

Application for Enrolment (Adults)



Please complete the form below, save it and email it to study@lewis-school.co.uk.
Fields in grey need information to be input. You can press TAB to go quickly to the next field.

Personal Information			
Family Name	Yamada	Address	1-1-101 Ryugaku Gogaku-shi
First Name	Hanako		
Date of Birth	01 01 1995	City / Postcode	Tokyo, 111-1111
Gender	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Country	Japan
Nationality	Japan	Email	hanako@langpedia.com
First Language	Japanese	Level of English	<input type="checkbox"/> I don't know <input checked="" type="checkbox"/> Elementary (A1) <input type="checkbox"/> Pre-Intermediate (A2) <input type="checkbox"/> Intermediate (B1) <input type="checkbox"/> Higher Intermediate (B2) <input type="checkbox"/> Advanced (C1)
Passport Number*	LP1111111		
Occupation	Srudent		
Telephone	+81 3-1111-1111		
Mobile	+81 90-1111-1111		

*EU students can provide National ID card number if preferred

Course Chosen				
Your Course	<input type="checkbox"/> General English 2 <input checked="" type="checkbox"/> General English 3 <input type="checkbox"/> General English 4 <input type="checkbox"/> Academic Year Programme <input type="checkbox"/> Academic Year Plus <input type="checkbox"/> IELTS <input type="checkbox"/> IELTS - Short Course <input type="checkbox"/> English for the Workplace <input type="checkbox"/> University Preparation <input type="checkbox"/> Other Course (Enter name)	Extra Course (optional) <i>You can add extra General English or 1:1 Lessons to any course</i> <input type="checkbox"/> General English 1 / Afternoon Modules <input type="checkbox"/> 1:1 Lessons (4.5 hours per week) <input type="checkbox"/> 1:1 Lessons (7.5 hours per week) <input type="checkbox"/> 1:1 Lessons (number of hours:) <input type="checkbox"/> 1:1 Military English (number of hours:) <input type="checkbox"/> 1:1 Specialist / Technical / Business English (number of hours:) <input type="checkbox"/> 2:1 Military English (number of hours:)		
Number of Weeks	4			
Start Date	07 08 2017			
<i>If you would like to start another course after the one above, fill in the section below</i>				
Course Name				
Number of Weeks		Start Date		

Accommodation				
Type	<input checked="" type="checkbox"/> Homestay <input type="checkbox"/> Residential (summer only) <input type="checkbox"/> Hotel <input type="checkbox"/> No Accommodation			
For Homestay Accommodation*				
Homestay Type	<input checked="" type="checkbox"/> Regular Half-Board <input type="checkbox"/> Executive Half-Board	<input type="checkbox"/> Regular Full-Board <input type="checkbox"/> Executive Full-Board		
Shared Room?	<input type="checkbox"/> Click here if you want a shared room. Name of person sharing:			
Smoking?	<input type="checkbox"/> I want a smoking house <input checked="" type="checkbox"/> I want a non-smoking house <input type="checkbox"/> I don't mind			
Children?	<input type="checkbox"/> I want a house with children <input checked="" type="checkbox"/> I want a house with no children <input type="checkbox"/> I don't mind			
Pets?	<input type="checkbox"/> I want a house with pets <input checked="" type="checkbox"/> I want a house with no pets <input type="checkbox"/> I don't mind			
Dates	Arriving: 06 08 2017	Leaving: 02 09 2017		

*A premium of £20 per week applies to all homestay accommodation from 26/6/17 to 13/8/17.

Accommodation (continued)

For Residential Accommodation – please see condition 16

Room Type	<input type="checkbox"/> En-Suite Room <input type="checkbox"/> Studio (One Person) <input type="checkbox"/> Studio (Two People)
Catering?	<input type="checkbox"/> Self-Catering <input type="checkbox"/> Half Board
Arrival Date	dd mm yyyy
Leaving Date	dd mm yyyy

Visa – please see conditions 24-28

Do you need to apply for a visa before entering the UK? See www.ukvisas.gov.uk

Visa Required?	<input type="checkbox"/> No <input type="checkbox"/> Yes, General Student Visa (GSV) Tier 4 <input checked="" type="checkbox"/> Yes, Short-Term Student (6 months) <input type="checkbox"/> Yes, Short-Term Student (11 months) <small>UK Visas & Immigration Tier 4 Sponsor license no. V12H0AJV2.</small>
-----------------------	---

Insurance – see www.lewis-school.co.uk/insurance

We strongly recommend that you have comprehensive insurance cover. The school can arrange this for you.

