



Application Form – For Adults aged 18 and over

FOR OFFICE USE ONLY	
Student ID	+
Receipt number	
Fees paid	£
Outstanding	£
Proof of English	
Education History	
Declaration	
Passport copy	

1. Personal information

First name	Hanako	Family name	Yamada
Title	Mr <input type="checkbox"/> Miss <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Other <input type="checkbox"/>	Date of birth	01/Jan/1995
Your personal email address	hanako@langpedia.com	Telephone	+81 3-1111-1111
Passport information	<p><i>Please write your passport number and nationality, and send a copy of the personal information page of your passport.</i></p> <p>LP1111111 (number) Japan (nationality)</p>		
Address (in your country)	1-1-101 Ryugaku Gogaku-shi, Tokyo, Japan 111-1111		
Emergency Contact	<p><i>Details of a person we can contact in an Emergency (include name, telephone no. and relationship to you)</i></p> <p>Tarou Yamada, +81 90-2222-2222, Father</p>		
Have you studied English before?	<p><i>Tell us about your previous English studies. Include course dates and qualifications you obtained</i></p> <p>Studied English in junior high and high school as being mandatory.</p>		
Why do you want to study English at LSC Stanton?	<p><i>The main reasons you want to study English</i></p> <p>I want to be able to communicate in English and use the skill in my future job.</p>		
How will your course help you in the future?	<p><i>What will your English course help you to do in the future?</i></p> <p>I will be able to work in foreign countries.</p>		
Do you have enough money to pay for your living costs in London?	<p><i>If you need a visa, you will need to show that you have £1,000 for every month you study. How will you do this? Please note that students from outside Europe cannot work in the UK</i></p> <p>My parents will pay for it.</p>		
Have you travelled to or studied in the UK during the last 10 years?	<p><i>Please provide us with details of any previous travel or study in the UK</i></p> <p>No.</p>		
Have you ever been refused entry to the UK?	<p><i>Please provide us with details of any failed attempts to enter the UK (e.g. visa refusals)</i></p> <p>No.</p>		
What will you do at the end of your course?	<p><i>What will you do when you finish your course?</i></p> <p>I will go back to Japan and find a job.</p>		
Physical disabilities / Learning difficulties	<p><i>Do you have any physical disabilities or learning difficulties (e.g. dyslexia) that might make it difficult for you to follow a language course?</i></p> <p>No.</p>		

2. Course information (please follow Steps 1-4 below). Homestay and Junior Courses have separate Application Forms. Please contact us to request these.

Step 1 – Course type						
	General English	Prestige English	Executive English	Exam English		
				IELTS	FCE	CAE
Standard - 15 lpw	<input checked="" type="checkbox"/>	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Premium - 20 lpw	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gold – 25 lpw	<input type="checkbox"/>	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One-to-One tuition – please indicate no. of hours per week _____						

Step 2 – Elective modules*					
	Elective modules – 5hpw				
	Con/ Pron	Wri/ Gram	Brit. Cul. St. .	Acad. Eng.	Eng. Bus.
Standard	n/a	n/a	n/a	n/a	n/a
Premium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Choose 1 module for Premium, 2 modules for Gold					

Step 3 – Preferred time of study*						
	General English	Prestige English	Executive English	Exam English		
				IELTS	FCE	CAE
A.M (0900-1200h)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P.M (1300-1600h)	<input type="checkbox"/>	n/a	n/a	n/a	n/a	n/a

Step 4 – Course dates	
Course duration (weeks)	4 weeks
Preferred start date	07/Aug/2017
Preferred end date	01/Sep/2017

*Please select your preferred time of study for the Standard (15lpw) element of your course. We will inform you of the available elective module sessions when we send you the invoice for your Course. Please confirm availability of all Courses at the time of booking.

