

Application Form



Please complete this form in CAPITAL LETTERS

PERSONAL DETAILS

Family Name	First Name/s	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	
Sex	Date of Birth	Age		<p>PLEASE ATTACH A PASSPORT SIZE PHOTO HERE AND SEND US A COPY OF YOUR PASSPORT</p>		
Home Address						
Post Code	Country					
Telephone	Mobile					
E-Mail	Emergency contact number					
Nationality						
Passport/ ID Number						

ENGLISH COURSE DETAILS

Dates:	From	To	Number of weeks?
Alternative Dates:	From	To	Number of weeks?

LEVEL OF ENGLISH

Elementary (A2) Pre-Intermediate (A2) Intermediate (B1) Upper-Intermediate (B2) Advanced (C1)

Common European Framework Language link <http://www.britishcouncil.org/cefglobalscales.doc>
(You will be assessed on your first day and placed in a suitable class)

How many years have you studied English?Years

Do you have any internationally recognised qualifications?

KET PET FCE CAE CPE TOEIC TOEFL IELTS Level/ Grade

TYPE OF COURSE

GENERAL ENGLISH	15 hours per week	Yes <input type="checkbox"/>	How many weeks?	
GENERAL ENGLISH + INTENSIVE ENGLISH	20 hours per week	Yes <input type="checkbox"/>	How many weeks?	
GENERAL ENGLISH + ONE TO ONE ENGLISH	Either 17½ or 20 hours per week	Yes <input type="checkbox"/>	How many hours? <input type="checkbox"/> 17 ½ hours <input type="checkbox"/> 20 hours	How many weeks?
GENERAL ENGLISH + CAMBRIDGE EXAM PREPARATION	20 hours per week	Yes <input type="checkbox"/>	Please tick type of course? <input type="checkbox"/> FCE <input type="checkbox"/> CAE <input type="checkbox"/> IELTS How many weeks?	

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WORK EXPERIENCE PLACEMENT

Dates:	From	To	Number of weeks?
Alternative Dates:	From	To	Number of weeks?
Type of course: (Please tick)	Unpaid Work Experience	<input type="checkbox"/>	
	Hotel Work Experience	<input type="checkbox"/>	
Type of placement required?	Type of company you wish to work for?	Are you prepared to work in the South-West of the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	If no , please state where you want to work?

Please attach a copy of your current CV / Resumé and a letter of application with this form.

Your CV / Resume should give details of your studies past and present, knowledge of any languages, your skills (i.e. computer programmes), work experience and hobbies / interests.

ACCOMMODATION DETAILS

Do you require accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please give details of any dietary requirements? (i.e. vegetarian)	Do you smoke? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please give details of any allergies/illness?
Please see accommodation leaflet for details.			

PAYMENT

S.E.L.S.A.C.S. LTD is the registered company name of Totnes European School

Students must pay all bank charges incurred. This will be included, at cost, on our invoices.

Payment to be made by bank transfer in £ Sterling / € Euros:

STERLING

Account name: S.E.L.S.A.C.S. Ltd.
Bank: Bank of Scotland
Money Market Accounts Centre
41 South Gyle Crescent
Edinburgh, EH12 9BB
Account No.: 01842147
Bank Sort Code: 12-20-26
IBAN No: GB59 BOFS1220 2601 8421 47
SWIFT Code: BOFS BG 2S

EUROS

Account name: S.E.L.S.A.C.S. Ltd.
Bank: Bank of Scotland
International Division, P.O.Box No86
120 St. Vincent Street
Glasgow, G2 5DZ
Account No: 83588001
IBAN No: GB73BOFS12201083588001
SWIFT Code: BOFS BG 2S

Please remember to send a copy of the bank transfer payment to the Administration Department at Totnes European School.

