

2014 English courses for adults Enrolment form and Terms & Conditions

How to book

Booking your course is straightforward. You can choose from three ways to book:

1. Via your local educational partner. If you need help locating your nearest partner, please contact us.

2. By completing this enrolment form and emailing it to Kings Colleges

3. By completing our online Booking Form at:
www.kingscolleges.com

Our colleges

Kings Boston

Ellsworth Hall
Pine Manor College
400 Heath Street
Chestnut Hill
MA 02467
USA
T +1 617 566 0298
F +1 617 566 0384
E boston@kingscolleges.com

Kings Los Angeles

1555 Cassil Place
Hollywood
Los Angeles
California 90028
USA
T +1 323 963 5311
F +1 323 963 5288
E la@kingscolleges.com

Kings Bournemouth

58 Braidley Road
Bournemouth
Dorset
BH2 6LD
England
T +44 (0) 1202 293535
F +44 (0) 1202 293922
E bournemouth@kingscolleges.com

Kings London

25 Beckenham Road
Beckenham
BR3 4PR
England
T +44 (0) 20 8650 5891
F +44 (0) 20 8663 3224
E london@kingscolleges.com

Kings Oxford

St. Michaels Campus
21 St Michaels Street
Oxford
OX1 2EB
England
T +44 (0) 1865 711829
F +44 (0) 1865 747791
E oxford@kingscolleges.com

To contact us online: www.kingscolleges.com/enquiries

English Courses 2014

Enrolment Form

Please complete this form in BLOCK CAPITALS

Student details

Family name:	First names:		
Date of birth: d d / m m / y y	Male <input type="checkbox"/>	Female <input type="checkbox"/>	
Country of birth:	Current citizenship:		
Own language:	Passport number:	Passport expiry date: m m / y y	
Home address:			
Telephone*:	Mobile phone*:		
Student's email:	Parent/guardian email:		
Name of emergency contact:	Emergency phone*:		

* Including international and local dialling codes

Current level of English

Beginner Elementary Pre-intermediate Lower Intermediate
Intermediate Upper Intermediate Pre-Advanced Advanced

Note: for certain visa nationals studying in the UK, you will need to show documented proof of English proficiency at IELTS 4.0 or equivalent level.

Course details

Location: Boston <input type="checkbox"/> Los Angeles <input type="checkbox"/> Bournemouth <input type="checkbox"/> London <input type="checkbox"/> Oxford <input type="checkbox"/>		
Course name:	Course code (see prices):	
Course start date: d d / m m / y y	Course end date: d d / m m / y y	Number of weeks:
One-to-one lessons <input type="checkbox"/>	Number per week (if known):	

Accommodation details

Homestay Half-board – single / twin

Homestay Extra

(available at London, Bournemouth)

Student house (18+)

(available in London and Oxford)

Minimum 12 week booking

Student residence

Boston

On-campus residence (16+) – single / twin

Bournemouth

Kings Charminster (16+) – single / twin

Kings Town Centre (18+) – single / twin

Kings Beach (18+) – single / twin

Summer residence (16+) – self-catering / half-board

Oxford

Premium residence* (17+)

Summer residence (16+)

Los Angeles

Cassil student residence (18+) – single / twin

La Mirada Premium residence (18+)

La Mirada residence (18+) – single / twin

Summer residence (16+) – twin / quad

London (Summer)

Crystal Palace (18+) – single / twin

bed and breakfast / half-board

*Restrictions apply to Oxford Premium Residence, see price list and brochure for details.

Accommodation dates:

Arrival: d d / m m / y y	Departure: d d / m m / y y	Smoking <input type="checkbox"/>	Non-smoking <input type="checkbox"/>
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Airport transfer details

Please tick the required transfer service: Arrival only Departure only Arrival and departure Not required

Arrival:	Date: d d / m m / y y	Flight number:
	Departure airport:	Arrival airport:
Departure:	Date: d d / m m / y y	Flight number:
	Departure airport:	Arrival airport:

Continued →

Health and medical information

Please provide details of any disabilities or special educational needs (e.g. limited mobility, dyslexia, asthma).

