

## 1. Your Details

Family name ..... Date of birth .....  Male  Female  
 First name(s) ..... Telephone number .....  
 Address ..... Email .....  
 ..... Nationality .....  
 Passport number ..... Passport expiry date .....  
 First language .....  
 Emergency contact  
 Name ..... Email .....  
 Mobile telephone .....

How long have you been studying English? .....

Select your current English level  
 Beginner  Elementary  Pre Intermediate  Intermediate  Upper Intermediate  Advanced

How did you first hear of St Giles?  From friends/family  Exhibition/fair (please specify) .....  
 Facebook  St Giles website  Search engine (e.g. Google)  Overseas Partner (please specify) .....  
 Other (please specify) .....

We would love to stay in touch with you. Please tick this box if you do not wish to receive our e-newsletters, unique special offers and other marketing communications from St Giles International.

Do you have any allergies or medical conditions that the school or your accommodation should know about? .....

## 2. Your Course

Please check that the course you would like is available at your chosen location in our [Course Dates and Prices 2020 brochure](#).

1. Centre ..... Start date ..... Number of weeks .....

Course name ..... Number of lessons per week :  20 lessons per week AM  20 lessons per week PM  
 28 lessons per week (full day)

2. Centre ..... Start date ..... Number of weeks .....

Course name ..... Number of lessons per week:  20 lessons per week AM  20 lessons per week PM  
 28 lessons per week (full day)

Select a [St Giles Open Ticket: book now & choose your study dates later](#)

**Add 20 online group lessons over 4 weeks with [St Giles Live](#) before or after your course to make faster progress!**

Start date ..... Number of weeks:  4  8  12  16  Other (Please specify): .....

## 3. Your Accommodation

Find out what accommodation is available at your chosen centre in our [Course Dates and Prices 2020 brochure](#).

Arrival Date: ..... Departure Date: .....

**Homestay** - Please note that Superior, Breakfast-only and Self-catering options are not available at all centres - please check our [Course Dates and Prices 2020 brochure](#) before selecting the option you would like at your chosen centre.

Standard Single Room  Superior Single Room with shared bathroom  Superior Single Room with private bathroom  
 Standard Shared Room  Superior Shared Room with shared bathroom  Superior Shared Room with private bathroom

Shared rooms are only available for students travelling together. If you have requested a shared room, please give the name of the student you wish to share with: .....

Half board  Breakfast only  Self-catering homestay

If you need to self isolate for your first two weeks in the UK or Canada due to local travel regulations, select our full board quarantine package (£35/\$35 per week).

*Under 18s (UK) and under 19s (Canada) must choose this option & it is highly recommended that all students who need to quarantine select this option.*

Do you have any dietary requirements (e.g. vegetarian)? .....

Please tick which you would prefer:  Smoking homestay  Non-smoking homestay

What are your hobbies? .....

- Residence Hall**  
 Name of Residence .....  
 Type of Room .....
- Hotel / Guest House**  
 Name of Hotel/Guest House .....

## 4. Airport Transfer

Airport Transfer on Arrival  Airport Transfer on Departure

Please give details if already known:

Airline name .....  
 Arrival flight number ..... Arrival time ..... Arrival airport .....  
 Departure flight number ..... Departure time ..... Departure airport .....

*NB. Students under 16 (Cambridge, Eastbourne & London Highgate): You must book our airport transfer service on arrival and departure. You must also carry your Parental Travel Consent Form for production on request.*

*NB. Students aged 16/17 (all locations): You are required to book our airport transfer service in order to avoid problems with immigration procedures (unless you are being met by an adult friend or relative). You must carry your Parental Consent form if you're under 18 (UK) or Under 19 (Canada).*

## 5. Extras

- Add Express Mailing of your documents.  
 Add [International Students Insurance](#) for £5.65/ \$18.50 per week.  
 Opt out of a [charitable donation](#) of £1/\$1.

## 6. Declaration and Payment

**Declaration 1 (all students):** I have read and understood the Terms and Conditions of Enrolment (see next page) and accept them.

Signature ..... Date .....

