

LLC English course / Accommodation Registration Form

Personal details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other		
Family name		First name	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Date of birth	(day/month/year)
Nationality		Occupation	
Contact address		Postcode	
		Telephone number	
		Mobile phone number	
		E-mail address	
		Fax number	

London Language Centre (LLC)

English course

Current English language level	<input type="checkbox"/> Beginner <input type="checkbox"/> Elementary <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced			
What exams have you taken (results)?				
Have you attended a language school?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes when? Where?			
Course Details	<input type="checkbox"/> IELTS	from	to	No. of weeks
	<input type="checkbox"/> EJLT	from	to	No. of weeks
	<input type="checkbox"/> CEC/FCE	from	to	No. of weeks
	<input type="checkbox"/> CEC/CAE	from	to	No. of weeks
	<input type="checkbox"/> other	from	to	No. of weeks
Applicant's Next-of-Kin	Name			
	Relationship to you			
	Address & postcode			
	Telephone number			
	E-mail address			
	What language do they speak?			
UK visa status	a) Do you have a visa to study in the UK?	<input type="checkbox"/> Yes → please go to b) <input type="checkbox"/> No → please go to c)		
	b) If yes, what kind of visa do you have?	Type of visa		
		Expiry date (if any)	(day/month/year)	
c) Which visa do you require?	<input type="checkbox"/> Short-term study visa <input type="checkbox"/> Tier 4 (General) student visa			
How did you hear about LLC	details			

Terms and Conditions:

Minimum age is 18 on IELTS and Cambridge English courses, 20 on EJLT course. Minimum registration is 2 weeks for EJLT, IELTS and CEC. Discounts apply only to courses booked and paid for in advance. Course fees include registration on courses over 2 weeks, certificates, photocopies given in class and language exchange. They do not include accommodation, course books, public examination fees, outings or transport to school. Fees are non-refundable unless the course is cancelled by IIEL. Courses may occasionally be cancelled at the schools discretion.

Accommodation

Course enrolled		
Length of stay	Start date	
	End date	
	No. of weeks	
Do you have any medical conditions or allergies?		
Do you have any special dietary requirements, e.g. vegetarian?		
Do you smoke?		
Arrival flight details	Date & time	(day/month/year) <input type="checkbox"/> am <input type="checkbox"/> pm (time)
	Flight number	
	Airport	

Terms and Conditions:

- The arrangement will start after receiving the following: application form, payment of arrangement fee, starting and finishing dates and flight details. IIEL will notify you of the details of the homestay provider by e-mail or by post as soon as arrangements have been made.
- Arrangement fee and accommodation fee are non-refundable. If any cancellation/change occurs IIEL will ask that you settle the financial difference.
- We regret that it is not possible for you to request a specific nationality of the homestay provider or the family combination of the homestay provider.
- IIEL will arrange accommodation in the south-east area of London (within reasonable travelling distance of IIEL's location) . We regret it is not possible to request the area of accommodation.
- The accommodation fee is calculated on a weekly basis, e.g. Sunday to the following Sunday counts as one week. If the arrangement is for less than one week, IIEL will ask you to pay one week's fee as a minimum charge.
- Information relating to extending/ ending your stay
 - If you would like to extend your stay, please contact IIEL's office in the U.K. two weeks before your stay ends.
 - If you would like to terminate your stay, please contact IIEL's office in the U.K. two weeks before your stay ends. In case IIEL cannot extend your stay due to inconvenience of the homestay provider, IIEL will arrange a new homestay provider for you. No arrangement fee will be charged.
- If you would like to send/ship your baggage to the UK, please arrange for it to be delivered after you have arrived at your homestay provider. This is to prevent the inconvenience of not receiving the baggage in the case of any accommodation changes or missed deliveries.
- Please consult IIEL if you have difficulties/ unavoidable circumstances in continuing your stay and would like to change accommodation. If this is the case, depending on the situation IIEL may ask you to pay an arrangement fee for finding a new homestay provider.
- Please do not pay your accommodation fee directly to your homestay provider as payment is made through IIEL.
- You will be sharing the house with the homestay provider and their family, and possibly other students, so please follow the household rules.
- Please arrange your own flight. There is no designated arrival day, but, please come to the UK to be in time for first day of your course.

UK Data Protection Act 1998:

The information which you give on your application form will be used for the following purposes only:

To enable the Institute of International Education in London (IIEL) to create a computer record of your application.

To enable your application to be processed.

To enable the institution to compile statistics, or to assist other organisations or individual researchers to do so, provided that no statistical information that would identify you as an individual will be published.

To enable the IIEL to provide you with information about its facilities/services.

I agree to Institute of International Education in London processing personal data contained on this form or other data which Institute of International Education in London may obtain from me or other people or organisations whilst I am applying for admission. I agree to the processing of such data for any purpose connected with my studies, or my health and safety, whilst on premises of Institute of International Education in London or any other legitimate purpose.

I sign to confirm that I have read the terms and conditions and agree to abide by them.

Signature of applicant	
Date	