Please provide details of any special requirements regarding health, diet or religion (e.g. medication, vegetarian, Muslim, allergies to food and/or drugs).

Please provide details of any on-going illness or medical condition and its treatment.

Student insurance

You must have appropriate accident and medical insurance before you can travel to study at any of the Kings Colleges. We recommend Kings Student Insurance.

Details of cover and policy are available at www.kingscolleges.com/insurance. Please tick if you require student insurance

How to pay

You can pay for your course by paying either a deposit of full fees. A deposit can be paid for courses starting four weeks or more from the time of payment.

If the course starts less than four weeks from payment date, full fees are payable.

Amount to pay

A: Course fees (tuition only)	£/\$	F: Certificate of Acceptance to Study (if required)	£14*
B: Accommodation fees (if applicable)	£/\$	G: Insurance (if required)	£/\$
C: Additional lessons (if required)	£	H: Credit card surcharge	
D: Enrolment fee	£75/\$150	(2 or 3.5% if relevant)	£/\$
E: Airport transfers (if required)	£/\$	Total to pay	£/\$

Amount to be paid at time of enrolment. Tick A, B, C or D for preferred payment option. **(Full fees must be paid if enrolling less than four weeks in advance.)**

A. UK: £195 (£120 deposit, £75 enrolment fee)

B. UK: £209 (£120 deposit, £75 enrolment fee, £14* CAS fee)

C. USA: \$150 deposit

D. Full fees

*subject to change

Payment by telephone:

We can take credit and debit card payments over the telephone. Please contact your chosen college with your card details. See below table for telephone numbers. Please be aware that a 2% surcharge applies to credit card bookings (3.5% for AMEX). Please also note that debit cards issued in some countries outside the UK will be treated as credit cards and will require us to apply the relevant surcharge.

Payment online:

You can pay online by credit or debit card, or bank transfer via our partner Uni-Pay. Uni-Pay enables you to make a payment in your own currency, so can save money on bank or card charges. For more information please go to www.kingscolleges.com/prices

Payment by Bank Transfer/wire:

Please send the payment to the bank of the College you have selected (see below for bank details). Bank/wire transfers take 2 - 4 weeks to arrive. Full payment must be received four weeks before the date of arrival. Please include all bank charges in your payment and quote the student's full name on the transfer. Please email a copy of the bank/wire transfer to Kings on acceptance of the offer and give the student a copy of the transfer to take to College with them.

Please note that no documentation will be issued until we receive either a deposit, or full payment if your course starts in less than four weeks.

College Bank Details	Kings Boston	Kings Los Angeles	Kings Bournemouth	Kings London	Kings Oxford
Account name	Kings Boston	Kings Los Angeles	Kings Colleges Ltd, T/A Kings Bournemouth	United Language Schools Ltd. T/A Kings London	Touchload Ltd. T/A Kings Oxford
Telephone number	+1 617 566 0298	+1 323 963 5311	+44 (0) 1202 293535	+44 (0) 20 8650 5891	+44 (0) 1865 711829
Bank name/details	CHASE	CHASE	Allied Irish Bank, 22 Marlborough Place, Brighton, Sussex BN1 1UB (applies to all UK colleges)		
Account number	464723449	465410046	–	–	–
Routing	322271627	322271627	–	–	–
IBAN	–	–	GB43 AIBK 2385 8900 4370 09	GB21 AIBK 2385 8900 4390 54	GB32 AIBK 2385 8900 4380 80
Bank Swift Code	CHASUS33	CHASUS33	AIBKGB2L	AIBKGB2L	AIBKGB2L

Declaration

For parents/guardians of students aged Under 18

- I accept Kings Colleges Terms and Conditions
- I have informed Kings Colleges of any disability, illness, special educational or medical needs of my child/ward.
- I give permission for first aid to be administered and appropriate non-prescription medication to be given.
- I agree to my child/ward receiving medication in an emergency as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- I give permission for my child/ward to participate in off site social activities and excursions

I hereby enrol for a course at my designated Kings College for the period shown above, and accept the Terms and Conditions set out in this document. It is my intention to follow a course of study at Kings Colleges and return home once my leave to remain expires.

