

St Giles International Enrolment Form 2012

BRIGHTON • EASTBOURNE • LONDON CENTRAL • LONDON HIGHGATE • NEW YORK CITY • SAN FRANCISCO • VANCOUVER



If you are applying for a Teacher Training course please request a separate enrolment form.
Please write clearly in CAPITAL LETTERS.

1 Your details

Family name Male Female
First name(s) Date of birth
Address Telephone number
..... Fax number
Nationality Email address
First language Profession
Who should we contact in an emergency?
Name Home telephone
Mobile telephone Email
How did you hear of St Giles? Agent (please give name) Other (please detail).....
How long have you been studying English?
What is your present level of English? Beginner Elementary Pre-Intermediate Intermediate Upper-Intermediate Advanced

2 Your visa

Will you be applying for a student visa? Yes No (If no, please go to section 3)
Which type of student visa will you apply for?
Passport Number..... Passport Expiry Date.....

Please Note: If you are coming to the UK and applying for a **General Student Visa** or **Child Student Visa** you must submit evidence to show you are at or above the language level outlined by UKBA. Please check with UKBA or contact your chosen centre for more information.

3 Your course

Please check that the course you would like is available at your chosen location in our Course Dates and Prices 2012 brochure. There is space below for you to enter more than one course if you want - for example if you want to add One-to-one lessons, a Volunteer Placement, or to study at more than one centre.

1 - Centre Start date Number of weeks
Course name Number of lessons per week Morning or afternoon lessons?.....
2 - Centre Start date Number of weeks
Course name Number of lessons per week Morning or afternoon lessons?.....
If you have chosen an **International Semester Course**, would you like to take holiday week(s) during your stay?
 Yes No If Yes, please give dates
Students can have 1 week for every 12 weeks booked. Students can select or make one change to their holiday dates, giving four weeks notice, after arrival.

4 Your accommodation

Please check the details of accommodation available at your chosen centre in our Course Dates and Prices 2012 brochure. If the accommodation option you select is fully booked, your centre will contact you to offer an alternative. Accommodation is offered from the Sunday before your course until the Sunday afterwards, with the exception of Phoenix Hall (Brighton) which is Saturday to Saturday. To qualify for discounted homestay prices for 24+ weeks, all charges must be paid in advance, and students must remain in the same homestay for the whole duration of their stay. Please note that these discounted prices do not apply for multi-centre bookings.

Do you want us to arrange your accommodation? Yes No
Which dates do you want the accommodation for? Arrival Departure
Please tick your preferred accommodation choice below:
 Homestay
 Standard Single Room Standard Shared Room (only available for students travelling together)
If you choose shared, please give the name of the student you wish to share with:
 Superior Single Room with shared bathroom Superior Single Room with private bathroom
Which do you prefer? Half board Breakfast only Self-catering homestay
Do you like children? Yes No No preference Do you smoke? Yes No
Do you have a strong dislike/allergy to: Cats? Yes No Dogs? Yes No
What are your hobbies?
Do you have any dietary requirements (e.g. vegetarian)?
Do you have any allergies or medical conditions that the school or your homestay should know about?
Students choosing New York City homestay, please choose from the following: Inside Manhattan Outside Manhattan
 Residence Hall
Which Residence Hall would you prefer?
Which room type would you like?
For students choosing the London Central On-site Residence which do you prefer? Half board Breakfast only
For other London Central residences, would you like evening meals at St Giles London Central? Yes No

Terms and Conditions of Enrolment

All courses and accommodation are offered subject to availability.

St Giles reserves the right to cancel a course or make changes to course arrangements without liability if obliged to by circumstances beyond its control. In such cases St Giles would seek to offer alternative arrangements, dates or venues, or a full refund of fees for tuition and accommodation.

Postponement of courses: the office must receive written notification at least 21 days before your course begins if you wish to transfer the deposits to a later course date. Non-EEA students on a General Student Visa must pay the UK Visa Fee (£10) each time a change in dates is requested.

Changes before arrival: Students must ensure that there is time to re-apply for a visa if changes affect their visa provisions. Except for course upgrades, requests for changes less than 7 days before the course begins are subject of an amendment fee of £25 (UK), \$40 (USA), C\$50 (Canada). Non-EEA students on a General Student Visa must pay the UK Visa Fee (£10) each time a change in dates is requested.

