

Kings English Courses Enrolment Form

Please complete this form in **BLOCK CAPITALS**

Local agent/representative

Student details

Family name:

First names:

Date of birth: d d / m m / y y

Male

Female

Country of birth:

Current citizenship:

Own language:

Home address:

Telephone:

Mobile phone:

Fax:

Student's email:

Emergency phone:

Passport number:

Passport expiry date: m m / y y

How did you hear about Kings?

Current level of English

Beginner

Elementary

Pre-intermediate

Lower-Intermediate

Intermediate

Upper-intermediate

Pre-Advanced

Advanced

Course details

Course name:

Course code (see prices page):

Course start date: d d / m m / y y

Course end date: d d / m m / y y

Number of weeks:

One-to-one lessons

Number per week (if known):

Location:

Bournemouth

London

Oxford

Accommodation details

Homestay Half-board (single) / (shared) / Homestay Self-catering / Homestay Extra (London, Bournemouth) Student house (London)

Year round residence – Milton House (Bournemouth)

Summer residence – Lyme Regis House (Bournemouth) / Crescent Hall (Oxford)

Accommodation dates:

Arrival: d d / m m / y y

Departure: d d / m m / y y

Smoking

Non-smoking

Please provide details of any special requirements regarding **health, diet** or **religion**:

Airport transfer details

Please tick the required transfer service:

Arrival only

Departure only

Arrival and departure

Not required

Arrival:

Date: d d / m m / y y

Flight number:

Departure airport:

Arrival airport:

Departure:

Date: d d / m m / y y

Flight number:

Departure airport:

Arrival airport:

Agent use only

Promotional code or scholarship details:

Payment of fees

Amount to pay

A: Course fees (tuition only)	£	F: Certificate of Acceptance to Study (if required)	£
B: Accommodation fees	£	G: Insurance (if required)	£
C: Additional lessons (if required)	£	H: Laundry (if required)	£
D: Registration fee	£60	I: Credit card surcharge	
E: Airport transfers (if required)	£	(2 or 3.5% if relevant)	£
		Total to pay	£

Payment

Amount to be paid at time of registration. Tick A, B or C. **(Full fees must be paid if registering less than four weeks in advance.)**

A. £180 (£120 deposit, £60 registration fee) B. £190 (£120 deposit, £60 registration fee, £10 CAS fee) C. Full fees

Payment by credit card:

I hereby authorise the Kings Colleges to charge to my credit card.

Type of card: Visa Mastercard American Express

Credit Card Number:

Expiry date: / Credit card security code (final 3 digits of number on back of card. 4 digits on front of Amex cards):

Name of cardholder:

Address of cardholder:

Signature of cardholder:

Important: if you pay by credit card at the time of registration, the balance of fees will be automatically debited from your credit card 4 weeks before the start of the course unless you notify us of payment by a different method. Please note that a 2% surcharge applies to credit card bookings (3.5% for AMEX).

Other payment method: Bank transfer UK cheque Cash Travellers cheques

Payment by cheque:

Kings accepts sterling cheques and euro cheques. If sending a euro cheque, please ensure that sufficient euros are sent to cover the sterling value and the bank conversion rates. Please fax a copy and post the original cheque to the College you have selected. Please ensure that the student's name is shown clearly on the fax and on the back of the cheque. Please make your cheque payable to the College you have selected (see "account name" in the table below).

Payment by Bank Transfer:

Please send the payment to the bank of the College you have selected (see table below for bank details). Bank transfers take 2 - 4 weeks to arrive in the UK. Please remember that we must receive payment 4 weeks before the start of the course. Please ensure that the **student's full name** is shown clearly on the bank transfer. **Please fax a copy of the bank transfer to Kings with the registration form and give the student a copy of the transfer to take to College with them.**

College Bank Details	Kings Bournemouth	Kings London	Kings Oxford
Account name	Kings Bournemouth	Kings London	Kings Oxford
Bank name	Allied Irish Bank	Allied Irish Bank	Allied Irish Bank
Account number	00437009	00439054	00438080
Sort code	23-85-89	23-85-89	23-85-89
IBAN	GB43 AIBK 2385 8900 4370 09	GB21 AIBK 2385 8900 4390 54	GB32 AIBK 2385 8900 4380 80
Bank Swift Code	AIBKGB2L (applies to all colleges). Please note when using the swift code you must also give bank address, account name, number, sort code, etc.		

I hereby enrol for a course at my designated Kings College for the period shown above, and accept the Terms and Conditions set out in this document.

Signature of student:

Date: / /

Signature of student's parent/guardian (for students under 18):

Date: / /

Please mail or fax this completed form to your chosen college location. Details are printed on the front of this document.