Signature of student's parent/guardian (for students under 18):	Date: d d / m m / y y
Signature of student:	Date: d d / m m / y y

Please fax or email this completed form to your chosen college location. Details are printed on the front of this enrolment form.

UK Terms & Conditions

Kings reserves the right to change prices, to cancel or change courses and to amend timetables at any time prior to enrolment and to make additions or amendments to these terms and conditions by giving one month's written notice to all affected parties.

1. Enrolment Fee

There is a £75 enrolment fee payable on all courses.

2. Visa fee

For certain visa nationals, there is a charge of £14 (subject to change) for a Certificate of Acceptance for Studies (CAS). If you are a visa national, please include your passport number on your booking.

3. Acceptance of enrolment

We will acknowledge your application within 24 hours (Monday to Friday). Written acceptance of enrolment by the College will be given on receipt of £195 (£120 deposit and £75 enrolment fee), or full fees if booking less than four weeks in advance, and constitutes a firm agreement for the period specified on the enrolment form.

4. Payment

Full fees must be received 4 weeks before the start of the course. If booking is received less than 4 weeks before the start of the course, full payment must be made at the time of enrolment. Fees can be paid by cheque, credit card, bank transfer. Bank charges for both sending and receiving banks are payable by the sender. IMPORTANT: when making your payment please ensure that you transmit sufficient funds to cover the bank charges and to cover the sterling amount shown on the invoice at the exchange rate of the day. Payment by credit card is subject to a surcharge of 2%, AMEX 3.5%.

It may be possible to defer the start date of your course if necessary without withdrawing sponsorship, provided payment is received in accordance with the original start date.

5. Visa documentation

Once we have received your deposit and enrolment fee, we will hold a place on the course and in accommodation and send all relevant visa documentation including a Certificate of Acceptance for Studies (CAS), if applicable. Please advise us as soon as your visa is granted or refused.

6. Cancellation

6a. Cancellation due to visa refusal (all courses)

If your visa is refused, please send us a copy of the visa refusal letter. On receipt of this letter, tuition fees, accommodation fees and deposit will be refunded minus the £75 enrolment fee, the £14 CAS fee (subject to change) and minus any bank charges.

6b. Cancellation for other reasons

To cancel tuition and / or accommodation a minimum of four weeks' notice must be given in writing to the Principal of the College.

For cancellations received more than four weeks before the start of the course, the tuition fees, accommodation fees and deposit will be refunded minus the £75 enrolment fee, the £14 CAS fee (subject to change) and minus any bank charges.

For cancellations received less than four weeks before the start of the course (due to reasons other than visa refusal):

- no refund is given if the course is a long-term reduced price course of 12 weeks or longer (i.e. the Kings Diploma and Compact and Intensive Courses of 12 weeks or longer).
- for other courses the tuition fees and accommodation fees will be refunded minus a four-week cancellation charge, minus the £75 enrolment fee, the £14 CAS fee (subject to change) and minus any bank charges.

7. Withdrawal

Four weeks' notice in writing must be given for withdrawals from a course. Tuition and accommodation refunds will be given minus the four-week notice period except for long-term reduced price courses i.e. Compact and Intensive courses of 12 weeks or longer and the Diploma of English, for which no refund is given. We are obliged to notify the relevant UK Government bodies if a student holding a current UK visa withdraws from our College.

8. General notes on refunds

- No refunds are given for long-term reduced price courses (i.e. the Diploma of English and Compact and Intensive Courses of 12 weeks or longer) for cancellation or withdrawal, less than four weeks before the start of the course except in the case of visa refusal (see 6. above)
- Bank charges, enrolment fee and CAS fee – all refunds are paid minus any bank charges, minus the enrolment fee and minus the CAS fee.
- Refunds are made to the fee-payer.
- Accommodation deposits – will be refunded to the fee-payer after deductions for any disbursements or damages.
- Late arrivals – no refunds are given for late arrivals.
- Expulsion – no refunds are given for students who are expelled from College for disciplinary reasons.
- Insurance – no refunds are given.

