REGISTRATION FORM 2023

**This form should only be used for courses starting in 2023.**

Please complete this form in full using CAPITALS or by computer. Fax or post your completed form to the address below. You can also apply online through our website at [www.londonschool.com](http://www.londonschool.com).

The London School of English, 15 Holland Park Gardens, London W14 8DZ, United Kingdom

**Telephone**: +44 (0)20 7605 4123 **Email:** **clients@londonschool.com**

*Complete the form by typing in the grey areas of each section.*

**TYPE OF BOOKING**

|  |  |
| --- | --- |
| Agent/Company name: |       |
| Agent/company contact: |       |

[ ]  Private [ ]  Company [ ]  Agent

**COURSE PARTICIPANT’S PERSONAL AND WORK DETAILS**

|  |  |
| --- | --- |
| Title: |       |
| First Name(s): |       |
| Family Name: |       |
| Date of Birth: |       |
| Nationality: |       |
| Passport Nationality: |       |
| First language: |       |
| Level of English: |       |
| Private e-mail: |       |
| Private Tel: |       |
| Private Mobile: |       |
| Home address: |            |
| How did you hear about us?  |       |

|  |  |
| --- | --- |
| Job/position: |       |
| Company |       |
| Department |       |
| Work Address: |            |
| Work Tel: |       |
| Work email: |       |
| **Other Details** |  |
| London Address:(if any): |            |
| London Tel: |       |
| Emergency contact:Number: |            |

Please contact me at: [ ]  home [ ]  work [ ]  agent [ ]  company

**VISA TYPE**

You MUST have a valid student visa to study in the UK. Please tell us which visa you wish to apply for. You can find more details about UK visas on [http://www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk/)

 [ ]  Standard Visitor Visa (up to 6 months study) [ ]  Short Term Student Visa (11 months) (STSV11)

[ ]  Please tick here if you wish us to send the visa support letter for the above visa by courier (£50)
[ ]  Other type of visa:

[ ]  I already have a visa. Please give details:

Passport number:       Date of expiry:

**COURSE SELECTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Course | Start date | Finish date | Number of weeks |
| 1 |        Combination course [ ]   |        |       |        |
| 2 |        Combination course [ ]   |        |        |        |
| 3 |        Combination course [ ]   |        |        |        |

If you have booked an exam preparation course, tick here if we should **NOT** book the exam for you [ ]
If you would like to take the [LINGUASKILL](https://www.londonschool.com/linguaskill/) exam, please tick here [ ]

Please give details of any special course-related requirements (E.g any evening/weekend tuition)
Click here to enter text.

**ADDITIONAL SERVICES**

 Please tick all the additional services you require.

[ ]  Airport transfer: please fill in the details below
[ ]  Eurostar transfer: please fill in the details below
[ ]  Insurance, £11.12 per week (please visit <http://www.londonschool.com/services-and-facilities/insurance/>for more details)

[ ]  Restaurant Pass, daily 3-course freshly-catered lunches; £50 per week
[ ]  Accommodation: please fill in the detail below

**ACCOMMODATION**

**1. Please indicate your preferred and second choice of accommodation by placing 1 or 2 in the spaces below.**

To find out more about our accommodation options please visit <http://www.londonschool.com/accommodation/>

**Homestay option**

 **Silver homestay (shared bathroom) Gold homestay (private bathroom)**

[ ]  Bed & breakfast only: £195 [ ]  Bed & breakfast only: £275

[ ]  Bed & breakfast, 3 evening meals: £240 [ ]  Bed & breakfast, 3 evening meals: £320

[ ]  Bed & breakfast, evening meals every day: £285

**Please answer the following questions**

Your accommodation will be booked from the day **before (Sunday)** your course starts to the day **after (Saturday)** it finishes.

**Yes No Not important**

Host family with children [ ]  [ ]  [ ]

Contact with your host family [ ]  [ ]  [ ]

Do you smoke? (our homestays do not allow smoking inside) [ ]  [ ]  [ ]

Dietary requirements [ ]  [ ]  [ ]

Allergies (e.g. to pets, food) [ ]  [ ]  [ ]

Many of our host families have a cat or dog. If you strongly object to pets, please tick here [ ]

Please give details of any allergies, strong dislikes (E.g to animals) or special requests.

Click here to enter text.

**Residence**

[ ]  **Vincent House (catered)** [ ]  **Prince Consort Village (self-catering)**

**Residence name:**

**Check-in date:** **Check out date:**

**TRANSFERS**

 **Airport transfers** [ ]  Arrival pick up (meeting in arrival hall) [ ]  Departure (drop off only)

 Heathrow £125 Heathrow £110

 London City £130 London City £125

 Gatwick/Luton £180 Gatwick/Luton £175

 Stansted £200 Stansted £195

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Time | Airport | Terminal | Flight number | From |
| Arrival                                      |
| Departure                                     |
|  |

**Eurostar transfers** [ ]  Arrival pick up £115 [ ]  Departure (drop off only) £100

|  |  |  |
| --- | --- | --- |
| Date | Time | Train number |
| Arrival                   |
| Departure                   |

**PAYMENT**

**1. Calculation**

Course fee(s)

Registration fee £90

Exam fee

Accommodation fee

Accommodation placement fee £60

Airport Transfer

Insurance (£11.12 p/w)

Restaurant Pass (£50.00 p/w)

**TOTAL COST**

**2. Payment type**

Please say which type of payment you want to make at this point.

If your course starts in less than 20 days, you must pay in full on receipt of the invoice. If your course starts in more than 20 days, you may pay a deposit.

[ ]  I want to pay the full fees now.

[ ]  I would like to pay the deposit of £250, £90 registration fee and any extra services\* now

(\*extra services are: £60 fee if the school is arranging accommodation; £200 deposit if you require homestay; £50 if you require visa document courier service; insurance – full amount). The full fees must be paid at least 10 working days before the course starts.

**Invoice**

Who is paying for this course? [ ]  I am paying [ ]  My company/government is paying

[ ]  Invoice to me

[ ]  Invoice to: Name:

 Address:

[ ]  Invoice to company: Company name:

 Address:

[ ]  Optional information VAT number:

Purchase number:

Contact number:

**Payment by Flywire**

[ ]  I would like to pay by Flywire, online payment platform - <https://www.flywire.com/pay/londonschoolenglish/>

**Payment by Bank Transfer**

[ ]  I would like to pay by Bank Transfer and I will provide a copy of the bank advice. I will pay all bank charges at my end.

**CONFIRMATION**

Yes, I have read and accepted the school’s terms and conditions of registration. I understand that I should have suitable insurance. Click here for the terms and conditions: <http://www.londonschool.com/terms/>

Please reserve me a place on the course(s) indicated.

**Signature:****Date:**

Please do **NOT** make any travel arrangements before you receive confirmation from us that a place on your chosen course is available. Thank you for your booking. Please save this document for your records, before sending it to us.