



Date received:

REGISTRATION FORM

All questions contained in this form are confidential and will become part of your student record

PERSONAL DETAILS

Surname:	
Name:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Date of birth: __ __ / __ __ / __ __	Passport/ID number:
Telephone number:	Nationality:
e-mail:	First/home language:
Home address:	Edinburgh address:
Emergency contact person:	Relationship:
	Telephone number:
	e-mail:

EDUCATION

Highest level of academic qualification:
List any English language qualifications eg Cambridge, IELTS, CEFR level etc:
Estimated level of English: <input type="checkbox"/> Pre-Intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> Upper Intermediate <input type="checkbox"/> Advanced

COURSE DETAILS

Date of course applied: from __ __ / __ __ / __ __ to __ __ / __ __ / __ __
I would like to apply for the course(s):
Day Courses: Full-time <input type="checkbox"/> Intensive <input type="checkbox"/> Communication in English <input type="checkbox"/> FCE <input type="checkbox"/> IELTS <input type="checkbox"/>
Summer Courses: Full-time <input type="checkbox"/> Intensive <input type="checkbox"/>
Evening Courses: Pre-intermediate <input type="checkbox"/> Intermediate <input type="checkbox"/> FCE <input type="checkbox"/> CAE <input type="checkbox"/>
Reason for taking the course:

ACCOMMODATION DETAILS (leave blank, if you do not want accommodation)

Accommodation start date:	Accommodation finish date:
Preferred accommodation:	
Student residence (self-catering only)	<input type="checkbox"/>
Host family self-catering	<input type="checkbox"/>
Host family B&B and evening meal	<input type="checkbox"/>
Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No Would you prefer non-smoking accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	

TRANSFER (leave blank, if you do not want a transfer)

Would you like a private transfer to your accommodation?
<input type="checkbox"/> Yes on arrival <input type="checkbox"/> Yes on departure <input type="checkbox"/> Yes on arrival and departure <input type="checkbox"/> No

PAYMENT

Calculate the fees for your course

Course fee	_____
Additional courses	_____
Accommodation fee	_____
4 weeks accommodation	_____
Transfer fee	_____
Books	_____
Total Cost	_____

ADDITIONAL INFORMATION

Do you have any medical conditions which could affect your study:

If so, please give details:

Do you have any special educational needs eg dyslexia:

TERMS & CONDITIONS

Registering for a course

You should register for the course and accommodation at the same time.

- Fill in the registration form
- Fill in the accommodation details, or leave blank
- Send the completed documents by e-mail, fax or post.
- Pay the £100 deposit by completing your credit card details OR by bank transfer, sending a copy of the bank receipt.
- Pay the full course fee and accommodation fee by 4 weeks before the start of the course. If you pay by bank transfer, send a copy of the bank receipt to us.

*When your registration form and deposit are received, we will send you an e-mail confirmation of your place on the course, and confirm the accommodation when it has been arranged. We will also confirm that we have received your deposit and the full fees when they arrive in our bank account. The student is responsible for paying any bank charges or commission, so that the school receives the full fee.

Late registration

If you register less than 4 weeks before the start of a course, you must pay the fees in full immediately.

Payment

As stated above, you can pay by credit or debit card; alternatively, you can pay by bank transfer.

Caledonian Language School Ltd bank account is:

NatWest Bank

8 George Street, Edinburgh EH2 3DZ.
NAME OF ACCOUNT: **Caledonian Language School Ltd**
SORT CODE: **60 30 20**
ACCOUNT NUMBER: **28462386**
IBAN NUMBER: **GB23NWBK60302028462386**
SWIFT CODE/BIC NUMBER: **NWBKGB2L**

Cancellation

If for any reason, you have to cancel the course, the following conditions apply:

- Cancellation **in writing** more than 4 weeks before start of course: refund of any money paid, minus £50 administration fee.
- Cancellation **in writing** less than 4 weeks before start of course: deposit not returned
- Cancellation in writing after start of course: no deposit or fees returned.

Insurance

It is the responsibility of individual students to arrange insurance cover. We advise you to do this at the same time as registering. Your insurance should cover any possible loss, damage, injury or illness, including:

- personal belongings
- medical costs
- travel costs
- fees (eg if course missed, due to illness or other emergency).

Necessary alterations

We will make every effort to ensure that courses, accommodation and activities are delivered as planned. However, it may be necessary to make alterations for reasons outside our control. In such a case, other equivalent options will be offered. If, for example, a lesson has to be cancelled, it will be re-arranged at an alternative time.

The school reserves the right to transfer to a more appropriate course anyone who has registered for a course which is not suitable for them eg at the wrong level. All courses will run only if there are sufficient numbers of students to make the course viable.

This will be decided by the management of the Caledonian Language School. If you have paid for a course which does not run, you will receive a full refund of any tuition fees paid for that course.

Visa requirements

You should check at www.visas.gov.uk, if you think you may need a visa to come to study in the UK. There is advice on how to apply for a visa on the British Council website www.educationuk.org

Minimum age

You must be at least 18 to register for a course at Caledonian Language School. It may be possible to take a course, if you are aged 16 or 17 and have a guardian living in Edinburgh, but you must tell us that you are under 18.

Level of course

Caledonian Language School offers courses at a variety of levels, but we do not generally offer beginners' courses. The minimum level required is Pre-Intermediate.

Photographs

The School reserves the right to use photographs taken during courses to illustrate its promotional material. If a student wishes that his or her photo should not appear in this material, they should inform the School in writing by one week after the photoshoot. These photos have no commercial or contractual value.

I have read and accept the Terms and Conditions.

Signature:

Date:

Please return this form to:

Caledonian Language School
info@caledonianlanguageschool.com
7 Torphichen Street
Edinburgh EH3 8HX
United Kingdom
Tel 00 44 (0)131 229 2988



Accredited by the
BRITISH COUNCIL
for the teaching
of English

ENGLISHUK
member



CALEDONIAN
LANGUAGE SCHOOL
Learn to communicate with confidence

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PAYMENT METHOD

- Cheque (UK £ Sterling only) Credit card Debit card Bank transfer

CHEQUE

- Drawn on a British Bank made payable to the school

CREDIT/DEBIT CARD

- I hereby authorise Caledonian Language School to charge the deposit of £100 to my card.
 I hereby authorise Caledonian Language School to charge the balance of £ _____ to my card 30 days before the course starts.
 I hereby authorise Caledonian Language School to charge the full amount of £ _____ to my card now.

Students paying by credit card will be charged an additional fee of 3%.

Type of card (*Visa, Mastercard, etc*): _____

Name of cardholder (*as it appears on the card*):

Credit card number: _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _

Security code (*3 digit number on back of card*): _ _ _

Expiry date: mm/yy _ _ / _ _ Start date: mm/yy _ _ / _ _

Signature: _____

BANK TRANSFER DETAILS

Bank: Nat West Bank
Address: 8 George Street, Edinburgh EH2 3DZ
Name of account: Caledonian Language School Ltd
Sort Code: 60 30 20
Account Number: 28462386
IBAN Number: GB23NWBK60302028462386
SWIFT Code/BIC Number: NWBKGB2L