

Enrolment Form

Please print clearly in CAPITAL LETTERS (you can also apply online at www.embassyces.com)

Your local representative:

About you

Family name				First names			
☐ Male	☐ Female	Date of birth	(day)	(month)	(year)	Country of birth	
Citizenship				Your own language			
Your (student's) home address including post/zip code (MANDATORY).							
Country		Telephone (student's)		Mobile telephone (student's)		Fax	
Email				Your profession			
How did you hear of Embassy CES?							
Who will be paying for your course?		☐ Yourself	☐ Parents	☐ Company	Company name		
Your present level of English:		☐ Beginner	☐ Elementary	☐ Pre-intermediate	☐ Intermediate	☐ Upper-intermediate	☐ Advanced ☐ Proficient

The course you want to follow

Please check that the course you want to follow is available in the location of your choice. There is space below for you to enrol on more than one course if you wish.

1 Location/centre			
Course name	Course code	Start date	Number of weeks
2 Location/centre			
Course name	Course code	Start date	Number of weeks

Optional extras (see location pages for prices of all optional extras)

■ One-to-One lessons (dependent on centre)	☐ 5 p/w ☐ 10 p/w	Start date	Number of weeks
■ Internship option	☐	Start date	Number of weeks
■ Dual centre* (Diploma Course only)	Location 1		Location 2

*Administration fees apply in USA: US\$100 (domestic) US\$250 (international)

University study

Are you intending to go on to study at university in Australia, England, New Zealand or the United States? ☐ Yes ☐ No

If yes, what is your proposed course of study?

The accommodation you want

please check the details of the accommodation options that are available in the centre you have chosen.

Do you want Embassy CES to organize your accommodation for you? ☐ Yes ☐ No				If yes, which accommodation do you require?	
1st choice:		Accommodation type (e.g. Homestay, residential, apartment, etc.)			
Start date	Finish date	Single room (where available)	☐	Shared room (where available)	☐
2nd choice:		Accommodation type (e.g. Homestay, residential, apartment, etc.)			
Start date	Finish date	Single room (where available)	☐	Shared room (where available)	☐
If Residential, which board basis do you require (see location pages for details)		☐ Self-catered	☐ Half-board		
Do you smoke?	☐ Yes ☐ No	Do you have any allergies or medical condition?	☐ Yes ☐ No	If yes, please explain on a separate sheet	
If you have special dietary requirements please give details (e.g. Halal, vegetarian, allergies, etc.)					

Student visa

Will you be applying for a student visa? ☐ Yes ☐ No

Do you require documents to be sent via Express Mail?
(US\$50 non-refundable fee)

☐ Yes ☐ No

Note: A deposit may be required prior to issuing the I-20

StudyCare health, medical and travel insurance

Details and costs of StudyCare insurance are shown on page 57.

I require StudyCare health & medical insurance ☐ I have alternative cover and do not require StudyCare insurance ☐

The New Zealand Government requires all international students to have adequate insurance in order to be eligible to study in New Zealand.

Health and medical insurance in Australia

The Australian Government requires all overseas students studying on a Student Visa to have Overseas Student Health Cover (OSHC). The fee for this is payable at the time you confirm your enrolment.

At the time of printing fees are: up to 3 months – Aus\$81 up to 6 months – Aus\$162 up to 9 months – Aus\$243 up to 12 months – Aus\$324

Airport transfers

Airport transfer services (available as listed in the tariff) Arrival only ☐ Departure only ☐ Both ways ☐ Not required ☐

Arrival:	Date	Time	Departure airport	Arrival airport	Flight no.
Departure:	Date	Time	Departure airport	Arrival airport	Flight no.

Important you must also complete this section and note the information relevant to the country or countries where you intend to study.

If you are going to study in England

Payment: The enrolment fee of £64 is required at the time of booking.

I enclose an enrolment fee of £64 ☐ I have sent £64 direct to your bank ☐
I have paid all monies to my agent ☐

Please indicate your preferred method of payment:

1 Cheque (UK pounds sterling only) ☐ 2 Bank transfer ☐ 3 Credit card ☐

1 By mail – by cheque in UK pounds sterling drawn on a UK bank and made out to Embassy CES sent to: Central Student Counselling Unit: Lorna House, Lorna Road, Hove, East Sussex, BN3 3EL, United Kingdom.
2 By bank transfer – account name: Embassy CES – Account number: 01025996 Bank sort code: 53-61-02, Bank address: National Westminster Bank, 103 Church Road, Hove, East Sussex, BN3 2BF, United Kingdom. Swiftcode: NWBKGB2L. Please include the following IBAN number if relevant: GB95NWBK53610201025996. Please note that we are unable to accept payment by Eurocheque. Please ensure that all payments and transfers include full booking and client details.

