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|  | ***Erasmus+ Courses*** |
| ***Richard Language College Bournemouth***  ***Enrolment Form 2018*** |

**Please return by e-mail to: enquiry@richardlanguage.eu**

**RICHARD LANGUAGE COLLEGE**

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| **PERSONAL DETAILS (CAPITAL LETTERS PLEASE)**  Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sex: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Home Tel:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Please attach one  photo and have  one ready for your  student card  on arrival. |
| Name & Contact Details of your School/Institution:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **YOUR LANGUAGE LEVEL - Please indicate**  **Level now:** Written: A1 A2 B1 B2 C1 C2 Oral: A1 A2 B1 B2 C1 C2  **Level at Course commencement (if different):** Written: A1 A2 B1 B2 C1 C2 Oral: A1 A2 B1 B2 C1 C2  ***A1 Elementary - A2 Pre-intermediate - B1 Intermediate - B2 Upper Intermediate - C1 Pre-Advanced - C2 Advanced***  **Ages of the students you teach:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **FUNDING**  □ Erasmus+□ Power □ Other: \_\_\_\_\_\_\_  Have you received funding? □ **YES,** I have received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ □ **NO**, I will pay for the course myself.  *Please note:* that in case you **are not eligible or have been refused funding**, you may apply for a Richard Language College **Scholarship** of up to €450 towards course costs. Please send a letter of application to our Principal explaining why you want to do this course and your reasons for applying for financial support. Please note that we will inform you of the result of your scholarship application within two weeks of its receipt. | | |
| **HOW DID YOU HEAR ABOUT RICHARD LANGUAGE COLLEGE?**  **□ I have received information from the following counselling agency:** …………………………………………………………………………………..  **□ I have found information (by a colleague, on internet, …):** …………………………………………………….…………………….…….………………. | | |

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| **2018 ERASMUS+ COURSES - Please name your course, the number of weeks and your preferred start date**  *For Bi-Component courses (EP8,9,10) & Study Visit courses (EP11), please ask for the specific enrolment form* | |
| **COMBINED METHODOLOGY AND LANGUAGE COURSES,**  **METHODOLOGY COURSES, SCHOOL MANAGEMENT**  **NAME OF COURSE (as stated on the Course Description: EP3, EP4,…)**  **………………………………………………………………………………………**  **If EP3 - EFL Methodology in Practice course, please give the number and name of MODULE(S):**  **………………………………………………………………………………………**  **N. of Weeks: 1** □ / **2**  □ weeks **Start Date: Monday**  … / … / **2018**  **Please choose your preferred start date from our Erasmus+ RLC Dates & Fees 2018**  **NO OTHER START DATES ARE POSSIBLE**  **Would you be flexible regarding your start date / course / module?**  **NO □ / YES □ If you have answered YES, please provide details:**  **………………………………………………………………………………………………………** | **LANGUAGE COURSES**  **EP6 - INTENSIVE GENERAL ENGLISH:**  **Number of Weeks / Start Date**  **1 □ / 2 □ / 3 □ / 4 □** weeks  **5 □ / 6 □ / 7 □ / 8 □** weeks  from **Monday**  … / … / **2018**  **EP7 - INTENSIVE GENERAL ENGLISH &**  **ENGLISH FOR BUSINESS:**  **Number of Weeks / Start Date**  **1 □ / 2 □ / 3 □** weeks  from **Monday**  … / … / **2018** |
| **ACCOMMODATION - All bookings from Saturday to Saturday (Students may arrive on Sunday but need to vacate their room for the next student on Saturday)**  **From**: Sat ….. / ….. / 2018 **or** Sun ….. / ….. / 2018 **To**: Sat .…. / ….. / 2018 No. of weeks: ….  **- Host Family Accommodation: □ €180 per week\* available year-round (€ 210 per week in the summer)**  Single room, half-board Mon to Fri, full-board Sat and Sun; light laundry provided. The hosts treat the student as a full member of the household, eating together and sharing the common living areas. No other student of the same mother tongue in the home.  **Do you accept animals? Yes □ No □ Will you accept children in the family? Yes □ No □**  **Do you smoke? Yes □ No □ Are you a vegetarian? Yes □ No □**  (If this section is not completed we assume you have no preferences)  ***Special health, dietary, allergy or other requests:* …………………………………………………………………………………………...**  **PLEASE NOTE THAT AN ADDITIONAL 45€ PER WEEK MAY BE CHARGED IF YOU HAVE SPECIAL DIETARY REQUIREMENTS - PLEASE E-MAIL US WITH ANY DIETARY ENQUIRIES**  **- Self-Catering Accommodation: □ €240 per week\* Please note that this option is available in July and August ONLY** Room only option to suit the more independent student. No meals provided. The rooms have a desk for study and benefit from a communal kitchen. Bedding and linen provided. Self-catering first choices cannot be guaranteed as they are subject to availability.  *Please put a ranking:* ***1*** *for your preferred option,* ***2*** *for acceptable,* ***N*** *for not accepted:*  **Students’ residence**, single room en-suite, shared common area **……**  **Shared flat or house**, single room, shared common area and bathroom **……**  *\*Subject to change* | |
| **PRIVATE AIRPORT TRANSFER -** Do you require individual transfer from or to the airport?  **□** **YES**, please send me the Airport Transfer prices **□** **NO**, I will make my own arrangements | |
| **CANCELLATION**  Cancellation more than 4 weeks before course commencement will not incur a penalty  Cancellation less than 4 weeks before course commencement will incur an administration fee of Euros 100  Less than 10 days’ notice of cancellation, one week’s accommodation fee.  There is no refund for days lost by travel delays; you undertake to buy travel insurance to cover any loss | |
| **We, THE UNDERSIGNED,** accept all conditions of enrolment and stay as outlined on the RLC Dates and Fees and website as well as the details on the Erasmus+ Teacher Refresher Course information and the course price as stated on the Erasmus+ Dates & Fees for the respective year.  **PARTICIPANT** - Signature: ……………………………………… Date: ……………………………….  **AUTHORISATION by Head Teacher or other person signing on behalf of your school:**  Full Name: ……………………………………………………….. Signature: ………………………………………………………..  Position: ……………………………………………………….. Date / Stamp: ………………………………………………………… | |