

## Enrolment Form 2007

**Not for Teachers of English Courses** - Please request a special enrolment form.

Put a ✓ in the appropriate boxes

### 1 Personal Information

Surname .....  Male  Female  
 First name(s) ..... Date of Birth.....  
 Address ..... Telephone Number.....  
 ..... Fax number.....  
 ..... E-Mail address.....  
 Nationality..... First language..... Profession.....  
 Who should we contact in an emergency? Telephone/Mobile.....  
 Name..... E-mail:.....

✓ if you require a quotation for insurance and we will send you further information.

**Where/How did you hear of St Giles Colleges?**  From friends  From advertisements  Agent  Internet  Other

Please give further information on any of these.....

### 2 When do you want to study?

Starting date..... Finishing date..... Number of weeks.....

### 3 Where do you want to study?

Brighton  Eastbourne  London Central  London Highgate  
 San Francisco  Vancouver

### 4 What is your present level of English?

Zero Beginner  Elementary  Pre-Intermediate  Intermediate  Upper-Intermediate  Advanced  
 Have you taken an IELTS test?  Yes  No Date..... Score.....

### 5 Which course(s) do you want to take?

#### General English *All Colleges*

Full-day intensive: 28 lessons per week *All Colleges*  Half-day intensive (afternoons): 20 lessons per week (*except USA*)  
 Half-day intensive (mornings): 20 lessons per week *All Colleges*  Afternoon Economy course: 15 lessons per week *UK only*  
 22 lessons per week (mornings + 2 lessons p.m.) *San Francisco only*  22 lessons per week (afternoons) *San Francisco only*  
 English Plus (5 private lessons per week in combination with any English course) *All Colleges* Number of weeks.....  
 General English 1-1 *All Colleges*  20 lessons per week  15 lessons per week  
 1-14 lessons per week Number of lessons..... Number of weeks.....

#### International Semester Courses (ISC)

28 lessons per week (full day) *All Colleges*  24 weeks  36 weeks  other (25-35 or 37+ weeks).....  
 20 lessons per week (mornings) *UK, Vancouver*  22 lessons per week: (mornings + 2 lessons p.m.) *San Francisco only*  
 Multi-Centre (give *two* or *three* locations)  20 lessons per week (afternoons) *UK, Vancouver*  
 Location 1..... Location 2..... Location 3.....  
 Would you like to take a holiday during your ISC?  No  Yes Date/s.....

#### Platinum English Courses *Brighton, London Central, San Francisco, Vancouver*

Platinum Group Courses  Platinum One-to-one Courses  
 35 lessons per week  30 lessons per week  25 lessons per week  20 lessons per week  15 lessons per week (pm)  
 Platinum One-to-one 1-14 lessons per week Number of lessons.....  
 Platinum Plus (5 private lessons per week in combination with group courses above) Number of weeks.....  
 Telephone lessons Number of lessons.....  
 Weekend 1-1 lessons Number of lessons.....  Saturday  Sunday  morning  afternoon

Do you want to take an examination during your stay?  Yes  No If **Yes**, which examination(s)?

Cambridge PET  Cambridge FCE  Cambridge CAE  Cambridge CPE  Cambridge BEC  IELTS  TOEFL

Other (please specify).....

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### Examination Preparation Courses

- Cambridge Preparation *All Colleges*  20 lessons per week (a.m.)  28 lessons per week  22 lessons per week (*USA only*)
- General English + IELTS Preparation 28 lessons per week (full day) *London Central, San Francisco, Vancouver*
- IELTS Preparation 20 lessons per week (a.m.) *UK Colleges*
- General English + TOEFL Preparation 28 lessons per week (full day) *London Central, San Francisco, Vancouver*
- General English + TOEFL Preparation 22 lessons per week (mornings + 2 lessons p.m.) *San Francisco only*
- TOEFL Preparation 20 lessons per week (a.m.) *Brighton, San Francisco*

Starting date.....

Number of weeks.....

