|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Type in the grey boxes on screen, or print the form and complete it by hand.* | | | | | | | | | | | | Agent’s ref: | | | | | |
| **Name & Address** *in CAPITAL letters* | | | | | | | | | | | | | | | | | |
| Surname: | | | | | | | | | |  | | Nationality: | | | | | |
| Forename(s): | | | | | | | | | | Passport / National ID no: | | | | | |
| Male  Female | | | | Date of Birth: | | | | | | Passport expiry date: | | | | | |
|  | | | | *(dd/mm/yyyy)* | | | | | | *(dd/mm/yyyy)* | | | | | |
|  | | | | | | | | | | | | | | | | | |
| ***Please scan or photocopy your passport / ID card and send us a copy with your application form.*** | | | | | | | | | | | | | | | | | |
| ***You will be required to show your passport or your national identity card when you arrive at school.*** | | | | | | | | | | | | | | | | | |
| *Please make sure that you have the correct visa if necessary; check at* [*www.gov.uk/check-uk-visa*](http://www.gov.uk/check-uk-visa) | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Address: | | | | | | | | | |  | | E-Mail: | | | | | |
| Tel code:       number: | | | | | |
| City: | | | | | | | Postcode: | | | Mobile code: | | | | | |
| Country: | | | | | | | | | | Mobile number: | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Level of English: | | | | | | | | | |  | | Accommodation arrival  *(dd/mm/yyyy)*: | | | | | |
| *(on screen - select from drop down list)* | | | | | | | | | |  | | | | | |
| Occupation: | | | | | | | | | | Accommodation departure *(dd/mm/yyyy)*: | | | | | |
|  | | | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Other information if needed: | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Courses *(On screen: please type in the name of your chosen course.)*** | | | | | | | | | | | | | | | | | |
| 1**-** | Course Name 1: | |  | | | | | | | | | From: | | | | To: | |
|  |  | | *(dd/mm/yyyy)* | | | | *(dd/mm/yyyy)* | |
| 2- | Course Name 2: | |  | | | | | | | | | From: | | | | To: | |
|  |  | | *(dd/mm/yyyy)* | | | | *(dd/mm/yyyy)* | |
| 3- | Course Name 3: | |  | | | | | | | | | From: | | | | To: | |
|  |  | | *(dd/mm/yyyy)* | | | | *(dd/mm/yyyy)* | |
| Additional private (One-to-One) lessons:    per week | | | | | | | | | | | | From: | | | | To: | |
| *(number)* | | | | | | | | | | | | *(dd/mm/yyyy)* | | | | *(dd/mm/yyyy)* | |
|  | | | | | | | | | | | | | | | | | |
| **Accommodation:** Do you want ELC to arrange your accommodation? | | | | | | | | | | | | | | | | | |
| **No** | I will arrange my own accommodation  ***If you arrange your own accommodation you must tell us where you will be staying.*** | | | | | | | | | | | | | | | | |
|  | I will be staying at the following address: | | | | | | | | | | | | | | | | |
| **Yes** | Please arrange homestay accommodation: Single | | | | | | | | | | | |  | Do you smoke?  *(select from drop down list)* | | | |
| *Twin homestay accommodation is available on request only for two people travelling together* Twin | | | | | | | | | | | |  |
| *(write in notes section below if you would like Half Board or Breakfast Only accommodation)* Executive | | | | | | | | | | | |  |
|  | Please give details of any allergies, disabilities, special diets, medication etc: | | | | | | | | | | | | | | | | |
| Or… | Please book a room at the ELC Residence: \*Britannia Study Hotel | | | | | | | | | | | |  | **Please contact us to check availability before selecting the residence or student house.** | | | |
|  | *Over-18s only, non-smoking, single room, ensuite shower room, Wi-Fi, self-catering: shared kitchen* | | | | | | | | | | | | |
|  | ***Very Important:*** *see terms of booking here:* [*www.elc-schools.com/terms*](http://www.elc-schools.com/terms) | | | | | | | | | | | | |
| Or… | Please book a room in the ELC Shared \*Student House: | | | | | | | | | | | |  |
|  | *Over-18s only, non-smoking, Wi-Fi, self-catering* | | | | | | | | | | | | |
|  | ***Very Important:*** *see terms of booking here:* [*www.elc-schools.com/terms*](http://www.elc-schools.com/terms) | | | | | | | | | | | | |
|  |
| Or… | Please book a \*Hotel room | | | | | | | | | | | | | | | | |
|  | *All these hotels are bed & breakfast & ensuite, non-smoking* | | | | | | | | | | | | | **Single**  **Twin** | | | |
|  | *(on screen – select from drop down list)* | | | | | | | | | | | | | | | | |
| **Notes:** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| *\*Subject to availability* | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| SERVICES: <http://www.elc-schools.com/services/> | | | | | | | | | | | | | | | | | |
| ­­ | | | | | | | | | | | | | | | | | |
