

Booking Form 2009



Eastbourne
School of English

Eastbourne School of English, 8 Trinity Trees, Eastbourne, East Sussex BN21 3LD

Tel: +44 1323 721759 Fax: +44 1323 639271 Email: english@esoe.co.uk

You can also apply on-line at www.esoe.co.uk

PLEASE SEND DEPOSIT OF £200 TO BOOK YOUR COURSE

Family Name: Mr/Ms		please send 1 passport photo		
First Name(s)				
Home Address				
Telephone				
Mobile				
Email				
Fax				
Emergency contact name and telephone no				
Nationality				
First Language				
Date of Birth				
Occupation				
Course Code(s)	Dates From	To		
Course Code(s)	Dates From	To		
What is your level of English?	Advanced <input type="checkbox"/>	Intermediate <input type="checkbox"/>	Elementary <input type="checkbox"/>	Beginner <input type="checkbox"/>
How much English have you studied?	Years	Hours per week		
Do you want to take an examination in Eastbourne?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If YES, which examination(s)?				
Who told you about Eastbourne School of English?				

ACCOMMODATION Please send deposit of £100 for homestay or £130 for residential accommodation.

Do you want the School to book homestay accommodation (£100 per week)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you want the School to book residential accommodation (£130 per week)? (available 04.07.09 – 12.09.09)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, Arrival date	Departure date	Do you smoke? Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have any medical problems/allergies/special diet?		

AIRPORT TRANSFER Please arrange one-way airport transfer.

London Heathrow – Eastbourne £ 100
 London Gatwick – Eastbourne £ 70
 London Stansted – Eastbourne £130

RESERVATION AND PAYMENT

Please reserve a place on the course shown. I have read the conditions of booking on the School's current Programme and understand them.	Please charge my credit/debit card <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/>	
	<input type="checkbox"/> I enclose the booking deposits <input type="checkbox"/> I am sending the booking deposits by bank transfer	Card Number _____ Expiry date _____ Security code _____ Name on card _____ Cardholder's address _____
Signature _____	Please charge deposit only £ _____ OR Please charge full fees £ _____	Signature on card _____
Date _____	Date _____	

Deposit	Acc. Deposit	Student No.	Family No.	Agent Ref.	Representative
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HOW TO BOOK

1. Fill in the Booking Form.
2. Send or fax the Booking Form to the School.
3. Send the Course Booking Deposit: £ 200

Homestay Accommodation Booking Deposit: £100

Residential Accommodation Booking Deposit: £130

Courses are invoiced on a full-course or full-week basis only.

Accommodation is invoiced on a full-week basis only.

Course places and accommodation will be guaranteed on payment of the deposit(s). The deposit(s) are part of the fees and the balance is due on or before the first day of your course.

HOW TO PAY

By credit card We accept Visa and Mastercard.

By bank transfer to

Bank name: Lloyds TSB plc
Bank address: 104 Terminus Road, Eastbourne,
East Sussex
Bank code: 30-92-86
Account name: Eastbourne School of English
Account number: 00140115
IBAN Code: GB94LOYD/309286/00140115
SWIFT Code: LOYDGB21092

Please include the amount needed to cover all bank charges both in your country and in the U.K. Please put your name on the transfer advice.

By cheque drawn on a UK bank in Pounds Sterling.

COURSE COST INCLUDES A main course book and other teaching materials, self-access to the Learning Centre outside class times.

HOMESTAY ACCOMMODATION COST INCLUDES Dinner, bed and breakfast during the week, full board at weekends; a single or shared study bedroom; a reasonable amount of personal washing. The cost is £100 per week.

RESIDENTIAL ACCOMMODATION COST INCLUDES single room, en suite bathroom and toilet, weekly change of bed linen, bath towels and handtowels, shared cooking facilities. No meals are included. The cost is £130 per week. **This service is available 4 July – 12 September 2009 only. Fees for residential accommodation must be paid in full in advance and are non-refundable.**

SOCIAL PROGRAMMES

On SUMMER PLUS, 1 half-day excursion and 2 afternoon social activities per week included in the course cost. Evening and weekend activities available at extra cost.

On FIFTY PLUS, the full social programme is **included in the course cost**.

On ALL other courses, the School's full Social Programmes are available at extra cost.

AIRPORT TRANSFER SERVICE

One-way individual taxi transfer from London airport to accommodation in Eastbourne.

Arrival airport	Taxi transfer fee
London Heathrow	100
London Gatwick	70
London Stansted	130
London Luton	130
London City	130

INSURANCE

Please note that you and your belongings are not insured by the School or by your English family. We strongly recommend you arrange full insurance cover before you come to Britain. The School and the English family cannot be held liable for any loss, accident or injury however caused or sustained.

MEDICAL INSURANCE Medical and Dental treatment in England can be expensive. We advise you to arrange medical insurance before you come to England. If you come from a country in the European Economic Area, please get Forms E112 and E128 from your doctor before you come to England and bring these with you.

The School can send you details of medical insurance if requested or arrange this for you before you leave your country.

CANCELLATION CHARGES

If you have to cancel your course, you must inform the School in writing.

One week or more before the course start date

We will refund all payments, less bank charges, agent's commission and non-refundable course booking deposit of £200.

Less than one week before the course start date

We will refund all payments, less bank charges, agent's commission, non-refundable course booking deposit of £200 and accommodation deposit of £100 or £130.

After course start date

We will not refund course fees except in cases of genuine personal emergency and at the discretion of the Principal.

Visa refusal

If you are refused a visa and can provide a copy of the refusal notice, we will refund all payments, including the course booking deposit of £200, less bank charges and agent's commission. We will not refund the accommodation deposit of £100 or £130 if less than one week's notice is given.

HOLIDAYS

The School is closed on all Public Holidays:

10 April, 13 April, 4 May, 25 May, 31 August 2009. The School is also closed on 6 November 2009. No refunds are made for these days.

Christmas and New Year Holiday:

The school closes on Friday 18 December 2009 and re-opens on Monday 4 January 2010.