Insurance?	<input checked="" type="checkbox"/> Yes, I would like to buy insurance cover <input type="checkbox"/> No, thanks
Number of Weeks	4
Start Date	06 08 2017

Airport Transfers

Would you like the school to arrange a taxi transfer to your accommodation?

Transfer on arrival	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	On departure	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Date	06 08 2017	Date	02 09 2017
Flight Arrival Time		Flight Time	
Flight Number		Flight Number	
Arrival Airport		Departure Airport	
Travelling from		Travelling to	

Health – please see condition 13

Do you suffer from any physical or mental health problems? Yes No

If yes, please give details

Are you currently taking any medications? Yes No

If yes, please give details

Do you suffer from any allergies? Yes - food Yes - hay fever/pollen Yes - pets No.

If yes, please give details

Does the student have any special dietary requirements, eg vegetarian, Muslim, vegan, coeliac*?

Yes (please indicate below) No
 Vegetarian Vegan Muslim Halal* Coeliac* Lactose-free* Other

*If you require a coeliac, lactose-free or Halal diet in a homestay, a charge of £25 per week will be applied

Please give details of the person we should contact in the event of an **emergency**.

Name Tarou Yamada	Telephone +81 90-2222-2222
Relationship to Student Father	

Communication

I would like to receive my enrolment letter by:

- Email (PDF file)
 Fax (enter fax number, including country code)
 Post
 Signed-for post (£10-£20 depending on destination)
 EXPD Courier (£35)
 DHL Courier (£85; please note, a surcharge may apply depending on destination)

How did you hear about the Lewis School?

- Google / search engine
 Lewis School website
 Other website
 Brochure
 Agent
- British Council
 Recommendation by friend / family
 I am an ex-student
 I walked past the school
 Other (please specify)

Further Information

Please use the space below for any further information

Payment Details – please see conditions 2 and 23

Please calculate the total fees (course + accommodation + insurance + airport transfer + enrolment fee (£60))

Full Name for Billing **Hanako Yamada**

Total Fees: **£ 1541**

Telephone **+81 3-1111-1111**

Address **1-1-101 Ryugaku Gogaku-shi,
Tokyo, Japan
111-1111**

Email **hanako@langpedia.com**

Payment Method PaytoStudy Bank transfer Credit Card (2% surcharge) Debit card

Please see www.lewis-school.co.uk/howtopay for payment instructions.

EU Funding

Have you applied for EU funding (Erasmus+) to attend this course? Yes No

If yes, please complete the rest of this section.

If your Erasmus+ funding application is NOT successful, will you attend the course?

- Yes. If my Erasmus+ funding application is not successful, I will finance the course myself.
 No. If my Erasmus+ funding application is not successful, I will not attend this course.

When do you expect the result of your Erasmus+ funding application? dd mm yyyy

Agreement to Terms & Conditions

I have read, understood and agree to the Conditions of Enrolment below. I agree to attend the above course.

Name **Hanako Yamada**

Date **01 07 2017**

Signature (not required if sending by email)

山田 将

Thank you for your application. Please save this form and email it to study@lewis-school.co.uk. As soon as we receive your form and enrolment fee, we will confirm your place and send you an enrolment letter and an invoice.

Lewis Schools Ltd (trading as Lewis School of English). Registered in England, No. 03312844.
Registered office: 33 Palmerston Road, Southampton SO14 1LL, UK.

Conditions of Enrolment



Please read the following conditions carefully before booking your course. Please also read our *Student Selection Policy**. We reserve the right to reject an application based on this policy.

1. Acceptance of Enrolment

Acceptance of enrolment, evidenced by confirmation of the Student's booking, will constitute a legally binding agreement, governed by English Law, for the period specified on the enrolment form. Students' statutory rights are not affected by the conditions below.

2. Payment

All fees in respect of services specified on the Application for Enrolment are due for payment in full 14 days 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 due date. A 2% surcharge will apply to all credit card transactions. Surcharges do not apply to debit card transactions. For payment by bank transfer, please contact the School to receive our bank details. The Student is responsible for all foreign and UK bank charges. Please note that bank transfers may take 5 to 6 working days to reach our account. Please allow for this. It is essential that the Student's name and invoice number is clearly stated on the bank transfer documentation. Please see www.lewis-school.co.uk/howtopay.