### English for Special Purposes (28 lessons per week)

- General English + English for Business *All Colleges except Vancouver*  CBEI Business English Course *Vancouver only*
- English plus Art and Design *London Highgate, San Francisco*
- General English + English for Tourism *Brighton, Eastbourne, London Highgate, San Francisco, Vancouver*

Starting date.....

Number of weeks.....

### Vacation Courses

- London Experience Programme *London Highgate only*  20 lessons per week  15 lessons per week
- California Experience Programme *San Francisco only*   if you want to reserve the California Delights Tour during week three
- Canadian Experience Programme *Vancouver only*
- Thirty-Plus - Courses for the over-thirties *Eastbourne only*
- Christmas Course 2007-2008 *All Colleges*

### Internship Programmes

- English plus Internship *UK Colleges, San Francisco*
- Business English Practicum *Vancouver*

We will send you a supplementary set of terms and conditions if you tick one of these boxes

**UK:** choose a course for a minimum of 4 weeks then mark 1, 2 and 3 for your first, second and third choice of internship below

**San Francisco:** choose 22 or 28 lessons per week for a minimum of 4 weeks and only Administration or Childcare

**Vancouver:** choose CBEI Business English Course above for a minimum of 4 weeks

- |   |                                  |                                     |   |                                    |  |
|---|----------------------------------|-------------------------------------|---|------------------------------------|--|
| <input type="checkbox"/> Hotel & Catering | <input type="checkbox"/> Finance | <input type="checkbox"/> Technology | <input type="checkbox"/> Graphic Design | <input type="checkbox"/> Law       | <input type="checkbox"/> Marketing                     |
| <input type="checkbox"/> Tourism          | <input type="checkbox"/> Media   | <input type="checkbox"/> Fashion    | <input type="checkbox"/> Administration | <input type="checkbox"/> Education | <input type="checkbox"/> Childcare ( <i>USA only</i> ) |

Special preference not listed above .....

I would like a placement of.....weeks in duration, starting.....(after your English course)

### University & Career Preparation Courses (UCPC) *Brighton, London Highgate*

- University & Career Foundation Course

#### Key elective academic subjects

- Business Studies  Computer Studies  English Language Teaching

- Academic Preparation Course (APC)

Starting date.....

Number of weeks.....

#### Additional information for University & Career Preparation Courses

What are your school leaving qualifications? *Please attach a copy with an exact transcript in English.*

Are you qualified to enter university in your own country?  Yes  No

Have you applied to enter university in your own country?  Yes  No

Have you been accepted by a university in your own country?  Yes  No

What subject do you want to study at university?.....

### 6 Accommodation

Do you want us to arrange your accommodation?  Yes  No

#### All accommodation is arranged subject to availability

Your accommodation is reserved from the evening of the Sunday before your course begins until 10:00 a.m. on the Sunday at the end of the course, unless agreed otherwise. Please advise us if you require alternative dates.

Dates accommodation required Arrival..... Departure.....

#### What type of accommodation do you want?

- Homestay  Standard *All colleges*  Superior *Brighton, London Central, San Francisco*  Platinum *Brighton, San Francisco*
- Residence Hall *Brighton, London Central, London Highgate, San Francisco* Which Residence Hall would you prefer?.....
- Hotel *All Colleges* Which Hotel would you prefer?.....
- Guest House *Brighton, Eastbourne* Which Guest House would you prefer?.....

If the Residence Hall, Hotel or Guest House you select is not available, the College will book the nearest equivalent.

Which do you prefer?  Single room  Shared room (Shared accommodation is best suited to two friends travelling together. Excluding the St Giles Residence, London Central, where we can find a room-mate if required)

If you are travelling with a friend, please give their name.....

