

Application Form for EFL

Please complete all sections and send your completed form to us. We will contact you to confirm your booking and help arrange any accommodation or transfers you have requested. If you require assistance completing this form, please call us on **0115 988 1318** (+44 115 988 1318 from outside the UK).

Please do not book any flights until we have confirmed that the dates you require are available.

Post your **completed** application form to:

Nottingham Language Academy
 8 The Ropewalk
 Nottingham
 NG1 5DT

or email to:

bookings@nottinghamlanguageacademy.co.uk

Once payment is received we will contact you to confirm your booking and arrange any airport or accommodation requests.

1) Personal Information

Gender Male Female Telephone

First Name Email

Surname UK Address

Date of Birth

Nationality Postal Code

City

Emergency contact / Under-18s parent or guardian Name Email

Telephone Relationship

Please list any medical issues that we should be aware of:

Do you need a visa? If you do, please provide: Passport Number

Home Address

2) Course Details

Course Name Number of weeks (min 4) Start Date

	Mon	Tue	Wed	Thu	Fri	Number per week	Price per session	Price per week
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

10% discount when you book 10 weeks or more
15% discount when you book 20 weeks or more



Total price per week
 Number of weeks
 Discount
Total tuition price
 Textbook

3) Airport Transfer

Would you like to arrange airport pick-up and/or return? Tick the relevant boxes below and we will contact you to arrange collection details. Please note that these prices are for one-way transfer only, for up to three people and their luggage.

	Collect	Return		Collect	Return
East Midlands (£35)	<input type="checkbox"/>	<input type="checkbox"/>	Birmingham (£90)	<input type="checkbox"/>	<input type="checkbox"/>
Manchester (£105)	<input type="checkbox"/>	<input type="checkbox"/>	Luton (£120)	<input type="checkbox"/>	<input type="checkbox"/>

4) Homestay Accommodation

Would you like us to arrange Homestay accommodation? If yes, please answer the questions below and wait for us to contact you.

Yes, please arrange Homestay accommodation for me

Half-board (£110/week)

Full-board (£130/week)

Arrangement fee £30

Total cost £

Do you have any special requests or food intolerances?

This page is for under-18 students only. If you are over the age of 18, please skip sections 5 & 6, and go to section 7 on the next page.

5) Medical Conditions & Consent

Does the student have any medical conditions or allergies that we should know about? If yes, please explain below. Yes No

I consent to essential medical information being shared with relevant members of staff in Nottingham Language Academy with the son/daughter's host (if applicable). Yes No

I agree to the student receiving emergency medical treatment, including anaesthetic and blood transfusion, as considered necessary by any medical authorities present. Yes No

Please note that the students are responsible for the administration of their own medicines.

I give consent for the student to participate in external visits/activities planned by the Academy. I acknowledge the need for acceptance of the Code of Conduct and responsible behaviour on their part. I understand that there is some level of risk in any activity but that this will be managed to minimise the risks involved. I understand that as part of any planned transport arrangements, or in emergency, it may be necessary to transport students in staff vehicles. Yes No

Signature

A parent or guardian must sign

6) Supervision of Students Aged 16-17

Students aged 16 and 17 enrolled on adult courses are not supervised during break-times, lunch times or after lessons have finished.

Students staying in Homestay accommodation are allowed to travel to and from the Academy by bus. The host will show the student the route beforehand. Students must arrive at the Homestay by 6.30 each evening for their meal. Travel passes will be arranged on the first day. Students are allowed out unsupervised in the evenings but must keep to the recommended curfew time of 9.30pm. Students may go out unsupervised in the Nottingham area at the weekends (Saturday and Sunday) but should tell their Homestay hosts where they are going and agree a time to return.

Students who wish to travel outside the Nottingham area must get written permission from their parent/guardian with the exact details of their planned journey. Overnight stays without appropriate adult supervision will not be allowed.

I agree to the recommended curfew times I would like a different curfew time. In this case, please tell us what this should be:

Signature

A parent or guardian must sign

This form will be shared with the Homestay host who will also ensure the curfew rules are adhered to. The Homestay host is obliged to inform the Academy if the curfew arrangements are not kept.

7) Payment

Course Fees £

Airport Transfer £

Homestay Accommodation £

Total Due £

Cash

Pay in person at the address below.

Cheque

Pay in person or by post, at the address below. Please make cheques payable to Nottingham Language Academy Ltd. and write your name on the back of the cheque.

Credit or Debit card

A 2% supplement will automatically be added to your total payment if you pay by credit or international card. Please telephone us to provide your card details, or pay in person at the address below.

Bank transfer

For international transfers please add £12 to cover bank charges for this service.

Transfer funds to:

Santander, Bridle Road, Bootle L30 4GB

Sort Code: 09-01-28

Account Number: 88400386

IBAN: GB83ABBY09012888400386

IBAN BIC: ABBYGB2L

Account Name: Nottingham Language Academy Ltd.

8) Terms and Conditions

I have read the terms and conditions (latest version viewable at <http://nottinghamlanguageacademy.co.uk/about-us/terms.php>) and accept them.

Signature _____

Date _____

- For students under 18 a parent or guardian must sign
- If you are sending the form via email please type your name in the box to indicate that you accept the terms

How did you hear about us?

Internet Passing by Friends or family Other: _____

Social Media

Please note that we occasionally use photos and video in our publicity material, website and Facebook page. Individuals are not identified.