

PERSONAL INFORMATION

(Please print clearly)

Family Name Given Name Male Female

Street City

State/Province Country Postal Code

Telephone Number Mobile Numbers

E-mail address Fax

Name and telephone number of next of kin

Company

Country of Birth..... Date of Birth...../...../..... Nationality.....
(day) (Month) (Year)

Passport Number

Will you need to obtain a Visa Yes No

How did you hear about Berlitz?

ACCOMMODATION

(if applicable)

Home-stay accommodation, to include two meals per day (breakfast and dinner) can be arranged for you. If this is required please provide the following information:

Arrival Date/...../..... Departure Date/...../..... Airport

Airline, flight number and time of arrival

Are you allergic to any domestic pets? Yes No

If so, please describe

Do you have any special dietary needs? Yes No

If so, please describe

Home-stay accommodation required Standard First Class

Other Accommodation required? Yes No

If so, please detail

All programmes are Monday to Friday except for public holidays. All pricing is per person.

PLEASE FILL IN FOLLOWING INFORMATION

Desired Programme: Total Immersion® Total Compact Crash Course Combo
 Half-Day Private -AM Half-Day Private -PM Semi-Private Other

Number of weeks you wish to study Study Centre: London Windsor

Please fill in the prices(s) from the attached price list.

Course cost

Home-stay

Airport Transfer Services

Travel Insurance (£5.50 for each week or part week)

Total Cost All prices are in Pound Sterling

STARTING DATES

Private tuition and Group programmes are available all year round. (Extra weeks may be added if desired)

Desired start date/...../.....

GENERAL CONDITIONS & INFORMATION

Total Immersion®, Total Compact Courses, Crash Courses, Half-Day Private Courses, Mini-Groups and Combo Courses are all part of the Berlitz Study Abroad programme offered by Berlitz in London and Windsor and the following conditions apply to students enrolling on these courses:

1. On acceptance of the booking application by Berlitz a deposit is payable. This must be for at least 10% of the course fees, plus the charge for any home-stay arranged for the first two weeks of the student's stay.
2. The balance of all course and other fees must be received one week prior to course commencement.
3. The course may subsequently be cancelled by the student/client provided Berlitz receives an email informing the centre of cancellation before midnight (UK time) on the Wednesday before course start date. Once a course has started no cancellation may be made. Days cancelled with less than this notice will be charged as if attended by the student.
4. In the case of home-stay, two week's notice of cancellation is required to cancel at any time and no refund can be made where such notice of cancellation is not received.
5. Fees charged are inclusive of a course registration fee of £75 and where accommodation is arranged by Berlitz a booking fee of £50. In cases of cancellation at any time neither is refundable
6. In the case of group courses, where the number of students attending a Mini-Group course falls below the minimum of two, the course will be converted into three private lessons each day instead of the normal five Mini-Group lessons.
7. For students below the age of 18, Berlitz is unable to offer group tuition, nor is it able to arrange accommodation. Students under 18 may be accepted for private tuition and are subject to safeguarding procedures as per English law. Students under the age of 16 must be accompanied by a parent or guardian who must remain at the Berlitz centre while tuition takes place.

The following conditions apply to students attending all types of courses at Berlitz:

8. Each lesson given lasts for 45 minutes, inclusive of a 5 minute break between lessons
9. Enrolment on a Berlitz course implies an obligation to abide by the regulations
10. Berlitz does not accept responsibility for any loss or injury however caused and students as advised to arrange travel and health insurance for the period of their course
11. The student consents to the monitoring for pedagogical purposes by supervisory personnel
12. All arrangements with regard to the course must be made with Berlitz (or their agent) and not with teachers.

FINAL CERTIFICATION

I agree to be responsible for all programme fees, as well as any incidental costs incurred by me, including, but not limited to home-stay fees, telephone calls, airport pickup and any damages caused by my actions.

Signature