If you are going to study in Australia or New Zealand

Payment: The enrolment fee of Aus\$185/NZ\$230 is required at the time of booking.

I enclose an enrolment fee – Aus\$185/NZ\$230 ☐ I have sent Aus\$185/NZ\$230 direct to your bank ☐
I have paid all monies to my agent ☐

Please indicate your preferred method of payment:

1 Cheque (Australian dollars only) ☐ 2 Bank transfer ☐ 3 Credit card ☐

1 By mail – by bank draft/cheque in Australian or New Zealand dollars sent to: Study Group in Australia, National Australia Bank, 308 - 322 Queen Street, Brisbane QLD 4000, Australia. BSB 084 - 004. Please quote: account number: 45-612-7210. Account name: Study Group Australia Pty. Limited.
2 By bank transfer - account name: Study Group Australia Pty. Limited.- Account number: 45-612-7210 BSB 084 - 004, Bank address: National Australia Bank, 308 - 322 Queen Street, Brisbane QLD 4000, Australia Please ensure that all payments and transfers include full booking and client details.

If you are going to study in the USA or Canada

Payment: The enrolment fee of US\$130 is required at the time of booking, plus US\$250 accommodation deposit if accommodation is booked through us.

I enclose an enrolment fee of US\$130* ☐ I have sent US\$130 or US\$380 to your bank ☐
(*non-refundable)
I enclose an accommodation deposit of US\$250 ☐ I have paid all monies to my agent ☐

Documentation via Express Mail - \$50 extra ☐

Preferred method of payment:

1 Cheque or travellers cheque (US\$ only) ☐ 2 Bank transfer* ☐ 3 Credit Card ☐
*subject to \$20 bank fee

1 By mail – by cheque made payable to Center for English Studies in US dollars drawn on a US bank, a US dollar money order or in US dollar travellers cheques, sent to: Central Student Counselling Unit: Lorna House, Lorna Road, Hove, East Sussex, BN3 3EL, United Kingdom.
2 By bank transfer – account name: Center for English Studies – Account number: 94172-01490, Bank routing number 0260-0959-3 Bank address: Bank of America, 1185 Avenue of the Americas, New York, NY 10036, USA. Swift Code BOFAUS3N. Please ensure that all payments and transfers include full booking and client details.

Payment

Bank account and other details are given in the sections above for each country. We also accept payment by international credit card (Mastercard, Visa and American Express). If you wish to pay by international credit card, please complete the following section:

I hereby authorise Embassy CES to charge US\$/UK£/Aus\$/NZ\$ to my credit card:

☐ Mastercard	☐ Visa	☐ American Express	Card number	Expiry date	Security code (UK)
Name and address of card holder (mandatory)				Signature of card holder	
				Please deduct the final balance from this credit card on the due date (14 days prior to arrival) ☐	

For all students to complete – your agreement and signature:

- 1 I have read and understood the terms and conditions outlined in the relevant Embassy CES terms and conditions of enrolment documentation, including the cancellation and refund policy.
- 2 I have read and understood the relevant schedule of costs set out in the current Embassy CES price lists and hereby affirm that I have sufficient funds to pay for all tuition costs as well as the cost of all food, accommodation

Signature of applicant	Date
------------------------	------

If the applicant is under 18, a parent or guardian who, in doing so, agrees to all Embassy CES conditions, must sign this form and guarantee the necessary funds for the applicant.

- and all other personal expenses during the full period of my course at Embassy CES.
- 3 I authorise Embassy CES to take appropriate action in the event of a medical emergency and I understand that I am responsible for all medical bills incurred.
- 4 I certify that all the information given by me in this enrolment form is accurate and complete.

Signature of parent or guardian	Date
Relationship to applicant	

Please fax or send this form to:

USA/Canada/UK/Australia/NZ – Central Student Counselling Unit: Lorna House, 103 Lorna Road, Hove BN3 3EL, United Kingdom. Fax +44 1273 322313

You can also apply online www.embassyces.com