Cancellation before arrival: You must inform the office in writing. Cancellation fees are charged as follows, and any balance is refunded:

Cancellation received	Cancellation fees
More than 21 days before the course begins	Registration Fee £50 (UK), \$100 (USA), C\$100 (Canada) plus Course Deposit £100 (UK), \$125 (USA), C\$150 (Canada) plus Cancellation Fee: \$125 (USA), UK Visa Fee: £10, Guardianship Fee \$100 (Canada), Express Mail Fee.
Less than 21 days before the course begins (including students who fail to arrive without notice)	Tuition fees for 2 weeks plus Accommodation Deposit £100 (UK) or Accommodation Placement Fee \$65 (USA), C\$220 (Canada). Students booked in to students who residence halls must also pay 2 weeks' accommodation fees. The UK Visa Fee (£10), Guardianship Fee (C\$100), airport transfer charges and express mail fees are not refundable.

Visa refusals: In the case of visa refusals, we aim where possible to pass on only direct costs incurred by our centres. We must receive your refusal letter before the course begins. Refunds and charges are as follows:-

Tuition fees: These will be refunded in full, together with the Registration Fee, Course Deposit, Accommodation Deposit or Accommodation Placement Fee.

Accommodation charges: These will be charged (if applicable) as stated overleaf under Accommodation, Cancellation or Changes, and the balance will be refunded.

Non-refundable charges: These payments (if applicable) will be retained: UK Visa Fee, Airport Transfer charges, Guardianship Fee, Volunteer Placement deposit, Express Mail Fee.

Cancellation or changes on or after scheduled arrival date - UK & Canada

Except for course upgrades, requests for changes after the course has begun are subject to an Amendment Fee of £25 (UK) or C\$50 (Canada). Changes must comply with the student's conditions of stay as expressed in their visa (where relevant). The UK centres are obliged by UK law to notify the relevant authorities if visa nationals drop out or cancel their course at any time before completing the programme for which they are enrolled. Students will receive refunds only after their return to their home country. For students under the age of 18, the office will check with agents, parents or guardians before arranging any refunds, as our policy is to refund only to the person from whom the funds originated. For all students booking through agents, the office will check with agents before arranging any refunds, as refunds can only be made after receipt of funds paid via an agent. There is no Amendment Fee for students requesting an upgrade to a more expensive course. Non-EEA students on a General Student Visa must pay the UK Visa Fee if they extend their course.

Students entering on a **General Student Visa (GSV)** for courses longer than 24 weeks must be at the language level outlined by UKBA. All students complete a level placement test on arrival at St Giles, and any GSV students at a lower level will be obliged to return home. Tuition fees will be retained as a credit (but not refunded) for a new course on a (Extended) Student Visitor Visa, with any balance refunded after the deduction of non-refundable charges (if applicable): UK Visa Fee, Airport Transfer charges, Express Mail Fee, Accommodation cancellation charges.

Courses of 1-8 weeks: Courses cannot be cancelled or shortened, or lessons reduced in number, and no tuition fees are refundable. There is no Amendment Fee for students requesting an upgrade to a more expensive course. Non-EEA students on a General Student Visa must pay the UK Visa Fee if they extend their course

Courses of 9+ weeks: For cancellations or changes to be effected from the 9th week onwards students must give 4 weeks' written notice from the following Monday. Tuition fees will be calculated to the end of the week when the cancellation or change takes effect, and 50% of any balance will be refunded, less the Amendment Fee. There is no Amendment Fee for students requesting an upgrade to a more expensive course. Non-EEA students on a General Student Visa must pay the UK Visa Fee if they extend their course

International Semester Courses (24+ weeks): Students requesting changes must check with the office that their proposals comply with their visa status. Students must give 4 weeks' written notice from the following Monday in order to cancel or change their course, or to move to another St Giles centre. If you decide to leave before the end of your period of study*, or downgrade to a less expensive course, tuition fees are not refunded, nor are they transferable to another student or another programme. Students changing to a more expensive course must pay the additional balance, but there is no Amendment Fee.

**If your visa is issued under Tier 4 of the Points Based system (General Student Visa or Child Student Visa) we are required to inform the UK Border Agency of the early termination of your course*

Course breaks for long-stay students: Students taking courses of 24 weeks or more can arrange a break of 1 week per 12 weeks of study (maximum 2 weeks at any one time) with a corresponding extension of their course ending date. All breaks must be taken at least 4 weeks before the course ending date. Students requiring a visa for study in the UK must ensure that their visa is issued for the correct dates to include any breaks. Students requesting changes after arrival in arrangements for breaks must give 4 weeks' notice of changes, which are subject to availability. One change can be made free of charge, but for any subsequent change students must pay an Amendment Fee of £25 (UK) or C\$50 (Canada).