3. Cancellation by the Student

i. During the 14-Day 'Cooling Off' Period

If the Student has booked their programme via email or the internet (a 'distance contract'), they are entitled to a 14-day 'cooling off' period. During this 'cooling-off' period the Student may cancel their booking for any reason within 14 days and receive a refund of all fees minus any bank charges. If the Student cancels during the 'cooling off' period described above, the School will refund the fees within 14 days of the date that the Student informs the School that they wish to cancel. However, if the Student has requested the School provides services during the cooling off period, the School is entitled to charge a reasonable sum for the services. For an English course, this will be based on the proportion of the Course the Student has undertaken and the overall cost of the Course. The School can deduct this sum from any refund payable.

ii. Outside the 'Cooling Off' Period

The Student may cancel their programme for whatever reason, but if the cancellation is outside the 'cooling off' period as described in 3i, or if a 'cooling off' period does not apply, they will be liable for the following proportion of the total tuition fees:

- 15+ days before the start of the course – enrolment fee only
- 7-14 days before the start of the course – 50% plus enrolment fee
- less than 7 days before the start of the course – 75% plus enrolment fee
- no refunds are given once the course has started

In the case of cancellation less than 7 days before the start date, 1 week's accommodation will be charged (if applicable). In the case of a refund, bank charges will apply.

4. Cancellation by the School

If the level of enrolments does not reach the minimum number to operate a course viably the School reserves the right to cancel the programme. In this case the School may offer an alternative programme. The student has the right to reject the alternative and instead receive a refund. The School reserves the right to cancel a programme without any liability no later than 28 days prior to the course start date. Therefore, the School advises the Student not to book travel until at least 28 days before their booked programme's start date. At no point is the School liable for the Student's travel costs, except for taxi transfers booked through the school.

5. Postponement

The Student may postpone their start date by giving the School a minimum of 7 days' notice. During a 'cooling off' period (see 3i), the Student may postpone at any time.

6. Refunds

No refund of tuition fees will be given if the Student leaves the course early. The Student is not entitled to a refund for lessons missed due to absence or public holidays. Tuition fees may be transferred to another course (see condition 12) but not may not be transferred to any other service such as accommodation, airport transfers or exam registration fees. Insurance fees are non-refundable. Unused accommodation fees are refundable.

7. Personal Information

Students must show their passport or national ID card, which the School will keep a copy of. Students are also required to provide the School with full and accurate contact details and it is the Student's responsibility to inform the School of any changes to contact details.

8. Christmas / New Year Closure

The School will be closed for two weeks for the Christmas / New Year holiday as follows. All homestay accommodation during the 2-week Christmas / New Year closure must be full-board.

- For 2016/17, the school closes on 17 December 2016 and re-opens for classes on 3 January 2017
- For 2017/18, the school closes on 16 December 2017 and re-opens for classes on 2 January 2018

9. Public Holidays

The School will be also closed for public holidays on the following dates in 2017: 14 April, 17 April, 1 May, 29 May, 28 August. There are no reductions or discounts in tuition fees for courses that include public holidays.

10. Attendance & Punctuality to Lessons

Students are expected to attend all their lessons. It is the Student's responsibility to inform the School immediately of any illness or other reason for absence. If average attendance is below 80%, a course certificate will not be issued. Absence due to illness will be taken into account. The Student has a responsibility to arrive on time to their lessons. Late arrivals cause disruption to the teacher and other students, and late entry to classes is at the School's discretion. Special conditions apply for under 18s in this respect - see *Policy for Under 18s on Adult Courses**. Failure to comply with the School's *Attendance and Punctuality Policy** may result in expulsion without refund. Our policy for cancellation of 1:1 Lessons is stated in our *Attendance and Punctuality Policy**.

11. Class Changes

The School reserves the right to rotate teachers, change rooms and lesson times, and to combine classes if necessary.

12. Changing Course

The Student can change course. All remaining fees will be transferred to the new course. A balancing charge will be made if the new course costs more. Please note: this does not apply to 1:1 Lessons, which must be booked as an additional course.