9. Academic and teaching

- All courses include a level assessment on or prior to arrival, induction and orientation and regular progress tests. Students who successfully complete the course and attend at least 90% of lessons receive a Kings Certificate of Achievement.
- Courses usually start on a Monday (or Tuesday if Monday is a public holiday). Testing and orientation replace lessons on the first day at College.
- During high season, classes may run in the morning and / or afternoon (or a combination of both).
- Prices include teaching materials and use of coursebooks. Students may purchase coursebooks for personal use if required.
- Public exam fees are not included in the course prices.

10. Public holidays and College closure

Tuition is not given on public holidays (18 April, 21 April, 5 May, 26 May, 25 August). No refund or compensation is given for lessons missed due to public holidays. The College is closed between 22 December 2014 and 4 January 2015 inclusive.

11. Discipline

If your work, attendance or conduct is unsatisfactory, you will be subject to the College's disciplinary procedures. These procedures may lead ultimately to expulsion. In the event of expulsion fees are not refunded. Travel and other costs incurred as a result of expulsion must be met by the student or by the student's guardian. Attendance is compulsory for all students and is a condition of a UK visa. Non attendance of visa nationals is reported to the relevant UK government bodies.

12. Accommodation

Kings acts solely as agents (and not as principals) in the arranging and providing of homestay accommodation for students. Prices are per week (residential accommodation is usually available from Sunday to Saturday). No refund is given for early departure but a charge will be made for any extra nights. We reserve the right to apply a high season late booking supplement of £20 per week to students who book fewer than 10 days before arrival. A re-booking fee of £20 will be charged each time accommodation is re-booked, if not originally booked for the entire course on commencement of the course.

Four weeks' notice must be given to cancel or withdraw from accommodation. Students who move out without giving the proper notice period will be charged 4 weeks' accommodation fees in lieu of notice. Students under 18 wishing to move into private accommodation must seek approval from the Principal and provide written authorisation from parents. Accommodation during the College holidays is subject to availability and at extra charge. Homestay students may have a change of family during the holiday period.

All Colleges and residences are non-smoking.

13. Liability

Kings shall not be liable under any circumstance for its failure to provide any services whatsoever if that failure is caused directly or indirectly by industrial action or by circumstances beyond the College's control. Any damage caused by a student to college property, to the homestay property or to a residence, whether intentional or not, will be charged to the student/s responsible. Students in residential accommodation are jointly and severally liable for shared facilities and the College reserves the right to recover costs for damage and exceptional cleaning.

14. Medical intervention

It is understood that if your child/ward is under 18 your permission is given for first aid to be administered and appropriate non-prescription medication to be given. Your permission is also understood to be given in an emergency for your child/ward to receive medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. Please advise us in writing therefore if your permission is not given, in order for us to act in accordance with your wishes.

15. Activities and excursions

It is understood that if your child/ward is under 18 your permission is understood to be given for your child/ward to participate in off-site social activities and excursions organised by Kings and other external providers. Please advise us in writing therefore if your permission is not given, in order for us to act in accordance with your wishes.

16. Damage deposit

For residential accommodation, a deposit of £150 will be taken (£250 for premium residence in Oxford and student houses in Oxford and London), refunded after departure provided no damage has been caused or exceptional cleaning is required.

17. Holidays for long-term students

Students are permitted a maximum of 2 weeks' holiday during a 24-week course and a maximum of 3 weeks' holiday during a 36-week course. Holidays must be booked at least 4 weeks in advance. An administration fee will be charged for any changes in holiday dates. Full accommodation fees will be charged if the bedroom is not completely vacated. The charge for storing luggage at the host family is £20 per week.

18. Holidays for short-term students

No allowance is made for students taking holiday during their course (i.e. no refund will be given for days missed and days missed cannot be added to the end of the course). Students who take unauthorised absence during a short-term course will be marked down as absent from lessons and their certificate may be withheld.

19. Transfers

To comply with UK law, students under 16 have to be accompanied to and from the airport/station on arrival and departure, for which there is an extra charge (see supplements).

