



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/Dublin (if known):				Email:			
Telephone in London/Dublin:							

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 MEI Local Educational Advisor: Name: _____

Location of Study

I would like to book: London Dublin London & Dublin

Visa Application

London Bookings: 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)

Dublin Bookings: Do you need to apply for a visa before entering Ireland? Yes No Will you apply in your own country (pre-entry clearance)? Yes No
 If yes, which visa will you apply for? C Type Visa – up to 90 days study D Type visa – long-term study
* Pre-entry clearance long-term visa students must pay into an escrow account. Details will be provided with your invoice.

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 London / €50 Dublin)

Programme I would like to book the following:

Programme Name	Programme Number	Lessons Per Week	Number of Weeks	Start Date	Finish Date	Preferred Time (for one-to-one 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)? _____

Accommodation I would like to book the following:

Accommodation Name	Accommodation Number	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/D3, 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): _____



Enrolment form for London and Dublin

2020

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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 Dublin Airport Other Airport: _____

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

Heathrow Gatwick Stansted Luton St Pancras or other station Dublin Airport 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/Irish immigration officials may telephone the above person when you arrive in the UK/Ireland to check that they are waiting to meet you)

Medical, Travel and Course Insurance

Before you arrive in the UK/Ireland, 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. EU nationals should bring their European Health Insurance Card (EHIC) which allows you access to health care services.

I will arrange insurance with guard.me at: <https://www.guard.me/francesking>

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

Payment

I enclose: Registration fee of £75 and course only deposit of £200 (London) / Registration fee of €75 and course only deposit of €200 (Dublin)

Registration fee of £75 and course and accommodation deposit of £500 (London) / Registration fee of €75 and course and course and accommodation deposit of €500 (Dublin)

Payment in full of £/€ _____

Method of payment:

TransferMate (old PayToStudy) London only: <http://franceskingschoolofenglish.paytostudy.com>

Credit card online for: **London** at: <https://secure.francesking.com/payment/page010.aspx?city=LON> **Dublin** at: <https://secure.francesking.com/payment/page010.aspx?city=DUB>

Sterling cheque for: London (drawn on an English bank in UK)

Euro cheque for: Dublin (drawn on an Irish bank in Ireland)

International Bank Transfer for:

London to: **Business Education Ltd trading as Frances King School of English. Bank sort code: 56 00 03 IBAN BIC Number (SWIFT): NWBKGB2L**

Account Number: 17054524 IBAN Number: GB62 NWBK 5600 0317 0545 24

Dublin to: **Frances King School of English (Ireland). Bank sort code: 90 14 90 IBAN BIC Number (SWIFT): BOFIE2D**

Account Number: 62783119 IBAN Number: IE18 BOFI 9014 9062 7831 19

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.