

# THE SALISBURY SCHOOL OF ENGLISH

## ADULT BOOKING FORM

PLEASE FILL IN THIS FORM USING CAPITAL LETTERS AND SEND IT TOGETHER WITH THE £60 BOOKING FEE TO:  
THE SALISBURY SCHOOL OF ENGLISH, 36 FOWLERS ROAD, SALISBURY, SP1 2QU, UK

### PERSONAL INFORMATION

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Town: \_\_\_\_\_ Postcode: \_\_\_\_\_ Country: \_\_\_\_\_  
Nationality: \_\_\_\_\_ Date of Birth:       Mr  Mrs  Ms   
E-mail: \_\_\_\_\_ Languages spoken: \_\_\_\_\_  
Tel (Home): \_\_\_\_\_ Business: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Profession: \_\_\_\_\_ Hobbies: \_\_\_\_\_  
I have been recommended to this school by: \_\_\_\_\_

### ADULT COURSE DETAILS - ALL YEAR ROUND COURSES, AGE 17+

Which course would you like to attend? (Please tick relevant box)

GENERAL INTENSIVE ENGLISH (28 lessons/week)     ESSENTIAL ENGLISH (20 lessons/week)  
 ONE-TO-ONE COURSE (private lessons)      LESSONS PER DAY  
 PRIMARY TEACHERS' COURSE     SECONDARY TEACHERS' COURSE     ACADEMIC ENGLISH PROGRAMME  
COURSE START DATE          FINISH DATE          COURSE LENGTH   weeks

### ACCOMMODATION

ARRIVAL DATE          DEPARTURE DATE        
Private Home: Single Room     Shared Room   
Guesthouse     Hotel   
Special Requirements (medical conditions/special diet/allergies) \_\_\_\_\_  
Do you like animals? YES     NO     Do you smoke? YES     NO     Do you intend to bring a car? YES     NO

### AIRPORT TRANSFERS If required we will need FULL details at least 2 weeks before start of course

**Courier Service\*\*** Arrival: YES     NO     Departure: YES     NO     \*\*Available at weekends mid June to end of August  
**Taxi Transfer** Arrival: YES     NO     Departure: YES     NO   
ARRIVAL DATE          Time: \_\_\_\_\_    Airport: \_\_\_\_\_    Flight Number: \_\_\_\_\_  
DEPARTURE DATE          Time: \_\_\_\_\_    Airport: \_\_\_\_\_    Flight Number: \_\_\_\_\_

### INSURANCE

Do you require Medical Insurance? YES     NO  (Must be paid for before start of course)

### INVOICING

Do you wish to be invoiced in UK Pounds, Euros or US Dollars?    UK Pounds     Euros     US Dollars   
How do you wish to pay?    Credit Card     Bank Transfer     International Cheque

PLEASE TURN OVER

# STUDENT NEEDS ANALYSIS

1. What is your level of English? Please tick:

- BEGINNER - I know no English at all
- ELEMENTARY - I can say a few words in English and I understand a little
- LOWER INTERMEDIATE - I can use English in everyday situations but I make a lot of mistakes. It is very difficult to have a conversation
- INTERMEDIATE - I can communicate well in most situations but I make a lot of mistakes. I can understand quite a lot
- UPPER INTERMEDIATE - I can use English confidently in most situations but I still make a few mistakes
- ADVANCED - I can speak and understand English very well in most situations

2. Did you study English at School? YES  NO  If YES, for how many years?

Have you studied English since school? YES  NO  If YES, where did you study and for how long? \_\_\_\_\_

3. Do you think you need practice in English for any of the following?

- To speak and understand the language on holiday
- To speak and understand the language on business abroad
- To help you to live, work or study in Britain
- To speak and understand the language at work in your own country
- To entertain English speaking business associates or friends
- To read technical information
- To write notes and reports
- To read English literature, newspapers etc
- To understand radio and television programmes in English
- To help you pass an examination. If so, please give details of the examination(s) \_\_\_\_\_

If you need English for your work, please give some details of the type of work you do: \_\_\_\_\_

4. Please write a paragraph about yourself (hobbies, family background, work etc.): \_\_\_\_\_

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**DECLARATION** To be signed by a parent or legal guardian if under 18 years

I confirm that all the information given above is correct and that I have read and agree to the rules and conditions on the following page.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# TERMS AND CONDITIONS APPLYING TO STUDENTS ENROLLING FOR COURSES AT THE SALISBURY SCHOOL OF ENGLISH

## COMMON TERMS

'**Confirmation Letter**' means the letter **we** will send **you** when **your** booking has been accepted. The letter will include **your** Course Start Date, the details of **your** chosen course and, where possible, and applicable, the accommodation address.

'**Course Start Date**' means the date specified on the letter of confirmation of **your** booking.

'**Enrolment Fee**' means a non-returnable, non-refundable fee of £60 for administrative costs incurred in processing **your** application. This may be subject to change and **you** should check the amount before **you** make **your** booking.

