

Booking Form 2010

Eastbourne School of English, 8 Trinity Trees, Eastbourne, East Sussex BN21 3LD
Tel +44 (0)1323 721759 Fax +44 (0)1323 639271 E-mail english@esoe.co.uk



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

Please send deposit of £250 to book your course.

Family Name: Mr/Ms
 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 Intermediate Elementary Beginner
 How much English have you studied? Years Hours per week
 Do you want to take an examination in Eastbourne? Yes No
 If YES, which examination(s)?
 Who told you about Eastbourne School of English?

ACCOMMODATION Please send deposit: £105 – homestay / £110 - student house / £140 - residential accommodation.

Homestay (half-board):
 Do you want the School to book homestay accommodation (single- £105 per week)? Yes No
Self-catering (summer only):
 Do you want the School to book student house accommodation* (single- £90 per week)? Yes No **(26 Jun – 11 Sep 2010)**
 Do you want the School to book residential accommodation* (single- £140 per week)? Yes No **(04 Jul – 12 Sep 2010)**
*Subject to availability
 If yes, Arrival date Departure date
 Do you smoke? Yes No Do you have any medical problems/allergies/special diet?

Additional information

AIRPORT TRANSFER Please arrange one-way airport transfer.

London Heathrow - Eastbourne £ 100 London Gatwick - Eastbourne £ 70 London Stansted - Eastbourne £130
 Ashford International (rail) - Eastbourne £80 London Luton - Eastbourne £130 London City - Eastbourne £130

RESERVATION AND PAYMENT

Please reserve a place on the course shown.
 £50 registration and £25 accommodation placement fees will be included in your final invoice where applicable.

I enclose the booking deposits
 I am sending the booking deposits by bank transfer

I have read the conditions of booking on the School's current Programme and understand them.

Signature on card
 Date

Please charge my credit/debit card
 Visa Mastercard
 Card Number _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
 Expiry date _ _ / _ _ Security code _ _ _ _
 Name on card
 Cardholder's address

 Please charge deposit only £ OR
 Please charge full fees £

Signature on card
 Date

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: £ 250
Homestay Accommodation Booking Deposit: £ 105 or Residential Accommodation Booking Deposit £140

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.

TERMS & CONDITIONS

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

REGISTRATION FEE There is a charge of £50.

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 £105 per week for a single room, £95 for a shared room.

An accommodation placement fee of £25 is payable initially and also each time a host family is changed at the student's request.

SHARED STUDENT HOUSE COST INCLUDES Large room with double bed, storage space, desk, bed linen. Shared bath/shower room and kitchen. Free wireless Internet access. 5-10 people per house, groups welcome. Minimum age 18 years. Available: 26 June to 11 September 2010. Arrive Saturday, depart Saturday. Minimum length of stay two weeks. Damage deposit: £110 payable in cash to landlord on arrival. This amount is repaid in cash by the landlord at the end of the stay, less £10 administration, less cost of any damage.

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 £140 per week.

This service is available 4 July – 12 September 2010 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.

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 £250.

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 £250 and accommodation deposit of £105 or £140.

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 £250, less bank charges and agent's commission. We will not refund the accommodation deposit of £105 or £140 if less than one week's notice is given.

HOLIDAYS The School is closed on all Public Holidays: 2 April, 5 April, 3 May, 31 May, 30 August 2010. The School is also closed on 29 October 2010. No refunds are made for these days. Christmas and New Year Holiday: The school closes on Friday 17 December 2010 and re-opens on Monday 3 January 2011.