Prices/ Information



BOOKING FEES

REGISTRATION FEE	£60
ACCOMMODATION FINDING FEE for the English course	£50
ACCOMMODATION FINDING FEE for a Work Experience placement	£50

ENGLISH LANGUAGE

GENERAL ENGLISH	15 hours	£165 per week
GENERAL + INTENSIVE ENGLISH	20 hours	£230 per week
GENERAL ENGLISH + ONE TO ONE	17½ hours	£260 per week
	20 hours	£350 per week
GENERAL ENGLISH + CAMBRIDGE EXAM PREPARATION	20 hours	£240 per week

WORK PROGRAMMES

UNPAID WORK EXPERIENCE & HOTEL WORK EXPERIENCE

Taken with a 12 week or longer English Course	FREE
Taken with a 8 - 11 week English Course	£160
Taken with a 5 - 7 week English Course	£320
Taken with a 1 - 4 week English Course	£535
Taken without an English Course	£695

ACCOMMODATION

Accommodation in Totnes - weekly ½ board	£86.50
Accommodation other locations excluding London	£95 - £115

ACTIVITIES

Weekly Social activity	£8	approximately
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OTHER

Examination fees	FCE/ CAE	£100	approximately
	IELTS	£105	approximately

APPLICATION

- Complete the application form and ensure that you sign the bottom of the final page.
- Send the form back to us by fax, e-mail or post.
- When you return the application form, you will need to send us a registration fee of **£60.00** (which is non refundable—see Term & Conditions). This can be paid by bank transfer as below or by cheque made payable to: S.E.L.S.A.C.S. Ltd.
- On receipt of your application form and registration fee an invoice will be sent to you.
- All fees are to be paid in full four weeks before the start of your course.
- Relevant information about your course will be sent to you in advance.
- Your accommodation will start the day before your course (Sunday) and will end the day after your course finishes (Saturday). Details of your accommodation will be sent to you in advance of your arrival.

TERMS & CONDITIONS

PAYMENT All fees are to be paid in full four weeks before the start of the course. The date is given on your invoice.

CANCELLATION All cancellations must be made in writing to **TES** (Totnes European School). If between 2 to 4 weeks notice of cancellation is given, a charge of 20% of the programme price is made plus **£60.00** registration fee to cover cancellation procedures and charges. If less than 2 weeks notice of cancellation is given, no refund can be made. **TES** reserves the right to cancel any course up to 2 weeks before its commencement if the minimum student numbers for the course are not met. Under such circumstances any payments made to **TES** by the student (including registration fee) will be refunded in full.

NON-ARRIVAL Late cancellation must be made by telephone and in writing before 1600 UK time on the Friday before the course/ placement commencement date.

CURTAILMENT OF COURSES/ PLACEMENTS Students who decide not to finish a course or work placement are not entitled to tuition/ placement fee refund. Accommodation fees will normally be refunded except for the first two weeks of the cancelled dates.

AVAILABILITY OF COURSES If no course is available at a suitable level students will be offered one to one classes at reduced hours: 20 hours → 15 hours and 15 hours → 12½ hours at the original price.

COMPLAINTS PROCEDURES Please see student handbook for full details.

INSURANCE All students must have full health and travel insurance for the duration of their English course and work placement. During their work placement students will be covered by employer's liability insurance, however we suggest that students also take out their own working insurance in addition. S.E.L.S.A.C.S. Ltd. does not accept liability for personal injury of any participant, howsoever caused. S.E.L.S.A.C.S. Ltd. does not accept liability for the loss or damage of any property belonging to or travelling with any participant. S.E.L.S.A.C.S. Ltd. does not accept any responsibility for losses or additional expenses owing to delays or alterations in travel services, weather, sickness, strikes or any other causes. S.E.L.S.A.C.S.' liability is limited to the contract amount. No third party or consequential liabilities are accepted.

WORK EXPERIENCE PLACEMENTS Work Experience placements are conditional upon the student having an adequate capability in the English Language and a professional attitude towards the placement. S.E.L.S.A.C.S. Ltd. can take no responsibility for the unsuitability of such a placement if the student does not have a satisfactory capability in the English language and/ or required aptitude for the placement.

UK PUBLIC HOLIDAYS The school is closed on all UK public holidays. Students will not be charged for tuition on these days.

ACCOMMODATION If necessary, students may have to share a bedroom with a member of the same sex and with the same first language during their stay.

AGE If students are UNDER 18, their parents must have given their permission for their son/ daughter to attend **TES**.

DATA PROTECTION All information exchanged between **TES** and its students regarding accommodation and work placements is confidential.

EXAMS TES will advise students not to enter Cambridge exams if we think their level is not sufficient.

All students must abide by the school rules and regulations stated in the student handbook. I have read and understood the terms and conditions printed on this form. These terms are made under English law.

SIGNED:.....

DATE:.....