Cancellation or changes on or after scheduled arrival date - USA

Except for course upgrades, requests for changes after the course has begun are subject to an Amendment Fee of US\$40. If you cancel your course at any time before completing the programme for which you enrolled, the school is required by US law to notify immigration authorities that you have dropped out of your course. You will not be eligible to transfer to another school and you must leave the country within 15 days. For students under the age of 18, the office will check with agents, parents or guardians before arranging any refunds, as our policy is to refund only to the person from whom the funds originated. For all students booking through agents, the office will check with agents before arranging any refunds, as refunds can only be made after receipt of funds paid via an agent. There is no Amendment Fee for students requesting an upgrade to a longer course or an increase in the number of lessons.

Courses of 1-4 weeks: Courses cannot be cancelled or shortened, or lessons reduced in number, and no tuition fees are refundable.

Courses of 5+ weeks: For cancellations or changes (e.g. to a cheaper course) to be effected from the 5th week onwards students must give 4 weeks' written notice from the following Monday. Tuition fees will be calculated to the end of the week when cancellation takes effect. If less than 50% of the course is completed, 100% of the balance is refunded, less the Amendment Fee. If more than 50% of the course is completed, no fees are refunded.

International Semester Courses (24+ weeks): Students must give 4 weeks' written notice from the following Monday in order to cancel or change their course. If less than 24 weeks are completed before the date of departure, the tuition fees due will be recalculated at the full price for General English Courses to the end of the week when cancellation takes effect. If less than 50% of the course is completed, 100% of the balance is refunded, less the Amendment Fee. If more than 50% of the course is completed, no fees are refunded.

Course breaks for long-stay students: Students taking courses of 24 weeks or more can arrange a break of 1 week per 12 weeks of study (maximum 1 week at any one time) with a corresponding extension of their course ending date. All breaks must be taken at least 4 weeks before the course ending date. Students requiring a visa for study in the USA must ensure that their visa is issued for the correct dates to include any breaks. Students requesting changes after arrival in arrangements for breaks must give 4 weeks' notice of changes, which are subject to availability. One change can be made free of charge, but for any subsequent change students must pay an Amendment Fee of US\$40.

Students in San Francisco must sign a California State Enrolment and Refund Agreement. Refunds for San Francisco will be processed according to those terms and conditions, and will be made within thirty days of written cancellation.

Accommodation (all locations):

All accommodation charges must be paid direct to the centre and all prices are per person per week unless stated otherwise. Accommodation is reserved from the evening on the Sunday before the course begins, until 10.00 on the Sunday at the end of the course, unless agreed otherwise. NB. Dates are Saturday to Saturday at Phoenix Hall (Brighton).

Cancellation or changes: Students staying a New York City Homestay must give the office 15 days' notice of cancellation, or pay for up to 15 days in lieu. Students staying at a New York City Residence Club or Hotel must give the office 21 days' notice of cancellation or pay for up to 21 days in lieu. Students at other Residence Halls must give the office 14 days' notice of changes or cancellation, or pay up to 14 days in lieu. Students in all other accommodation must give the office 7 days' notice of changes or cancellation, or pay for 7 days in lieu. All changes/ cancellations must be notified in time to take effect from a Sunday, and cannot be effected from midweek. For students in homestay accommodation on 24+ week concessionary rates, standard rates will apply for stays of less than 24 weeks at the time of departure. Any balance of accommodation charges can be used for new accommodation, or can be refunded if the student is leaving the centre. Students requesting changed accommodation arrangements must pay an Amendment Fee of £25 (UK), \$40 (USA), C\$50 (Canada).

Students must pay a retaining fee of 50% of the weekly charge if they leave their possessions in their room in homestay accommodation during absence on holiday.

Accommodation in Guest Houses or Hotels is best suited to students over the age of 18. Students under 18 in the UK must send the centre evidence of parental consent if they request such accommodation. In Canada the minimum age for renting a hotel room is 19. In the US you must be 18 to book a hotel room.

Tuition fees insurance: Deposits and fees are not transferable from person to person. Students are advised to insure themselves against loss of fees through non-arrival, absence for any reason, or unexpected termination of their course. St Giles International can recommend a competitive insurance package.

St Giles International reserves the right to terminate without notice the course of any student who seriously or persistently misconducts himself/herself during his/her stay in the UK/USA/Canada.



Accreditations in the UK



Accreditations in Canada



Accreditations in USA

