 Air Street, Brighton BN1 3FD
Sort Code: 12-12-68, Account No. 00170940

NB: If you transfer money through the bank you must give the student's name
IBAN GB10 B0FS 1212 6800 1709 40 SWIFT BIC B0FSGB21248



Sterling Cheque



VISA / MasterCard

Card No

Expiry Date Security code (last 3 digits)

Name & address of card holder

I understand and agree to all the conditions below.

Signed	Date

- If homestay or student house accommodation is cancelled after a student has arrived at the accommodation, two weeks' notice must be given, or two weeks' accommodation charge paid. If a student requests to change accommodation, an additional accommodation finding fee will be charged. If a student decides to leave the accommodation and asks for a refund, this will be possible for those weeks remaining as long as two weeks' notice is given.
- Students wishing to extend accommodation must give 2 weeks' notice. We can not guarantee the availability of the same homestay. A £45 accommodation finding fee will be charged in the event that the same homestay is not available and a new homestay must be found.
- If a student cancels a student house, fees will not be refunded unless a replacement booking is found.
- If a student cancels a course because they are unable to get a visa & they can provide written evidence of this from the relevant Embassy or Consulate, we will make an administration charge of £50, but we will refund all course fees. Accommodation charges apply as above.

FORCE MAJEURE

In the event of 'force majeure' such as fire, flooding, infectious diseases and other events outside the company's reasonable control which may cause the closure of the school, no refund of fees will be made to students, except at the school's discretion in exceptional circumstances

Please send your completed form to the following addresses:

For London bookings:

British Study Centres West London College
Parliament House, 35 North Row, London W1K 6DB
Tel: +44 (0)20 7491 1841 Fax: +44 (0)20 7499 5853
E-mail: london@british-study.com Web: www.british-study.com

For Oxford bookings:

British Study Centres Oxford
Oxenford House, Magdalen Street, Oxford OX1 3AE
Tel: (+44) 1865 246620 Fax: (+44) 1865 246857
E-mail: oxford@british-study.com Web: www.british-study.com