Which do you prefer?  Half board  Breakfast only  Self-catering

Evening meals at St Giles London Central (for students requesting breakfast only or self-catering options)

Do you want an en-suite bathroom where available (non-homestay accommodation only)?  Yes  No

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#### Accommodation *continued*

Do you like children?  Yes  No  No preference

Do you smoke?  Yes  No

Do you have a strong dislike/allergy to:

Cats?  Yes  No

Dogs?  Yes  No

Please note that many British, American and Canadian households have pets, so you should be prepared to be flexible where possible.

What are your hobbies? .....

Do you have any special dietary requirements (e.g. vegetarian)?.....

Do you have any allergies or medical conditions that the school or your host family should know about?  
.....

#### 7 Transfers

Do you want us to arrange an airport transfer?  Yes  No  On arrival  On departure

Please give details if known

Arrival Flight Number.....Arrival time.....Arrival airport.....

Departure Flight Number.....Departure time.....Departure airport.....

#### 8 Reservation & Payment

Please return your completed enrolment form to the College where you wish to begin your course, together with:

**For courses in the UK** (Brighton, Eastbourne, London Central, London Highgate) **Payments must be made in £-sterling**

Registration Fee (£45) +  Course Deposit (£100) +  Accommodation Deposit (£75) **Total £** or

Registration Fee (£45) +  Total tuition fees £ +  Total accommodation fees £ **Total £**

plus (if applicable)  Internship Fee Deposit (£125)

Fast-track registration service fee (£30) to receive your confirmation documents by express mail

**For courses in the USA** (San Francisco) **Payments must be made in USA \$**

Registration Fee (\$80) +  Course Deposit (\$125) +  Accommodation Placement Fee (\$55) **Total \$** or

Registration Fee (\$80) +  Total tuition fees \$ +  Accommodation Placement Fee (\$55) +

Total accommodation fees \$ **Total \$**

plus (if applicable)  Internship Fee Deposit (\$200)

**For courses in Canada** (Vancouver) **Payments must be made in CAD \$**

Registration Fee (\$100) +  Course Deposit (\$150) +  Accommodation Placement Fee (\$200) **Total \$** or

Registration Fee (\$100) +  Total tuition fees \$ +  Accommodation Placement Fee (\$200) +

Total accommodation fees \$ **Total \$**

plus (if applicable)  Internship Fee Deposit (\$375)

I enclose a cheque/draft

My Bank has sent an international bank transfer on ..... (date) Please attach a photocopy of the bank transfer form

Please debit my Visa/ Mastercard Account

Card Number

Card expiry date     Issue Number (debit cards only)   CSV Number (last 3 digits on reverse of card)

Name (as on card) ..... Signature (as on card) .....

Address of cardholder .....

For students travelling to **St Giles San Francisco**: Do you require an I-20 for visa purposes?  Yes  No

If you select **Yes**, please be sure that you read and understand the visa requirements as stated on the enclosed document and that you enclose all the required documentation.

**Declaration:** I have read and understood the Conditions of Enrolment and I accept them.

Signature ..... Date .....

Please return this form to the College where you want to study:

**St Giles Brighton,**  
1 Marlborough Place,  
Brighton, Sussex,  
BN1 1UB  
Tel +44 (0) 1273 682747  
Fax +44 (0) 1273 689808  
stgiles@pavilion.co.uk

**St Giles Eastbourne,**  
13 Silverdale Road,  
Eastbourne, Sussex,  
BN20 7AJ  
Tel +44 (0) 1323 729167  
Fax +44 (0) 1323 721332  
english@stgiles-eastbourne.co.uk

**St Giles London Central,**  
154 Southampton Row,  
London  
WC1B 5JX  
Tel +44 (0) 20 7837 0404  
Fax +44 (0) 20 7837 4099  
londoncentral@stgiles.co.uk

**St Giles London Highgate,**  
51 Shepherds Hill,  
Highgate, London,  
N6 5QP  
Tel +44 (0) 20 8340 0828  
Fax +44 (0) 20 8348 9389  
londonhighgate@stgiles.co.uk

**St Giles San Francisco,**  
785 Market Street,  
Suite 300, San Francisco,  
CA 94103  
Tel +1 415 788 3552  
Fax +1 415 788 1923  
english@stgiles-usa.com

