

### 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

### 2. Teacher of English Course (26 lessons per week)

Please choose your location and course option:

**Brighton 7 July to 18 July 2025**  
 TEC Course Only  TEC Course with Trinity CertPT add-on\*

**London Central (TEC only) 4 August - 15 August 2025**  
 **London Highgate (TEC only) 21 July - 1 August 2025**

\*Note: The Trinity CertPT is only available at our Brighton centre. Tasks are completed remotely with tutor supervision within 12 weeks of the end of the TEC course. If applying for the Trinity CertPT add-on, please email us a scanned copy of your initial teacher training qualification.

### 3. Your accommodation

Find out what accommodation is available at your chosen centre in our [Course Dates and Prices 2025 brochure](#).

Arrival Date: ..... Departure Date: ..... Number of Weeks: .....

**Homestay** - Please note that Superior, Breakfast-only and Self-catering options are not available at all centres - please check our Course Dates and Prices 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 **Are you ok with pets?**  Yes  No

**Residence Hall**

Name of Residence .....  
 Type of Room .....

**Hotel**

Name of Hotel .....  
 Type of Room.....

### 4. Health & Support\*

Do you have any allergies?  Yes  No

If yes, please give details: .....

Are you on any medication?  Yes  No

If yes, please give details: .....

Do you have any ongoing medical conditions that may need support or attention during your stay?  Yes  No

If yes, please give details: .....

\*This information will be kept on our database and will be accessible to managers and support staff. If we think it is relevant to do so, we will also share this information with your accommodation provider. You are under no obligation to share medical information with us. However, having this information will help us to offer support and keep you safe during your stay.

## 5. 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** (Brighton, 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).

## 6. Extras

- Add Express Mailing of your documents.
- Add [International Students Insurance](#) for £5.92/week
- Opt out of a [charitable donation](#) of £1

### How did you first hear of St Giles?

- From friends/family
- Exhibition/fair (please specify) .....
- Social Media (please specify).....
- 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.**

## 7. Declaration and payment

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

**Declaration 2 (General Student Visa applicants only):** I enclose a signed Statement of Intent (obtainable from your Agent or chosen centre).

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

**Reservation:** Return this completed enrolment form to the centre where you wish to begin your course, with the following payments:

Registration Fee	Course Deposit	Accommodation Deposit	Accommodation Placement Fee	Aiport Transfer (if applicable)	Express Mail Service (if applicable)
<b>£85</b>	<b>£100</b>	<b>1 week's rent</b>	<b>£50</b>	from <b>£94 per journey</b>	<b>On Application</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.)

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 756 876

## 8. 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, including online tuition. If an alternative cannot be provided, a refund of fees paid for tuition and/or accommodation will be offered but St Giles 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, including online tuition, or should an alternative be unable to be offered, 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. All prices are subject to change without notice and are not guaranteed, except for prices on courses, accommodation, other ancillary services and supplies that have had booking confirmations and/or invoices issued by St Giles International. Prices stated do not include VAT or any other tax duty or charge which is now in effect or may imposed in the future or applied retrospectively by the UK government. All such tax duties or other charges shall will be paid by the student or overseas partner unless they provide an exemption certificate acceptable to the appropriate UK authority.

### 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.

### CHANGES BEFORE SCHEDULED ARRIVAL DATE

Students must ensure that there is time to reapply 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). 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 32 of Course Dates and Prices 2025 brochure
<b>More than 21 days</b> before scheduled arrival date	Registration Fee Course Deposit Accommodation Placement Fee Express Mail Fee Insurance Charges
<b>Less than 21 days</b> before the scheduled arrival date (including students who fail to arrive without notice)	Registration Fee Tuition Fees for 2 weeks Accommodation Placement Fee Accommodation Deposit 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. Insurance Charges

### VISA REFUSALS

If your visa is refused or the approval is delayed, 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 or notice of delay of approval before the course begins, where possible, we will aim to pass on only direct costs incurred by us. In these case, refunds and charges are as follows:

**Tuition fees:** these will be refunded in full, together with the course deposit.

**Accommodation charges:** these will be charged where applicable as stated under Accommodation, Cancellation or Changes and the balance will be refunded.

**Supplementary charges:** these payments (where applicable) will be waived; Registration Fee, Accommodation Placement Fee, Accommodation Deposit, Airport Transfer charges and Guardianship Fee. Express Mail fees will be charged if documents have been mailed using this service & Insurance fees will be charged as insurance is administrated at the time of enrolment. Should other direct costs be incurred, we reserve the right to charge them accordingly.

### 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 to the right. 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).

Students will receive refunds only after their return to their home country. For students under the age of 18 (in Vancouver, the age of 19), the office will check with Overseas Partners, 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 Overseas Partners the office will check with Overseas Partners before arranging any refunds, as refunds can only be made after receipt of funds paid via an Overseas Partner. There is no Amendment Fee for students requesting an upgrade to a more expensive course.

### 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) / Academic Year (20+ 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. Students changing to a more expensive course must pay the additional balance, but there is no Amendment Fee.

Long-stay 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).

#### **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 may also use your contact details to send you information about our other courses which we think will interest you.

#### **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 Overseas Partners 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 (Saturday for Vancouver) before the course begins, until 10.00 a.m. on the Sunday (Saturday for Vancouver) at the end of the course, unless agreed otherwise.

#### **Cancellation or changes**

All cancellations and changes must be notified to the office in writing. Third party accommodation providers will have their own terms and conditions which St Giles is required to adhere to.

Students staying at a GEC Residence in Vancouver who wish to cancel after arrival must give 60 days notice or additional charges will apply. For cancellations of less than 60 days before arrival but the amenities fee and the security deposit will not be refunded.

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. 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 price. Please see our website for further details. Insurance fees (UK) are not refundable in the event of cancellation. Students booking their course at St Giles Vancouver must require to purchase an adequate medical insurance for the whole duration of their stay in Canada.

#### **DISCIPLINARY CODE**

St Giles International reserves the right to terminate without notice the course of any student in the case of serious misconduct outside of the school or accommodation such as a serious criminal act, 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.

**All information is subject to correction and all errors and omissions are excepted. Information is correct at the time of publishing, February 2025.**

#### **Accreditations**

Accredited by the  
  
BRITISH  
COUNCIL  
for the teaching  
of English in the UK

ACCREDITED  
  
Eaquals  
Excellence in Language Education

MEMBER  
  
ENGLISH  
UK

  
ALTO  
Association of  
Language Travel  
Organisations