**Reservation:** [Once filled, please submit this form along with the deposits stated below.](#)

	Registration Fee	Course Deposit	Accommodation Deposit	Accommodation Placement Fee	UK Visa Fee for non-EEA students (if applicable)	Homestay Guardianship Fee (Canada)	Volunteer Placement Deposit (if applicable)	Aiport Transfer (if applicable)	Express Mail Service (if applicable)
<b>UK</b>	<b>£80</b>	<b>£100</b>	<b>1 week's rent</b>	<b>£45</b>	<b>£21</b>	<b>n/a</b>	<b>£300</b>	<i>from £36 per journey</i>	<b>£37</b>
<b>Canada</b>	<b>CAN\$150</b>	<b>CAN\$150</b>	<b>1 week's rent</b>	<b>CAN\$225</b>	<b>n/a</b>	<b>CAN\$100</b>	<b>n/a</b>	<i>from \$90 per journey</i>	<i>from CAN\$65</i>
<b>Open ticket deposit UK:</b> Start your course any time before the end of 2021							<b>£200</b>		
<b>Open ticket deposit Canada:</b> Start your course any time before the end of 2021							<b>CAN\$300</b>		

(Parents or Guardians of applicants aged under 18 must also complete our Parental Consent Form. This can be downloaded from our website under Student Information/Student Visas.)

Non-EEA Students applying for a General Student Visa (GSV) for study in the UK must pay the UK Visa Fee (£21, reviewable 4/20) in addition to any local charges. The Course Deposit and Accommodation Deposit are part of the course fees and are deducted from the total fees payable. All other fees above (if applicable) are administrative charges, or are payable to third parties, and are non-refundable. Charges for Airport Transfer Service and Insurance (if required) are also included on your invoice and are payable on enrolment, together with all applicable fees listed above.

**Payment:** When we receive your Registration Fee, Course Deposit and UK Visa Fee (if applicable), Accommodation Deposit, Accommodation Placement Fee, Insurance Fee and Airport Transfer Fee, we send a course confirmation letter, with an invoice for the balance of fees payable. No documentation will be issued until we receive these payments. **The total amount due must be received by the centre or by our bank at least 21 days before your course begins in order to guarantee your place.** You can send payments by bank transfer, or credit/debit card. For payments by credit card or bank transfer in your home currency we will accept payment via Flywire. Flywire allows you to pay securely from a local bank in your home country in your home currency (subject to availability). The rates used by Flywire are guaranteed to be better than those of your bank/card provider. Alternatively, if you would prefer to pay by credit card in GBP, payments can be made to St Giles UK Centres via Realex. Please allow up to 28 days for funds to be transferred via a bank. UK or Canadian bank charges (if any) must be paid by you on arrival.

### How would you like to pay?

- By credit/debit card or bank transfer via Flywire. [Paying via Flywire](#) will save you money on bank or card charges as you can pay in your own currency.
- By credit/debit card in GBP via [Realex \(UK centres only\)](#).

**Thank you and we look forward to welcoming you to St Giles! The bookings team will be in touch with you soon.**

**Contact us here [bookings@stgiles.co.uk](mailto:bookings@stgiles.co.uk) / Whatsapp: +44 7732 756876**

## 7. 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 or accommodation arrangements without liability if obliged to by circumstances beyond its control or due to low demand, or where the student's preferred accommodation is unavailable. In such circumstances, St Giles endeavours to offer the best alternative arrangements, dates or venues available, or a refund of fees paid for tuition and/or accommodation but does not accept liability for further compensation which exceeds the total fees paid.

St Giles (and associated third party suppliers) reserve the right to refuse to accept, to admit onto the premises or cancel a student's course or accommodation due to overriding health and safety concerns, or in cases where we or the accommodation provider cannot make reasonable provisions to facilitate their leaning needs or for their personal care.

St Giles will not be responsible for the non-performance of any contractually agreed obligations, if they are unable to take place due to an act of Force Majeure. Such causes shall include incidents that are outside of our reasonable control, which include, but shall not be limited, to act of government, war, threat of war, riot, civil strife, industrial dispute, terrorist activity, natural or nuclear disaster, unusually adverse weather conditions and infectious diseases. COVID 19 is one such infectious disease which is to be considered as a case of Force Majeure.

In occurrences of such incidents, St Giles endeavours to offer the best alternative arrangements, dates or venues available or a refund of fees paid for tuition and/or accommodation but does not accept liability for further compensation which exceeds the total fees paid. St Giles does not accept liability for further claims for compensation including but not limited to stress or loss of enjoyment.

St Giles will do its utmost to comply with public health restrictions related to the spread of infectious diseases and will not be held liable for any non performance of contractually agreed obligations unable to be carried out as result of such efforts. St Giles requires its students and Overseas Partners to do their utmost to comply with public health policies in the UK and Canada.