**St Giles Vancouver,**  
1130 West Pender Street,  
Suite 400, Vancouver BC,  
V6E 4A4  
Tel +1 604 685 0291  
Fax +1 604 685 0294  
english@stgiles-canada.com

## Reservation and Payment

**Reservation:** Complete the enrolment form and return it to the College of your choice, with the following payments:

**Registration Fee** (non-refundable) **£45** (UK), **\$80** (USA), **C\$100** (Canada) **Course Deposit** of **£100** (UK) or **\$125** (USA), **C\$ 150** (Canada)  
**Accommodation Deposit** of **£75** (UK only) **Accommodation Placement Fee** of **\$55** (USA), **C\$200** (Canada)

The Course Deposit (all locations) and Accommodation Deposits (UK) are part of the course fees and are deducted from the total fees payable.

**Payment:** When we receive your Registration Fee and Course Deposit, we send a Certificate of Registration with an invoice for the balance of fees payable. The total amount due must be received by this office or by our bank at least **21 days before your course begins** in order to guarantee your place. No documentation will be issued until we receive these Deposits. You can send payments to the College by cheque, bank draft or credit/debit card, or your bank can send fees to our bank accounts in London, San Francisco or Vancouver. Please allow up to 28 days for funds to be transferred via a bank. Cheques must be made payable to **St Giles College**, and must be drawn in £ Sterling for the UK, US\$ for the USA or CAD\$ for Vancouver. UK, USA or Canadian bank charges (if any) must be paid by you on arrival.

Bank accounts for St Giles Colleges UK are held at:

**National Westminster Bank**, Bloomsbury Parr's Branch, 214 High Holborn, London WC1V 7BX, UK (Sort code 60-30-06)

**Account numbers:**

Brighton **90126068** IBAN: GB21 NWBK 6030 0690 1260 68 Eastbourne **90126041** IBAN: GB71 NWBK 6030 0690 1260 41  
London Central **90126092** IBAN: GB52 NWBK 6030 0690 1260 92 London Highgate **90127714** IBAN: GB05 NWBK 6030 0690 1277 14

The bank account number for St Giles San Francisco is held at: **Bank of America**, One Powell Street, San Francisco, CA 94102, USA

**Account Number: 121000358 - 0066105249** Routing/Transit (ABA) Number: 0260-0959-3 SWIFT Address: BOFAUS3N

The bank address and account number for St Giles Vancouver is held at: **National Bank of Canada**, 555 Burrard Street, Vancouver BC V7X 1M7, Canada

**Account number: 05-94021** Routing/Transit (ABA) Number: 14021-006 SWIFT Address: BNDCCAMMINT

## Terms and Conditions of Enrolment

**NB. All courses and accommodation are offered subject to availability**

**Postponement of courses:** The office must receive written notification at least 21 days before your course begins if you wish to transfer the Deposits to a later course date.

**Cancellation or changes before arrival:** You must inform the office in writing and return your Certificate of Registration. In cases of cancellation due to visa refusal, you must return the original invitation letter, together with documentary evidence that a visa has not been issued. Cancellation fees are charged as follows, and any balance is refunded:

**Cancellation received**

More than 21 days before the course begins

**Cancellation fees**

**Registration Fee:** (£45 UK, \$80 USA, C\$100 Canada) plus  
**Course Deposit:** (£100 UK, \$125 USA, C\$150 Canada)

Less than 21 days before the course begins  
(including students who fail to arrive without notice)

**Tuition fees for 2 weeks** plus **Accommodation Deposit** (£75 UK) or  
**Accommodation Placement Fee** (\$55 USA, C\$200 Canada)  
Students booked at Highgate residences must also pay 2 weeks' accommodation fees

**Changes:** Except for course upgrades, requests for changes less than 7 days before the course begins are subject to an Amendment Fee of £25 (UK), \$40 (USA), C\$50 Canada

**Cancellation on or after arrival:** Students from outside the European Union will receive refunds only after their return to their home country. For students under the age of 18, the office will check with agents, parents or guardians before arranging any refunds, as our policy is to refund only to the person from whom the funds originated. For all students booking through agents, the office will check with agents before arranging any refunds, as refunds can be made only after receipt of funds paid via an agent.