3. Accommodation details (If you do not require Accommodation, please tick 'No' below and go to Section 4 on the next page)

Do you require accommodation? Yes No Start date 06/Aug/2017 Number of weeks required 4

Accommodation preferences:

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 don't eat? Yes No
 *Do you have any allergies? Yes No
 *Do you have any medical conditions? Yes No

 *Details:

	Room type			Food options		
	Single	Twin	Triple	SC	BB	HB
Zone 2 Homestay	<input checked="" type="checkbox"/>	<input type="checkbox"/>	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Zone 3 Homestay	<input type="checkbox"/>	<input type="checkbox"/>	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zones 4-5 Homestay	<input type="checkbox"/>	<input type="checkbox"/>	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Superior homestay upgrade (tick to upgrade to private bathroom)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residence (Zone 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a
Residence (Zone 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a
Superior residence upgrade (tick to upgrade to private bathroom)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Key: SC – Self-catering BB – Bed & Breakfast HB – Breakfast & evening meal
 Please note that all accommodation is subject to availability.
 Superior homestay accommodation has private bathroom.
 Superior residence has ensuite bathrooms.
 Please refer to our Terms & Conditions for details of accommodation cancellation charges
 We may work with accommodation agencies to arrange accommodation for students
 These are the main accommodation types. We have other accommodation alternatives available upon request.

4. Airport transfer (If you do not require Accommodation, please tick 'No' below and go to Section 5)

Do you need an airport transfer? Yes No Type of transfer: One way Return

Arrival information	Which airport? Heathrow <input checked="" type="checkbox"/> Gatwick <input type="checkbox"/> Luton <input type="checkbox"/> Stansted <input type="checkbox"/>
	Flight details Flight number: _____ Arrival date: 06/Aug/2017 Arrival time: _____
Departure information	Which airport? Heathrow <input checked="" type="checkbox"/> Gatwick <input type="checkbox"/> Luton <input type="checkbox"/> Stansted <input type="checkbox"/>
	Flight details Flight number: _____ Departure date: 02/Sep/2017 Departure time: _____

5. Visa application information *(All students must complete this section)*

Please tick the box that applies to you:

- I am from a European country and do not need to apply for a visa to study in the UK
 I am not from a European country. I am applying for a 6 month Short Term Student Visa (for courses up to 6 months)
 I am not from a European country. I am applying for a 11 month Short Term Student Visa (for courses up to 11 months)

If you need more information on which visa to apply for, please refer to our Visa Guide which is available on request.

6. Student Declaration *(All students must complete this section)*

I hereby confirm that I have applied to undertake a full-time course of study at LSC Stanton, the details of which can be found above.

I hereby confirm that:

- I acknowledge and understand that I must attend classes at all times;
- I undertake to inform and provide supporting evidence to LSC Stanton in relation to any absences from class;
- I understand that if I do not attend classes on a regular basis, and do not provide LSC Stanton with a reasonable justification of any absences, LSC Stanton will report my absence from class to the relevant UK authorities, which may lead to my permission to stay in the UK being withdrawn; and
- I have read and understood this Student Declaration

7. Application checklist *(All students must complete this section)*

- I have read and understood Section 6 –Student Declaration
 I have paid fees in full
 I have enclosed a copy of the personal information pages of my passport

I confirm I have read and agree to our Terms & Conditions

(please see below)

Signature 山田花子 Date 01/Jul/2017

Full name Hanako Yamada

8. Payment *(All students must complete this section)*

Payment calculator (please refer to our Price List)	
Registration fee	£ 50
Course fees	£ 530
Accommodation booking fee	£ 50
Accommodation fees	£ 960
Airport transfer	£ 150
Other (bank transfer, books etc)	
Total	£ 1740

<input checked="" type="checkbox"/> Cash	<input type="checkbox"/> Cheque
<input type="checkbox"/> Credit / debit card	<input type="checkbox"/> Bank transfer (Please add £20 for bank transfers)
Card type:	Account holder: Ensino Limited
Name of cardholder :	Bank: Natwest Bank, 16A Westbourne Grove, Bayswater, London, W2 5WG
Card no:	Sort Code: 60-02-08
Issue date: MM/YY Expiry date :MM/YY	Account number: 60962976
CVV (last three digits on back of card):	IBAN: GB69 NWBK 6002 0860 9629 76
	BIC:NWBKGB2L

If we have any questions about the information you have included on this form, we may contact you to discuss your application to study.

