



Enrolment Form for Adult Programmes

London

Please complete this form in CAPITALS and tick (✓) where appropriate

Personal Details (please write your name exactly as it is written in your passport)				Company or Sponsor Details (DO NOT complete if you are paying for yourself)			
Family Name:				Name of company or sponsor:			
First Names:				Address:			
Address in your country:				Telephone:			
Postcode:		Country:		Email:			
Mobile:				Emergency Contact Details			
Telephone:							
Email:				Family Name:		First Name:	
Nationality:		First language:		Relationship to you:			
Date of birth:		Age:		Telephone:			
Sex:	<input type="checkbox"/> Female <input type="checkbox"/> Male	Occupation:		Mobile:			
Address in London (if known):				Email:			
Telephone in London:							

How did you hear about Frances King? I studied at Frances King before: (if so, when?) _____ A friend/relative I saw the school
 Frances King website Other website: _____ English UK The British Council Social Media
 Educational Advisor: Name: _____

Visa Application

Do you need to apply for a visa before entering the UK? Yes No **Will you apply in your own country (pre-entry clearance)?** Yes No
If yes, which visa will you apply for? Short-term Student Visa (6 months STSV-6) Short-term Student Visa (11 months STSV-11) Short-term Student Visa (Child STSV-C)

If you are applying for a visa, you must send a copy of your passport with the Enrolment Form. Visa students should send a copy of their passport or valid UK visa with the Enrolment Form

I would like to receive my visa letter by: Email (PDF) Post DHL (£45)

Course I would like to book the following:

Course Name	Course Number	Lessons Per Week	Number of Weeks	Start Date	Finish Date	Preferred Time (for Private Lessons only)

Online Course I would like to book the following:

Course Name	Course Code	Lessons Per Week	Number of Weeks	Start Date	Finish Date	Preferred Time (for Private Lessons only)

Level of English Beginner (A1) Elementary (A2) Intermediate (B1) Upper intermediate (B2) Advanced (C1) Proficient (C2)
 (you can test your level of English at: <https://test.francesking.com>)

Do you have any learning difficulties (e.g. dyslexia)? _____



Please complete this form in **CAPITALS** and tick (✓) where appropriate

Accommodation I would like to book the following:

Accommodation Name	Accommodation Code	Number of Weeks	Arrival Date	Departure Date
1st Choice:				
2nd Choice:				
Supplement:				

Homestay bookings only: Do you want? Internet access (WIFI) Yes No Private Bathroom (A12 weekly supplement) Yes No

Do you have a strong dislike/allergy to: Cats? Yes No Dogs? Yes No Do you eat meat? Yes No Do you eat fish? Yes No

Do you smoke? Yes No If yes, are you happy to smoke outside? Yes No

Do you have any special requirements? (i.e disabilities, diet): _____

Transfers - (Airports and Stations)

Do you want the school to arrange an airport transfer for you? No Arrival transfer only Arrival and departure transfer Departure transfer only

Arrival transfer: Flight arrival time/date/city: _____ Flight number: _____

Heathrow Gatwick Stansted Luton St Pancras or other station Other Airport: _____

Departure transfer: Flight arrival time/date/city: _____ Flight number: _____

Heathrow Gatwick Stansted Luton St Pancras or other station Other Airport: _____

Students age 16 or 17 years **must** book a return airport transfer or give details of a guardian (over 21 years) who is meeting them at the airport:

Name: _____ Mobile telephone number: _____

(UK Border Agency officials may telephone the above person when you arrive in the UK to check that they are waiting to meet you)

Medical, Travel and Course Insurance

Before you arrive in the UK, you should take out insurance for your own financial and personal security. You can take out your own insurance or the International Student Policy offered by guard.me.

Please book insurance for me with GuardMe

I will arrange insurance with another company and bring a copy of my insurance policy with me

Payment

I enclose: Registration fee of £100 and course only deposit of £200

Registration fee of £100 and course and accommodation deposit of £500

Payment in full of £ _____

Method of payment:

TransferMate/PayToStudy: <http://franceskingschoolofenglish.paytostudy.com>

Credit card online for £ _____ at: <https://francesking.com/payment/>

International Bank Transfer for £ _____ to: **Business Education Ltd trading as Frances King School of English. National Westminster Bank plc, Piccadilly.**

Bank sort code: 56 00 03 IBAN BIC Number (SWIFT): NWBKGB2L Account Number: 17054524 IBAN Number: GB62 NWBK 5600 0317 0545 24

Please send a copy of the bank transfer with your Enrolment Form with the student's name clearly on the bank transfer

I will send a card authorisation form (please ask us for the form)

Company payment: my company will pay for my course and accommodation. Position in company: _____ Email: _____

Declaration

I understand and agree to the conditions of enrolment and I confirm that the above details are correct and complete.

Name: _____ Signature: _____ Date: _____ (Day / Month / Year)

If the student is under 18, a parent or guardian must sign this form and in doing so, the parent or guardian agrees to the Terms and Conditions. We will also need to receive a Parental Consent Form completed/signed by a parent or guardian.