|  |  |
| --- | --- |
| *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 |
| **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:* |
|  |  |  |