**Courses of 1 - 8 weeks:** Courses cannot be cancelled or shortened, or lessons reduced in number, and no tuition fees are refundable. There is no amendment fee for students requesting an upgrade to a longer course or an increase in the number of lessons.

**Courses of 8+ weeks:** For cancellations or changes (e.g. to a cheaper programme) to be effected from the 9th week onwards, students must give 4 weeks' written notice from the next recommended starting date. Tuition fees will be calculated to the end of the week when cancellation takes effect, and 50% of any balance will be refunded. There is no amendment fee for students requesting an upgrade to a longer course or an increase in the number of lessons.

**Courses of 24+ weeks:** Students must give 12 weeks' notice from the next course starting date in order to cancel or change their course. If less than 24 weeks are completed before the date of departure, the tuition fees due will be recalculated at the full price for General English Courses. Fees will be calculated to the end of the week when cancellation takes effect, and 50% of any balance will be refunded. There is no amendment fee for students requesting an upgrade to a longer course or an increase in the number of lessons.

**Holiday Breaks for students taking courses of 24+ weeks: (NB. Arrangements must be made at the time of enrolment):** Long-stay students can arrange a holiday break of 1 week per 12 weeks of study (maximum 2 weeks at any one time) with a corresponding extension of their course ending date. All holidays must be taken at least 4 weeks before the course ending date. Students requiring a visa for study in the UK must ensure that their visa is issued for the correct dates to include any holiday breaks. Students requesting changes in holiday arrangements after arrival must give 4 weeks' notice of changes and must pay an amendment fee of £25 (UK), \$40 (USA) C\$50 Canada.

**Accommodation:** Students in Residence Halls must give 14 days' notice from a Sunday of changes or cancellation, or pay up to 14 days in lieu. Students in all other accommodation must give 7 days' notice from a Sunday of changes or cancellation, or pay up to 7 days in lieu. For students in homestay accommodation at concessionary rates, standard rates will apply to stays of less than 24 weeks at the time of departure. Any balance of accommodation charges can be used for new accommodation, or can be refunded if the student is leaving the College. Students requesting changed accommodation arrangements must pay an amendment fee of £25 (UK), \$40 (USA) or C\$50 (Canada).

All accommodation charges must be paid direct to the College and all prices are *per person per week* unless stated otherwise. Accommodation is reserved from the evening on the Sunday before the course begins, until 10.00 a.m. on the Sunday at the end of the course, unless agreed otherwise. Please note that at Phoenix Hall in Brighton and Furnival House in Highgate dates are Saturday to Saturday. Shared accommodation is best suited to two friends travelling together. However, the St Giles Residence, London Central, will find room-mates if required. Students requesting a shared room are invoiced at the rate for a single room, and receive a refund at the end of the course for each week spent in a shared room.

Students must be prepared to pay a retaining fee of 50% of the weekly charge if they leave their possessions in their room in homestay accommodation during absence whilst on holiday.

Accommodation in Guest Houses or Hotels is best suited to students over the age of 18. Students under 18 must send the College evidence of parental consent if they request such accommodation. NB. In Canada the minimum age for renting a hotel room is 19.

**Tuition Fees Insurance:** Deposits and fees are not transferable from person to person. Students are advised to insure themselves against loss of fees through non-arrival, absence for any reason or unexpected termination of their course. St Giles International can offer a competitive insurance package, which can be booked at the same time as the student's course.

**The Colleges reserve the right to terminate without notice the course of any student who seriously or persistently misconducts himself/herself during his/her stay in the UK/USA/Canada. Cancellation charges apply as above.**