These terms and conditions set out the agreement between Stanton School of English Ltd. Registration No. 1998672 Registered Office: 167 Queensway London W2 4SB, trading as LSC Stanton (LSC Stanton"/ We / Us), and students enrolled on a Course (as defined below) at LSC Stanton ("You"). References to LSC Stanton include its partners, representatives and employees.

These terms and conditions will become binding on you and us when you enrol on a Course.

Definitions

In these terms and conditions the following terms have the following meanings:

"Accommodation" any accommodation that we arrange for you

"Accommodation Booking Fee" a non-refundable fee that you pay when you book Accommodation

"British Immigration Authorities" or "BIA" the UK agencies and departments that manage border control and enforce immigration regulations

"Course" any course of study provided by us

"Homestay" Accommodation in a private home in London provided by a third party

"Application Letter/CAS Statement" a document we send to you that confirms that you have enrolled on a Course

"Partner" an organisation that markets and sells Courses on our behalf

"Personal Information" your personal details including, address, contact telephone number, emergency contact and email address

"Private Home" Accommodation in a private home in London provided by a third party

"Registration Fee" a non-refundable fee that you pay to cover the administration costs of Application

"Residence" Accommodation in a Residence provided and managed by a third party

"Tuition Fees" the fees that you pay for the Course

"Visa" an official authorisation in your passport that allows you to enter and study in the UK

1. British Immigration Authorities or BIA

1.1 You must comply with any requirements of the BIA at all times

1.2 On receipt of the Registration Fee and Tuition Fees, we will provide written confirmation of the status of your application for the Course.

1.3 If, during the duration of the Course, you need to extend your Visa then you are responsible for ensuring that the extension is obtained. we will give you the appropriate documents only if you comply with these Terms & Conditions

1.4 If we believe that you are not able or you do not intend to follow the Course, it may not allow you to enrol on the Course.

Terms & Conditions

2. Personal Information

2.1 We need to see and copy your passport (and Visa if appropriate) and to maintain up to date Personal Information.

2.2 You must provide this information and update us if anything changes.

2.3 Please refer to our Privacy Policy for details of how we store personal information. A copy of this Policy is available upon request and from our website.

3. Application and Tuition Fees

3.1 You must ensure that you enrol in sufficient time to obtain a Visa and all requirements of the BIA are met.

3.2 All places on our courses are subject to availability. Please confirm availability when you book your Course.

3.3 The minimum age for Application is 16 years.

3.4 Class sizes may vary depending on the particular Course. The maximum class size for any particular Course will be stated in the information provided by us in relation to it.

3.5 You must pay all Tuition Fees, Registration Fee and any additional fees in full before you start your Course. We may, at our discretion, accept payment of non-refundable deposits of £500.

3.6 Once paid, Tuition Fees and the Registration Fee cannot be transferred for the benefit of another student

4. Additional Charges

4.1 Tuition Fees entitle you to receive academic instruction for your Course.

4.2 Tuition fees do not cover the cost of other materials and services that you may require, including, for example, text books, examination fees, bank charges, insurances, social activities and travel expenses.

4.2 You must buy or loan a course book, and it is illegal to photocopy course books.

5. Registration fees

5.1 You must pay a Registration Fee. The Registration Fee is non-refundable and non-transferrable.

6. Administration of Courses

6.1 If you fail to start your Course or to complete the Course without explanation, you will be excluded from the Course without a refund or transfer to another Course

6.2 If you wish to change the time or date of classes or Course, you must ask to do so at least one week in advance. All changes are subject to availability and at our discretion.

6.3 If you wish to change the time or date of classes, you may do so subject to availability at your preferred time. You must pay the difference between the Tuition Fees paid and the Tuition Fees for the preferred time of study, plus an Administration Charge of £50. This does not apply to classes or time

of study that are less expensive than the time of study originally purchased.