### 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. UK centres: Non-EEA students on a Tier 4 visa must pay the UK Visa Fee each time a change in dates is requested. Tier 4 students may also be required to apply for a new visa.

### CHANGES BEFORE SCHEDULED ARRIVAL DATE

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 to an Amendment Fee of £40 (UK) / Can\$50 (Canada). Non-EEA students on a General Student Visa must pay the UK Visa Fee each time a change in dates is requested, or may be required to apply for a new visa. Deposits and fees are not transferable from person to person.

### CANCELLATION BEFORE SCHEDULED ARRIVAL DATE

All cancellations must be received in writing.

Cancellation charges are as follows at each location. Any balance is refunded:

Cancellation received	Cancellation fees See table of charges on page 41 of Course Dates and Prices 2020 brochure
<b>More than 21 days</b> before scheduled arrival date	Registration Fee (UK & Canada) Accommodation Placement Fee (UK & Canada) Course Deposit (UK) UK Visa Fee (UK) Homestay Guardianship Fee (Canada) Express Mail Fee (UK & Canada) Volunteer Placement Deposit (UK) Insurance Charges (UK)
<b>Less than 21 days</b> before the scheduled arrival date (including students who fail to arrive without notice)	Registration Fee (UK & Canada) Tuition fees for 2 weeks (UK) Accommodation Deposit (UK & Canada) Accommodation Placement Fee Students at all locations may also incur charges to third-party accommodation providers (residences, hotels and homestays). St Giles will pass on any direct costs incurred. UK Visa Fee (UK) Homestay Guardianship Fee (Canada) Airport transfer charges Express mail Fee Insurance Charges (UK)

### VANCOUVER TUITION REFUND POLICY BEFORE ARRIVAL

All cancellations must be received in writing.

Cancellation received before course starts	Tuition fees retained
<b>Within 7 days</b> of signing the contract	5% of total tuition up to a maximum of \$250
<b>More than 7 days</b> after signing the contract and <i>more than</i> 30 days before course starts	10% of total tuition up to a maximum of \$1,000
<b>More than 7 days</b> after signing the contract and <i>less than</i> 30 days before course starts	20% of total tuition up to a maximum of \$1,300

### VISA REFUSALS

If your visa is refused, and you fail to inform us before the course begins, our standard cancellation terms apply as listed above. But if we receive your refusal letter before the course begins, we aim where possible to pass on only direct costs incurred by our Centres, and refunds and charges are as follows:

**Tuition Fees:** these will be refunded in full, together with the Course Deposit, Accommodation Deposit and 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: Registration Fee, Accommodation Placement Fee, Accommodation Deposit, UK Visa Fee, Airport Transfer charges, Guardianship Fee, Express Mail Fee. Other charges may apply.

### CANCELLATION OR CHANGES ON OR AFTER SCHEDULED ARRIVAL DATE - UK & CANADA

If shortening or cancelling courses, Vancouver students must cross-refer to the tuition refund policy and conditions of notice in the table opposite.

Except for course upgrades, requests for changes after the course has begun are subject to an Amendment Fee of £40 (UK) or CAN\$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 Tier 4 visa students 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.

Students entering on a Tier 4 visa for courses longer than 24 weeks must be at the language level outlined by the UKVI. All students complete a level placement test on arrival at St Giles, and any Tier 4 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, 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. Students cannot exchange General English group lessons for an equivalent number of private lessons.

### Courses of 9+ weeks

For cancellations or changes to be effected from the 9th week onwards students must give 4 weeks' written notice from any 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.

Students requesting course breaks or changes to course breaks after arrival, or who wish to move to another St Giles Centre, must give 4 weeks' notice of requirements, which are subject to availability. Students must pay an Amendment Fee of £40 (UK) or CAN\$50 (Canada).

There is no Amendment Fee for students requesting an upgrade to a more expensive course. Students cannot exchange General English group lessons for an equivalent number of private lessons.

### 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.

ISC students requesting course breaks or changes to course breaks after arrival 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 £40 (UK) or CAN\$50 (Canada).

*\*If your visa is issued under Tier 4 of the Points Based system (General Student Visa) we are required to inform the UKVI of the early termination of your course.*

### Use of your personal information

The information you provide to us on this form will be used to assess your application and to administer our courses. Please see our data notice, which can be found on our website [www.stgiles-international.com/about/group-policies](http://www.stgiles-international.com/about/group-policies) for more details about how we use, store and retain personal information about you. If you have any questions about how we use your information, please contact [hq@stgiles.co.uk](mailto:hq@stgiles.co.uk). We would also like to use your contact details to send you information about our other courses which we think will interest you.