'**Fees**' means all sums invoiced by the School and to be paid by **you** in consideration of the provision of an English language course together with all incidental costs, including, but not limited to, the Enrolment Fee, the course fees, accommodation costs, payment for transfer from and to the airport.

'**Late Bookings**' means any booking made by **you** within 14 days of **your** Course Start Date.

'**you**' or '**your**' means the student completing the booking form and enrolling on a course at the School, or, where the student is under the age of 18, it means his or her parents or legal guardian who has authority to make bookings on his or her behalf.

'**we**', '**us**', '**our**' or the '**School**' means The Salisbury School of English Limited [in all cases, including where the student is enrolled to study at Weymouth].

## HOW TO ENROL FOR A COURSE

If **you** wish to attend a course at the School, **you** must complete the booking form (which can either be supplied in paper format or can be accessed from **our** website, [www.english-school.co.uk](http://www.english-school.co.uk)) and send it to the School. At certain times of the year, there is considerable demand for course places and accommodation. **We** advise **you** to enrol as early as possible, especially for courses in **July and August**. The booking form must be signed by the person accepting responsibility for the Fees, and must be accompanied by the Enrolment Fee to secure **your** booking, or an indication of how the Enrolment Fee has been sent, if it has been sent through a bank.

On receipt of a booking form and Enrolment Fee, **we** will process **your** booking as quickly as possible. If **we** accept **your** booking, **we** will send **you** a Confirmation Letter and our invoice for the Fees and, if applicable, accommodation. **Your** booking is not confirmed until **we** have sent **you** written confirmation, at which point it becomes valid and binding on both parties. It is entirely at **our** discretion whether or not to accept a booking. By sending **us** a booking form, **you** agree to pay the Fees if **your** booking is accepted and confirmed.

## FEES

All **Fees** must be paid in full, at least 14 days before the Course Start Date. **We** reserve the right to cancel **your** booking if **you** fail to pay the **Fees** 14 days before the Course Start Date.

In the case of Late Bookings, Fees must be paid in full on receipt of the invoice. If full Fees are not received by the Course Start Date, **we** reserve the right to cancel **your** booking. At **our** absolute discretion and by prior arrangement only, **we** may allow **you** to make payment of the Fees on the first day of **your** course.

## [NON EU NATIONALS]

If **you** are travelling from a country outside the European Union (EU), it may be necessary for **you** to contact the British Embassy or Consulate in **your** home country, in order to arrange for a visa for entry into the United Kingdom. The Embassy and, in some cases, the Immigration Officials at the port of entry in Britain, will often require to see the confirmation of enrolment sent by **us**. They may also ask for proof that Fees have been paid in advance, and possibly evidence that **you** have sufficient funds for a stay in Britain.]

## METHODS OF PAYMENT

Payment must be made by credit card or bank transfer in UK Sterling, US Dollars or Euros through an overseas bank. Where **you** prefer to make payment in US Dollars or Euros, **you** must request this at the time of booking. The decision to accept payment in US Dollars or Euros is entirely at the School's discretion. If the School accepts **your** request, **your** invoice will be produced in the relevant currency based on the exchange rate published by Lloyds TSB at the time the booking is accepted by the School. All bank charges must be paid in advance by **you**.

Payment to:	Account Name:	<b>The Salisbury School of English</b>		
	Bank:	<b>Lloyds TSB Bank</b>		
	Sort Code:	<b>(£) 30-97-41</b>	<b>(€) 30-96-34</b>	<b>(\$) 30-96-34</b>
	Account Number:	<b>(£) 01665289</b>	<b>(€) 86146361</b>	<b>(\$) 11131206</b>

With all such payments **you** must quote **your** name and invoice number.

Cheques drawn on a British bank account should be made payable to **The Salisbury School of English**.

A charge of 2.5% will be made for payment by credit card.

## CANCELLATION

If **you** need to cancel **your** booking and terminate this agreement, **you** must notify the School immediately. In the case of cancellation at any time during the last 30 days before the Course Start Date, to cover costs already incurred on **your** behalf, **you** will be charged **30% of the course fee and one week's accommodation**.

The Enrolment Fee is non-refundable in any event.

On receipt of a Confirmation Letter, **you** are under a duty to pay the Fees in full. However, if **you** do not arrive at the School on the Course Start Date and **you** have not made payment of the Fees, **you** must pay **100% of the course fee and one week's accommodation** (where accommodation has been arranged by **us**).

**IF YOU ARE TOO ILL TO ATTEND A COURSE:** If **you** are unable to attend the School on the Course Start Date due to medical grounds, **you** must inform **us** immediately. **You** must produce a medical certificate from **your** doctor. **We** may, entirely at **our** discretion, amend **your** Course Start Date in agreement with **you**, or make a refund of a proportion of the Fees. **We** reserve the right to retain 25% of the course fees and one week's accommodation (where relevant).

Once **you** have started **your** course, **you** will not be entitled to any refund unless it is on medical grounds supported by a medical certificate from an English doctor.

