



1. Personal Details

<input type="checkbox"/> Mr / <input type="checkbox"/> Ms	First Name:	Surname:
Nationality:		Date of birth: (DD/MM/YY)
Passport number:		Expiry date:
Issue date:		Place of Issue:
Address:		
City:	Postcode:	Country:
Telephone number:		Email:
Name and address of a family number:		
How did you hear about LWA?		

2. Course details

I would like to study for ___ weeks, starting on (DD/MM/YY) ___ / ___ / ___

Please indicate your current level in English:

- Elementary Pre-intermediate Intermediate Upper-Intermediate Advanced

I would like to enrol on the following course:

General English	Intensive English	Academic English	IELTS Preparation
<input type="checkbox"/> GE15	<input type="checkbox"/> IE25	<input type="checkbox"/> AE20	<input type="checkbox"/> IP20
<input type="checkbox"/> GE20	<input type="checkbox"/> IE30	<input type="checkbox"/> AE25	<input type="checkbox"/> IP25

Private lessons: £50 per hour.

3. Accommodation

Would you like us to find accommodation for you?

Please note there is an accommodation fee of £45

Yes, Please find me accommodation.

No, I do not need accommodation.

I understand that if I change the accommodation found for me, I must give one week's notice or one week's rent instead of notice. I have enclosed a finding fee of £45.

Preferred accommodation dates:

Start date: (DD/MM/YY) ___ / ___ / ___

End Date: (DD/MM/YY) ___ / ___ / ___

Type	Description	
Standard Homestay	Single Room SC	
	Single Room BB	
	Single room HB	
	Shared Room SC	
	Shared room BB	
	Shared room HB	

Type	Description	
Superior Homestay	Single Room SC	
	Single Room BB	
	Single room HB	
	Shared Room SC	
	Shared room BB	
	Shared room HB	
	Single room HB	
	Shared Room SC	
	Shared room BB	
	Shared room HB	

- SC – Self-Catering, BB – Bed and Continental Breakfast, HB – Half Board
- Shared available to 2 students booking together

Please answer the following questions which will help us to find you the most suitable homestay accommodation:

Do you smoke?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Would you live with a host family that smokes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you have any allergies?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Are you taking any medication?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Do you have special dietary requirements?*	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____
Would you like a family with children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you want a family with a pet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

(* If you answered yes please explain further)

4. Airport Transfer

Do you want a transfer from/to the airport: Yes No

5. Fees

Bank transfer:

Please send the fees in full at the time of application

Course fee:	£
Registration Fee:	£ 150
Accommodation fee:	£
Accommodation Finding Fee: £45	£
Airport Transfer:	£
Total:	£

Account Name:

London Waterloo Academy Ltd

Bank:

Lloyds TSB, Pall Mall St. James Branch:
Waterloo

Sort Code: 30-64-97

Account number: 20218260

IBAN No: GB82LOYD30649720218260

BIC: LOYDGB21676

▪ If you transfer money through the bank you must give the student's name as a reference.

▪ Please send a copy of the bank transfer receipt along with this form.

CONDITIONS OF ENROLMENT

1. All course fees must be received before the course starts. Sometimes it can take several days for the money to arrive if you send it through the banks. It is your responsibility to make sure that it arrives in time.
2. The Academy reserves the right to refuse admission to any student or to dismiss any student in the event of misconduct or unsatisfactory attendance or work, without refund of fees.
3. Travel, examination fees, coursebooks and the costs of social activities are not included in the fees.
4. No liability is accepted by the academy for loss of property or damage to property. We strongly recommend students to take out insurance to cover their possessions, as well as medical insurance for themselves.
5. We reserve the right to cancel or alter a course or to change course timings. If we do so, we will offer an alternative course or a refund.
6. Students should arrive Saturday or Sunday at their accommodation. For students wishing to arrive on Monday, Tuesday, Wednesday, one full week's accommodation charge will apply. For students arriving from Thursday onwards a nightly rate will apply.
7. We will confirm courses on the basis of receiving a deposit of £500.

AMENDMENT CHARGES

1. An administration fee of £35 will apply for students wishing to change their course.
2. Students wishing to book additional accommodation will be charged a £45 accommodation finding fee.
3. Once the course has started students can upgrade the number of lessons per week but cannot downgrade it.

CANCELLATION CHARGES

1. If a course is cancelled, there is a £150 administration charge. If accommodation has also been arranged, there is an additional accommodation finding fee of £45 plus two week's accommodation charge.
2. If a course is cancelled less than 24 hours before the course starts or after the student has started there is no refund in any circumstances.
3. If homestay accommodation is cancelled after a student has arrived at the accommodation, two weeks' notice can be given (or two weeks' accommodation charge paid), at any point after the first 2 weeks. This will be subject to a minimum stay of 4 weeks. If a student requests to change accommodation, an additional accommodation finding fee will be charged.
4. Students wishing to extend their accommodation must give 2 weeks' notice. We can not guarantee the availability of the same homestay. A £45 accommodation finding fee will be

charged in the event that the same homestay is not available and a new homestay must be found.

5. If a student cancels a course because they are unable to get a visa and they can provide written evidence of this from the relevant Embassy or Consulate, we will make an administration charge of £150, but we will refund all course fee or remaining deposits' money. If Homestay accommodation has been booked, on receipt of proof of the Visa Refusal and where more than two week's notice has been given to the school, the student will be charged one week's accommodation charge. If less than two week's notice is given to the school, then the student will be charged two week's accommodation.
6. If after a Homestay reservation has been made, a student fails to show at the host family on the confirmed arrival date (without prior notification to the school or the host family), then there will no refund made to the student.

FORCE MAJEURE

1. In the event of 'force majeure' such as fire, flooding, infectious diseases and other events outside the company's reasonable control which may cause the closure of the academy, no refund of fees will be made to students, except at the academy's discretion in exceptional circumstances.

Signature: _____

Date: (DD/MM/YY) _____

Please send your completed form to:

London Waterloo Academy
99 Waterloo Road
London, SE1 8UL
Tel: 020 7902 1904
Fax: 020 7921 0014
Email: info@waterlooacademy.co.uk