



WESTBOURNE ACADEMY

31 ALUMHURST ROAD, WESTBOURNE,
BOURNEMOUTH, BH4 8EN
TEL:01202 752777
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ENROLMENT FORM

HOW TO ENROL: Please complete this form and send it together with TWO passport photographs to our agent in your area or directly to the Academy.

Personal Information

Mr/Mrs/Miss Surname: First Name:
 Address:
 City: Country:
 Telephone Number: Home Mother Tongue:
 Nationality: E-mail:
 Date of Birth: Mobile:
 Passport Number: Country of Birth:

Emergency 24-hour telephone contact details (Names and contact numbers):

1st) 2nd).....

Course Details

Course start date: Course end date:
 Choice of course: Number of weeks:
 How long have you been studying English? Years..... Months.....
 Level of English: Beginner () Elementary () Intermediate () Advanced () *Please tick*

Accommodation Details

Do you need to book homestay accommodation? Yes / No (Please circle)
 Do you have/ have you ever had any medical conditions or disabilities? Yes / No (Please circle)
 Do you have any dietary requirements?.....
 Do you smoke? Yes / No (Please circle) Do you have any allergies?.....
 Will you have a vehicle in England?..... Do you need a taxi transfer?.....
 Number of weeks of accommodation..... Arrival date..... Departure date.....
 Are you happy to be placed in private home accommodation*? Yes / No (Please circle)

**This means that there may be more than 4 students in the home*

Before signing this enrolment form I confirm I have read the prospectus and agree to abide by the rules of the Westbourne Academy. You should be aware that information about your enrolment, attendance and progress at this establishment may be passed to the Immigration and Nationality Directorate of the Home Office for purposes connected with Immigration.

Please note that Westbourne Academy does not take responsibility for the supervision of students under 18 out of lessons or scheduled activities. I understand that weekday lunches are not provided unless requested and confirmed in writing.

SIGNATURE..... **Date**.....

(Parent or Guardian if student under 18 years old)

OFFICE USE ONLY

1st Extension from..... to..... Signed.....
 2nd Extension from..... to..... Signed.....
 3rd Extension from..... to..... Signed.....
 Homestay Name/Number..... Homestay Telephone.....

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Terms & Conditions of Enrolment

All enrolments are subject to these conditions, which become legally binding on confirmation of acceptance by Westbourne Academy. The enrolled student intends and is able to follow and complete the course of study at Westbourne Academy and declares that he/she shall abide by all current UK laws and leave the United Kingdom at the end of his/her studies. Westbourne Academy reserves the right to withhold confirmation of an enrolment, at its discretion, if such action is deemed necessary in the interests of the student or the school or if an incorrect declaration has been made.

There will be a holiday on the last Friday of each term for the Main and Examination Courses. Westbourne Academy is closed on all English Public Holidays and no fees are refundable.

Enrolment Form

Westbourne Academy enrolment forms must be completed in English and in full. If the details are not completed in full, Westbourne Academy has the right not to accept the booking, nor start the processing procedure.

English Only

Westbourne Academy students are expected to speak English at all times on the school premises. If you persistently break this rule, you may be asked to leave Westbourne Academy without any refund of fees.

Accommodation

All accommodation is booked Saturday to Saturday unless otherwise arranged prior to arrival.

Westbourne Academy does not charge an accommodation placement fee.

Any request to change or leave accommodation, must be made to Westbourne Academy at least one week in advance. If this is not achieved, Westbourne Academy will retain one week of accommodation fees. If you are moving into a privately arranged accommodation, Westbourne Academy will not provide any refund of fees until the full postal address has been provided.

Should you wish to change the accommodation to another homestay provider, an administration fee of £40.00 will be payable.

If you have a holiday during your course (where you are away for 7 nights) then only 50% of the accommodation is payable.

If you are asked to leave a homestay provider due to bad behavior (or similar), Westbourne Academy will not be responsible for finding alternative/new accommodation (excluding those who are under 18 years old).

Cancellation & Fees

All fees for courses are payable prior to the start of the course.

The non-refundable enrolment fee is payable for every booking. In the event that a booking is cancelled, the enrolment fee remains payable.

All bookings are entitled to one postponement free of charge, however the enrolment fee will be payable again for each additional postponement.

No fees are refundable in the case of late arrival, leaving early or being asked to leave the Academy because of misconduct such as non-attendance or unacceptable behaviour. The Principal may use discretion under special circumstances.

A course is not transferable but may be cancelled or postponed with written notice at least one week before the start of the course.

If a booking is cancelled due to the application for a visa being refused, Westbourne Academy will refund fees paid in advance (less the non-refundable enrolment fee and bank charge) provided that you send us a copy of the letter of refusal before the intended start date of the course.

Provided sufficient notice is provided for a cancellation, any full fees that have been paid will be refunded less the non-refundable enrolment fee. This enrolment fee will be retained by Westbourne Academy. Refunds will be made to the original payer within 28 days of receipt of bank details and refusal letter. All bank details must be confirmed by the Agency/student before the refund will be transferred.

In the absence of such notice, or if less than one week notice is received, one week of school and accommodation fees will be payable.

Leaving a course early

No school fees are refundable in the event of leaving early or being asked to leave the Academy because of misconduct such as non-attendance or unacceptable behaviour. Accommodation fees will be refunded subject to a full one-week notice. The Principal may use discretion under special circumstances.

Insurance

Westbourne Academy or its staff will not be responsible for any loss, damage, injury or illness to any students or property. Students should take out their own personal insurance before they leave home.

English language level

Westbourne Academy requires information about your level prior to your arrival. This will act as a guide only. Your English language level will be determined by our entry test on your first day. If you are not at the required level for your course, you will be transferred to a suitable alternative course.

Students with a Beginner level of English should only book a General Main English course and must start at the beginning of a school term.

Data protection

To ensure that your course at Westbourne Academy meets your requirements we and, if appropriate, the Westbourne Academy Agent / representative will need to use the information you provide (such as your personal data and details of any special requirements) in order to process your enrolment efficiently.

Please note that we must pass your information on to those involved in providing you with services relating to your stay at Westbourne Academy such as, but not limited to, your reservation of accommodation and transfer services.

If required, your information will be provided to security organisations, customs and the Home Office as required by UK law. Please note that where your information is held by a Westbourne Academy Agent, it will be subject to your Agent's own data protection policy and their country's national law. We recommend checking their policy prior to your agreement.