### VANCOUVER TUITION REFUND POLICY AFTER ARRIVAL

Students must give 7 days' notice in writing from the following Friday in order to cancel, shorten or change their course.

Cancellation received after course starts	Tuition fees retained
<b>Before</b> 10% of the period stated in the contract has elapsed	30% of total tuition fees
<b>After</b> 10% and <b>before</b> 30% of the period stated in contract has elapsed, or for a dismissal within this time frame	50% of total tuition fees
<b>After</b> 30% of the period stated in contract has elapsed, or for a dismissal within this time frame	100% of total tuition fees

Refunds are paid within 30 days of receipt of notice of cancellation plus supporting documentation, or in cases of dismissal.

### CANCELLATION OF VOLUNTEER PLACEMENTS (UK) REFUNDS

Before internship begins	After internship begins
50% of fees after the deduction of agency charges	No refund is possible

### ACCOMMODATION (ALL LOCATIONS)

In arranging accommodation, St Giles normally acts as a third party, and cannot accept ultimate responsibility for the quality of accommodation provided, or for any damages, theft or financial loss suffered by students as a result of accommodation providers' negligence, except insofar as we undertake to exercise due diligence in arranging such accommodation on students' behalf. Students and agents are advised to notify St Giles at the earliest opportunity in cases where the accommodation provided is deemed unsatisfactory, when St Giles will endeavour to negotiate improvements in the existing provisions or to offer alternative accommodation subject to availability or refunds from providers wherever possible. 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 10.00 a.m. on the Sunday before the course begins, until 10.00 a.m. on the Sunday at the end of the course, unless agreed otherwise. This is with the exception of the Study Inn, Cambridge, which is Sunday-Saturday in the last week of reservation. Check-in times vary depending on the centre and details will be provided on accommodation confirmation documents.

### Cancellation or changes

All cancellations and changes must be notified to the office in writing.

Students staying at Chester House (London Highgate) must give 30 days' notice of changes or cancellation, or pay for up to 30 days in lieu. Students at other Residence Halls must give the office 14 days' notice, 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 at discounted long-stay rates, the full rate 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 £40 (UK) or CAN\$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 must send the centre evidence of parental consent if they request such accommodation. NB. In Canada the minimum age for renting a hotel room is 19.

### INSURANCE

Deposits and fees are not transferable from person to person. Students are advised to insure themselves against personal injury or illness before their arrival in the UK or Canada. St Giles can arrange insurance cover at a competitive cost. Please see our website for further details. *Insurance fees (UK) are not refundable in the event of cancellation.*

### DISCIPLINARY CODE

St Giles International reserves the right to terminate without notice the course of any students who seriously or persistently misconduct themselves in their classes or accommodation during their stay, or who persistently fail to attend classes or meet the attendance requirements of the course.

Action in such cases is at the discretion of the Principal or Centre Director, and in the case of visa nationals the relevant authorities are informed that a course has been discontinued early for disciplinary reasons. There is no refund of tuition fees in these circumstances, and any unpaid fees become payable immediately. Any unused accommodation fees after the payment of outstanding amounts due will be refunded in accordance with our terms and conditions above.

The St Giles Student Disciplinary Code is published in full in our Students' Guide and on our website.

### PROMOTIONAL PHOTOGRAPHS AND VIDEOS

St Giles or its representatives may take photographs and videos of classes or other school activities during your time with us, which may be used for promotional purposes. If you do not wish to appear in any promotional materials, please advise us at the time of booking.

*St Giles' terms and conditions are governed by English law & Canadian law (dependent on the location of the centre in question) and St Giles cannot be responsible for refund or compensatory obligations as mandated by foreign courts of law.*

[View our supplementary terms and conditions here.](#)

**All information is correct at the time of publishing, July 2020**

### Accreditations in the UK

Accredited by the  
  
 for the teaching  
 of English in the UK

ACCREDITED  
  
 Excellence in Language Education

 PFE  
 Private Further  
 Education  
 St Giles International  
 (London Central & Brighton)  
 educationaloversight@stgiles.com  
 Educational Oversight  
 2014

MEMBER  
  
 ENGLISH  
 UK

### Accreditations in Canada

  
 Languages Canada  
 Langues Canada  
 Votre destination linguistique - Your language destination

  
 DESIGNATED  
 B.C. TRAINING INSTITUTION