**CURTAILMENTS:** There will be no refund once a course has started unless justified on medical grounds supported by a British doctors certificate. Accommodation payment will be refunded less one week.

# TERMS AND CONDITIONS CONTINUED

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## ACCOMMODATION

Where **you** have requested us to arrange accommodation on **your** behalf, it will be reserved from the Sunday before the Course Start Date until the Saturday of the last week of the course, unless otherwise agreed. For the purposes of invoicing, only full weeks are used. If **you** wish to leave **your** accommodation arranged by **us** for whatever reason, **you** must give one full week's notice or pay one week's accommodation charge. The School acts as an intermediary between **you** and the host family, (or hotel/Guesthouse/Bed & Breakfast). **We reserve the right to change accommodation bookings when circumstances dictate and at our discretion. We regret that we can only arrange accommodation for students attending a course at the School.**

**We** accept no liability for accommodation arranged with a hotel, guesthouse, bed & breakfast or home rental and are merely acting as facilitators between **you** and the accommodation provider. **You** are responsible for paying all sums invoiced by a hotel, guesthouse, bed & breakfast or home rental including any sums invoiced.

All students under the age of 18 must use accommodation that is supervised by the School unless they are staying with their parent or a legal guardian.

## GENERAL CONDITIONS

**DAMAGE:** **You** are responsible for paying to make good any damage howsoever caused by **you** to School property, to any property used by the School or to property at **your** accommodation (as arranged by **us**). **We** will issue an invoice for the appropriate amount, which is payable by **you** immediately.

**HOLIDAYS:** If **you** are studying for three months or more, **you** may take up to two weeks' holiday during **your** course. Two weeks' notice must be given. Where accommodation is arranged by the School, **you** must pay a retainer for **your** accommodation during the holiday period.

**INSURANCE:** **You** are not insured by the School or by **your** host family (if relevant), against illness, theft or loss of or damage to personal property. **We** accept no responsibility in the event of such occurrences, and therefore, strongly recommend that **you** take out personal insurance cover before travelling to Britain. Medical insurance can be arranged through the School. The cost is £20 per month.

**COMPLAINTS:** If **you** are dissatisfied with **your** course, **you** should inform the Director of Studies immediately. If there is no improvement within one week, **you** should inform the Principal who will try to work with **you** to improve the situation.

If **you** are dissatisfied with **your** accommodation, **you** should inform the Accommodation and Welfare Officer. Please note that during busy periods it may not be possible to move **you** to different accommodation within two weeks.

**STUDENTS UNDER THE AGE OF 18:** **You** agree that the School is responsible for **you** as a student under the age of 18. For this reason **you** must obey rules laid down by the **School**, its teachers and other staff. If **you** consistently break School rules **you** may, at **our** entire discretion, be sent home at **your** parent or legal guardian's cost.

Where **you** wish to stay away from **your** host family overnight, **you** must provide written permission from **your** parent or legal guardian. **You** must inform the School at least 14 days before **you** wish to go and permission will be granted only at the School's discretion. There will be no refund of accommodation fees while **you** are away.

**CERTIFICATES:** **You** will normally be awarded a certificate for attending a course at the School. However, if **you** are consistently late, or miss lessons, no certificate will be awarded.

**PERSONAL DATA:** On **your** booking form and in correspondence, **you** supply personal data about **yourself** necessary for our legitimate booking processes. **You** agree that **we** may hold **your** personal data for the purposes of processing **your** application and arranging accommodation for **you** and for any acts incidental to the provision of **your** course. **You** further agree that **we** may divulge **your** personal details to staff at the School, **your** prospective host family or other accommodation where appropriate for the purposes of making a booking.

**We** respect **your** privacy and will not divulge **your** personal details to any other third party without **your** express consent. However, **we** will disclose information to the extent required by law, court order, as requested by other government or law enforcement authority, or to enforce legal rights.

**You** agree to **us** holding **your** details on our database for a period after **your** course. If **you** would prefer **us** to remove **your** name from **our** records, or if **you** wish to amend the details **we** hold, please contact **us** at the address below.

**We** will maintain appropriate safeguards to ensure the security, integrity and privacy of the information **you** have provided. **We** may use **your** information to generate anonymous statistics regarding bookings at the School, which **we** may share with third parties. This is not linked to any personal information that can identify **you**.

**You** are entitled to see a copy of **your** personal data held by **us** and may do so by notifying us in writing accompanied by a cheque made payable to 'The Salisbury School of English Limited' drawn on a UK bank for £15. **We** will respond within 40 days to any such request.

**NOTICES:** Where **you** provide an e-mail, fax, or postal address on the booking form, **we** may use any of these methods to contact **you**. **You** may use post, e-mail, or fax to contact **us** as shown on the next page. Where **you** use post to send cheques or enrolment forms, please telephone the School to check that we have received **your** letter.

**GOVERNING LAW:** This agreement shall be governed by and construed according to English law with the exclusive jurisdiction of the English courts.

## THE SALISBURY SCHOOL OF ENGLISH

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