13. Health Declaration

Students / parents must report on their application form any mental or physical illness, allergy, disability or condition that may interfere with their ability to successfully finish their programme, that may impact the health or wellbeing of continued participation represents a risk to their own health and safety and well-being or any other student or staff member, that may require monitoring, treatment or emergency intervention of any kind during the student's anticipated period of enrolment. Lewis School reserves the right to reject an applicant or terminate a student's enrolment in the programme if the student's continued participation represents a risk to their own health and safety and well-being or to the health and safety and well-being of other students or staff. No refund will be given in this event and all costs of repatriation will be the responsibility of the parents/ guardians.

14. Misconduct

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. See our *Discipline Policy** for more information.

15. Damage

The Student, whether or not adjudged guilty of serious misconduct, will be required to pay for any damage they have caused.

16. Residential Deposit

All Students in residential accommodation will be required on arrival to provide credit/debit card details to cover the cost of a £100 security deposit for lost keys or damage of any kind. Payment will be made and a refund, minus any deductions, will be made on your departure day. Damage must be paid for at the cost of repair/replacement. In the event of collective damage in a flat where no single individual claims responsibility, the damage bill will be shared equally among the occupants of the flat.

17. Accommodation

Accommodation fees are payable in advance. If the Student wishes to cancel their accommodation, they are required to give 1 week's notice and will receive a full refund for the outstanding period booked. The School does not charge an administration fee for this. The School keeps £8 per week from the published homestay prices as a contribution towards the administrative costs. The balance is paid to the family. Shared homestay accommodation is initially charged at the single room rate. The shared room discount of £10 per week is only applied on completion of a week sharing with another student.

18. Insurance

The School strongly recommends the Student to have comprehensive medical, travel and personal insurance to cover you in case of accident or emergency. The School can arrange this. Visit www.lewis-school.co.uk/insurance for more information.

19. Under 18s

For all students under 18, we require a signed *Under 18 Policy Agreement Form* to be sent before the start of the course. See our *Policy for Under 18s on Adult Courses**.

20. Liability

The School does not accept liability for accidents or illness, or loss, damage or theft of personal items. This does not negate your statutory rights.

21. Complaints

If there is a complaint regarding the standard of service provided, it must be submitted in writing to the School before the departure date. See our *Complaints Procedure**.

22. Use of Images in Promotional Material

It is automatically assumed that photographs or video taken during lessons or activities can be used in Lewis School brochures or other printed or online promotional materials, including social media, unless the Student objects at the time the image is taken. Any images given to the school or its staff may be used in Lewis School promotional materials without charge to the School and without obligation to credit the owner of the image.

23. Changes to Prices & Services Offered

All prices and information as indicated in Lewis School promotional materials, including the Lewis School website, are presented in good faith. However, the School reserves the right to alter programme prices and details without prior notice.

Additional Terms & Conditions for Students Requiring a Tier 4 Visa

24. Visa Documentation

Full payment of course fees is required before the School issues a visa letter or any other documentation to support the student's visa application.

25. Cancellation of Course

In the event of cancellation, no refunds are given except in the case where a visa application is unsuccessful. If the visa application is unsuccessful, the School will issue a full refund minus the enrolment fee, provided official documentation from the British Embassy or Consulate confirming the visa refusal has been received. All bank charges must be paid by the Student.

26. Course Holidays

The Student can take holiday from classes in a ratio of one week's holiday for every 8 weeks studied. Thus:

- up to 8 weeks of study: no holiday permitted
- 9-15 weeks: maximum 1 week's holiday
- 16-23 weeks: maximum 2 weeks' holiday
- 24-31 weeks: maximum 3 weeks' holiday
- 32-39 weeks: maximum 4 weeks' holiday

We must receive three days' notice in writing for holiday requests. Please note that the School is closed for two weeks for the Christmas/New Year holiday. This must form part of the Student's holiday allowance.

27. Attendance

Students who have been issued with a Tier 4 visa must comply with UK Visas & Immigration regulations. Please note that UK Visas & Immigration treats any unauthorized absence of 10 consecutive days as a breach of its regulations, which will result in the withdrawal of the Student's right to remain in the UK. The School is required to report this absence to the UK Visas & Immigration. Please see our *Attendance and Punctuality Policy**.

28. CAS Students

CAS students must pay tuition fees in full before a CAS can be issued.

* This policy can be viewed online at www.lewis-school.co.uk/policies