6.4 The duration of the Course or the time allotted to complete the Course will not be extended by unauthorised absences, uncertified illnesses or the payment of additional fees.

6.5 We will try to ensure that you can study when you want, but reserves the right to change teachers, times and rooms and to combine classes for different Courses at its discretion

6.6 If you want to transfer to another Course, this will be at our discretion and subject to payment of any incremental Tuition Fees, and the grant of permission by the BIA if applicable

7. Class Levels

7.1 You must take the Online Placement test before you start your Course to determine your level of study on your chosen Course. We will send students details of how to complete the Placement test before the start of the Course.

7.2 When you complete the Placement Test, you must send it back to us. We will then allocate a level of English to you. Our decision as to your level of study is final.

7.3 If we are not able to offer your level at your preferred time of study, we will communicate this to you before the start of the Course, so that alternative arrangements can be made.

7.4 If you do not take the Placement Test, you may not be able to study at your preferred time.

7.5 If you do not take the Placement test and discover when you arrive at LSC Stanton that you are not able to study at your preferred time, we will not pay you a refund.

8. Refunds

8.1 We will only pay a refund to you if your Visa application is refused, provided that:

(a) we have received payment of all fees in full;

(b) You send to us the original Visa refusal document from the BIA;

(c) Refunds may take up to 4 weeks to process once we receive the document referred to in 8.1(b);

(c) We will not pay a refund:

(i) if you receive a visa refusal because you have not taken the required steps in applying for the correct Visa, including the submission of fraudulent or misleading documents to us and / or the BIA;

(ii) if you withdraw your application for a Visa or are expelled from the Course or expelled from the UK by the BIA; and

(iii) if you decide not to study after you have obtained a Visa;

(d) We will make refund payments to the person or partner that made the payment

(e) All refunds will be made in full minus the Registration Fee and an Administration Fee of £250.

(f) We do not accept any responsibility in the case of visa refusals. If the Visa refusal is our fault, we will refund all tuition fees and help you to reapply. However no additional compensation will be given

9. Cancellations

9.1 Subject to 8.1.(f) above, you can cancel the Course at any time before the start date. The amount refunded will vary as follows according to how much notice you give to us, as follows:

- (a) > 8 weeks notice – 80% of Tuition Fees
- (b) > 4 weeks notice – 50% of Tuition Fees
- (c) >1 week notice - 20% of Tuition Fees
- (d) < 1 week notice – 0% of Tuition Fees

10. Holidays

10.1 You may be able to take holidays depending on the length of your Course. Please see the information provided in connection with your Course.

10.2 You may be required to use some of your holiday allowance during periods when we close for holidays (e.g. Christmas, New Year, Easter) and there will be no reduction in Tuition Fees should we close for public holidays or staff training days.

10.3 You must book holidays in advance .

10.4 We may insist that you use your holiday entitlement at particular times and no refund of Tuition Fees will be available if you are not willing or able to take holidays at such times.

11. Accommodation

11.1 We will try to provide you with Homestay, Private Home or Residence accommodation, but your first choice of Accommodation may not always be available. The cost of accommodation will be determined by us from time to time.

11.2 When booking Accommodation, you must:

- (a) Pay the Accommodation Booking Fee; and
- (b) Give your arrival and departure dates to us;

11.3 You agree that:

- (a) Arrival and departure dates may only be changed by special arrangement;
- (b) Once you have arrived, no refund of accommodation fees paid will be available; and
- (c) Any request to change Accommodation after arrival will be dealt with at our discretion and subject to availability.

11.4 If you wish to cancel any booked

Accommodation, then the cancellation fee will vary according to how much notice of cancellation in advance of the start date you have given, as follows

- (a) Notice of more than 14 days – no cancellation fee will be payable;
- (b) Notice of 0-14 days – A cancellation fee equal to 2 weeks' Accommodation fees.

11.5 We reserve the right to remove you from the Accommodation for unacceptable behaviour. We define unacceptable behaviour as causing damage to property, causing disturbance or nuisance, abusive or disrespectful conduct, and failing to observe the rules of the Accommodation.