| Would you like an airport transfer? | | | | | | | | | | | | | | | | | |
| Yes (on arrival) | | | | | From: | | | | | | | No | | | | | |
| Yes (on departure) | | | | | To: | | | | | | | No | | | | | |
| *A transfer booking form will be sent with your booking confirmation* | | | | | | | | | | | |  | | | | | |
| Would you like to book our insurance? | | | | | Yes | | | | | | | No | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Payment: I wish to pay ELC… *Please tick the relevant box below* | | | | | | | | | | | | | | | | | |
| Tuition fees and registration fee only. *I will arrange my own accommodation.* | | | | | | | | |  | | | Tick if Erasmus+ | | |  | | |
| Tick if visa required | | |  | | |
| Tuition fees, registration fee and accommodation. | | | | | | | | |  | | | Tick if sponsored | | |  | | |
| Sponsored by: | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Please tick the box to say if you are paying now in full or if you are paying only your deposit. | | | | | | | | | | | | Paying in full, **£** | | | | |  |
| **We are unable to confirm your booking without either full fees or a deposit.** | | | | | | | | | | | | Paying deposit only, **£250** | | | | |  |
| Students who need to apply for a visa must pay full fees on booking. | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| How would you like to pay? | | | | | | | | | | | | | | | | | |
| *If you are only paying your deposit now you must send the balance of the fees at least 3 weeks before the start of the course.* | | | | | | | | | | | | | | | | | |
| I have transferred the above payment direct to ELC’s bank account\* | | | | | | | | Yes | | | | Date sent: | | | | | |
| *\*see bank details at bottom of page* | | | | | | | | | | | | *(dd/mm/yyyy)* | | | | | |
| **Paying Securely by Credit card or Debit Card** | | | | | | | | Yes | | | |  | | | | | |
| I would like to pay by credit card/debit card | | | | | | | | | | | |
| *You can pay your deposit online, see details at bottom of page.* | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| ***Email or fax us the completed form so we can confirm your booking. We will then email you with the balance / payment total and details*** | | | | | | | | | | | | | | | | | |
| ***of how to pay securely. You can also telephone or fax us with your card details. NB Please do not email credit card details.*** | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| ‘I have read and accept ELC’s terms and conditions of enrolment’. | | | | | | | | | | | |  | | | | | |
| [*www.elc-schools.com/terms*](http://www.elc-schools.com/terms)Yes | | | | | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | Date: | | | | | |
| Signature of student …………………………………………………………….. | | | | | | | | | | | | *(dd/mm/yyyy)* | | | | | |
| *(if completed by hand)* | | | | | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | |
| Please re-name this form and save it. | | | | | | | | | | | | | | | | | |
| *You can then email it to ELC. Or you can print it and post it / scan & email / fax it back to us.* | | | | | | | | | | | | | | | | | |
| **Direct transfer to the ELC bank:** | | | | | | | | | | | | **Post:** The English Language Centre | | | | | |
| All payments must be received in pounds sterling. | | | | | | | | | | | | 33 Palmeira Mansions | | | | | |
|  | | | | | | | | | | | | Brighton & Hove | | | | | |
| **Beneficiary:** | | The English Language Centre Ltd | | | | | | | | | | BN3 2GB | | | | | |
| **Bank:** | | Barclays Bank plc | | | | | | | | | | England | | | | | |
|  | | 90-92 High Street, Crawley | | | | | | | | | |  | | | | | |
|  | | West Sussex, RH10 1BP | | | | | | | | | | **Email:**  [bookings@elc-brighton.co.uk](mailto:info@elc-brighton.co.uk) | | | | | |
| **Bank Sort Code:** | | 20-12-75 | | | | | | | | | |  | | | | | |
| **Account Number:** | | 10362913 | | | | | | | | | | **Tel:** +44 (0) 1273 721771 | | | | | |
| **IBAN:** | | GB 75 BARC 2012 7510 3629 13 | | | | | | | | | |  | | | | | |
| **SWIFTBIC:** | | BARCGB 22 | | | | | | | | | | **Fax:** +44 (0) 1273 720898 | | | | | |
| *Please state your name on the bank transfer.* | | | | | | | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **ONLINE payment:** | | | | | | | | | | | | | | | | | |
| [www.elc-schools.com/balance](http://www.elc-schools.com/balance) | | | | | | | | | | | | | | | | | |
| *‘Booking Reference number’: If you have not been given a booking reference number please enter the* ***student’s name*** *in this field.* | | | | | | | | | | | | | | | | | |
| *After payment is complete please enter the ‘booking order ID’ number here:* | | | | | | | | | | | | | | | | | |
|  | | | | | |  | | | | |  | | | | | | |