**Personal Information**

1. Title:  Mr  Ms
2. Surname (family name): Smith
3. First name: John
4. Date of birth: day / month / year
5. Age: 16 years
6. Nationality: Swiss
7. Address: Weststrasse 26

Zip Code Town

1. Profession Commercial Apprentice
2. Telephone Numbers: Home: Mobile:
3. Email: Email

**Accommodation**

1. Single half-board (breakfast and supper)  shared half-board (breakfast and supper)
2. Do you smoke?  yes  no
3. Do you have any allergies?  yes  no
4. If yes, which allergies? e.g. lactose intolerance, etc.
5. Any other special requests?

**Course Date**

1. Examination course (23 hours per week):  FCE  BEC preliminary
2. What is your English level?

B1 (Pre- Intermediate)  B2 (Intermediate)

1. Number of years: e.g. 4 years

**Transfer**

1. Do you wish to book your transfer to Paignton?

yes (standard)  no (I organise my transfer to Paignton)

1. Arrival Date: day / month / year
2. Departure Date: day / month / year

**I have read the conditions of enrolment overleaf and accept them. In case of a minor (under 18) signature of parent/guardian.**

Date and place: day / month / year Place

Print name & signature Print name

**Devon School of English: Contact information**

The Devon School of English ltd.

The Old Vicarage

1 Lower Polsham Road

Paignton, Devon, TQ3 2AF

United Kingdom

Telephone: +44 (0)1803 559718

Fax: +44 (0)1803 551407

Email: [english@devonschool.co.uk](mailto:english@devonschool.co.uk)

**How to Pay**

All payments should state the student’s name and/or invoice number.

1. By bank transfer in pounds sterling to:

Barclays Bank Plc

6/8 Palace Avenue

PAIGNTON, Devon, TQ3 3 ET

Bank Sort Code: 20-60-88

DEVON SCHOOL OF ENGLISH LTD

Account number: 70362239

IBAN = GB65 BARC 2060 8870 3622 39

N.B. Please add £8.00 to cover UK bank charges

1. By a cheque made out in pounds sterling drawn on an English Bank in the U.K. payable to the Devon School of English Ltd.
2. By Credit cards- Visa, Mastercard, Eurocard, Delta, Switch, JCB, Access and American Express. The deposit of £100.00 should be paid over the telephone. We must ask for a surcharge of 1.95% on fees paid by Visa, Mastercard, Eurocard, Delta & Switch, 2.2% on JCB and 3.35% on American Express.
3. In case of late bookings, remember that money can be transferred by banks in a few hours. (Swift Code: BARCGB 22)

**Enrolment Regulations**

1. This contract is subject to English law.
2. Before students can be accepted on a course or reserved a place in a family, they must pay a deposit of £100.00 (which includes the Enrolment Fee), which will be deducted from the final invoice.
3. Before students can be admitted to any class in the School all fees must have been paid one month prior to arrival England.
4. Fees, once paid are not refundable in part or wholly. Students who are obliged to leave the School for personal reasons may arrange to transfer the balance of their fees (after deduction for tuition already received) to another or similar course starting at a later date, subject to the discretion of the Principal.
5. Students are not insured by the School or by the host family against illness, accident, theft or any loss of personal effects. The School cannot accept responsibility for any accident occurring during the course, on excursions or during group activities. It is, therefore, advisable that a student takes out an insurance policy in his/her own country to cover these risks.

**Cancellation**

Cancellation before arrival must be made in writing, either by Fax or express registered letter. The deposit is not returnable. The balance of the fees will be returned only if written cancellation is received four weeks before the beginning of the course.

**Insurance**

It is strongly recommended that the student takes out insurance in his/her own country to cover possible cancellation for any reason whatsoever.