12. Airport Collections

12.1 We may be able to arrange for you to be met at the airport upon arrival, or taken to the airport upon departure. This service is subject to availability and to payment in advance of fees set by us.

12.2 The fee charged includes waiting time of 1 hour from the time of arrival that you have communicated to us.

12.3 You are responsible for supplying full and correct information of travel requirements and for updating this information as and when necessary.

12.4 We will only refund airport transfer charges if you cancel more than 7 days beforehand.

13. Attendance and Time Keeping

13.1 You must attend all classes and observe the class timetable, which is available to students at all times.

13.2 You must arrive at classes before the published start time and return promptly after any break. If you arrive more than 20 minutes late to a class then you will be excluded from class. If you are persistently late, you may be excluded from the Course.

13.3 If you are absent from class:

- (a) If the absence is due to illness, a doctor's certificate must be provided;
- (b) If you are absent from class without a doctor's certificate we may exclude you from the Course.
- (c) If you have ongoing low attendance that breaches our Attendance Policy (available on our website and at LSC Stanton), and are studying on a Visa, we may exclude you from the Course and the BIA will be informed.
- (d) If, due to unauthorised absences, you are excluded from the Course, no refunds of Tuition Fees or extension of teaching time will be given.

13.4 If you have low attendance, we may decide not to issue you with Course completion documents, at our discretion.

14. Use of Computers

14.1 You can use the our Computers, subject to their availability.

14.2 You must not use our computers for unauthorised purposes including accessing pornographic material or commercial activities.

15. Conduct and Discipline

15.1 We have the right to expel you from the Course for unacceptable behaviour or lack of attendance and no refund of Tuition Fees will be given if you are expelled.

15.2 For the avoidance of doubt, we view unacceptable behaviour as including, but not limited to, causing damage to property, causing disturbance or nuisance, abusive or disrespectful conduct, failing to observe fire and safety rules and smoking other than in authorised areas and selling or consuming alcohol or illegal drugs on the premises.

15.3 If you intentionally or negligently cause damage to our property, you will be expected to pay the full cost of repairing or replacing such property

16. Events outside our control

16.1 We will not be liable or responsible for any failure to perform, or delay in performance of, any of its obligations in relation to your Course or Accommodation that is caused by events outside our reasonable control (Force Majeure Event)

16.2 A Force Majeure Event includes any act, event, non-occurrence, omission or accident beyond our reasonable control and includes, in particular (without limitation), the following:

- (a) Strikes or labour disputes;
- (b) Civil commotion, riot, invasion, terrorist attack or threat of terrorist attack, war (whether declared or not) or threat or preparation for war;
- (c) Fire, explosion, storm, flood, earthquake, subsidence, epidemic or other natural disaster;
- (d) Impossibility of the use of railways, shipping, aircraft, motor transport or other means transport;
- (e) Impossibility of the use of public or private telecommunications networks.

16.3 Our obligations in relation to your Course or accommodation are suspended for the period that the Force Majeure Event continues, and we will extend the time to perform these obligations for the duration of that period. We will take reasonable steps to bring the Force Majeure Event to a close or to find a solution by which our obligations can be performed despite the Force Majeure Event

17. Queries and Complaints

17.1 You should bring any problems to our attention immediately in order for us to help you. Complaint Forms are available. We do not accept retrospective complaints or queries

18. Liability

18.1 We shall not be liable to you for any loss or damage which arises out of or in connection with or as a consequence of your use of our premises, including, but not being limited to, loss of profit, damage to or loss of property or items belonging to you and any personal injury to the passenger (but only so far as such injury is not caused by our negligence)

18.2 We are not responsible for the safekeeping and delivery of any post, fax etc. sent to you at our address or for the safekeeping of exam results or certificates

19. General

19.1. A person who is not a party to these terms and conditions shall not have any rights under or in connection with them under the Contracts (Rights of Third Parties) Act 1999

19.2. These terms and conditions shall be governed by English law and we and you agree to the non-exclusive jurisdiction of the English courts.

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