20. Insurance

All Kings Colleges students must have appropriate accident and medical insurance. Travel insurance to cover personal property, breakages, loss and damage is strongly recommended. Kings Colleges recommend Endsleigh Insurance. This can be booked through Kings (please see the relevant section of the enrolment form) or through your agent. Please note that once booked, insurance is non-refundable.

21. Publicity materials

Permission is given by the student, their parents or guardian with acceptance of these terms and conditions for the use in Kings Colleges promotional materials of student results, comments, opinions, images or video, whether produced by Kings or by nominated third parties.

22. Data protection

Any information provided to Kings may be held on computer and used by Kings in accordance with its Data Protection registration and the UK Data Protection law. Kings is obliged to provide UK contact details and attendance information to UKBA.

23. Jurisdiction

In any dispute arising out of this contract, the parties expressly agree to submit to the jurisdiction of the courts of England and Wales having jurisdiction in the matter in question.

USA Terms & Conditions

Kings reserves the right to change prices, to cancel or change courses and to amend timetables at any time prior to enrolment and to make additions or amendments to these terms and conditions by giving one month's written notice to all affected parties.

1. Enrolment fee and advanced payment fee

There is a \$135 enrolment fee payable on all courses.

2. Acceptance of enrolment

We will acknowledge your application within 24 hours (Monday to Friday). Written acceptance of enrolment by the College will be given upon receipt of \$150 enrolment fee and constitutes a firm agreement for the period specified on the enrolment form.

3. Payment

Full fees are due by the course start date. Fees can be paid by check, money order, credit card, or bank transfer. Bank charges for both sending and receiving banks are payable by the sender. IMPORTANT: when making your payment please ensure that you transmit sufficient funds to cover the bank charges and to cover the dollar amount shown on the invoice at the exchange rate of the day. Payment by credit card is subject to a surcharge of 2%, AMEX 3.5%.

4. Visa documentation

Once we have received your enrolment fee, we will hold a place on the course and in accommodation and send all relevant visa documentation including the I-20. Please advise us as soon as your visa is granted or refused.

5a. Cancellation due to visa refusal (all courses)

If your visa is refused, please send us a copy of the visa refusal letter. Upon receipt of this letter, all fees will be refunded.

5b. Cancellation/Withdrawal for other reasons (Kings Boston)

If you are unable to begin your course, we will refund all fees paid minus any non-refundable charges (enrolment fee, courier fee) and any actual housing costs incurred with a maximum total of \$500.

If you are unable to complete your course after beginning studies or your enrolment is terminated by the College, the following tuition refunds apply:

- If cancelling during your first 4 weeks, tuition paid less 4 weeks tuition and non-refundable charges.
- If cancelling after your first 4 weeks but before the midpoint of your enrolment, you will receive a pro-rata refund of tuition paid less non-refundable charges.
- If cancelling after the midpoint of your course, there is no refund.
- To cancel accommodation, a minimum of four weeks notice must be given in writing to the College Director
- All refunds will be calculated using regular published tuition rates.
- All refunds will be made within 45 days of written notification.

If an applicant accepted by Kings enters the US on a Kings I-20 and subsequently cancels prior to the start of scheduled classes or never attends class, Kings may retain:

- For a program less than 12 weeks, all the tuition charges for up to the first four weeks, actual housing costs incurred by Kings, and non-refundable charges.
- For a program of 12 weeks or more, all the tuition charges for up to six weeks of the enrolment, actual housing costs incurred by Kings and non-refundable charges.

5c. Cancellation/ Withdrawal for other reasons (Kings Los Angeles)

- Notice of cancellation must be in writing. Withdrawal may be effectuated either by the student's written notice or by the student's conduct, including, but not necessarily limited to, lack of attendance.
- A full refund will be given, less deposit and other application fee not exceeding \$250, if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.
- A pro rata refund will be given for students who have completed 60 per cent or less of the period of attendance. No refunds will be given if a student has completed over 60 per cent of the course.
- Refunds will be paid or credited within 45 days of a student's cancellation or withdrawal.

6. General notes on refunds

- Bank charges and enrolment fee – all refunds are paid minus any bank charges and non-refundable fees.
- Refunds are made to the fee-payer.
- Accommodation deposits – will be refunded to the fee-payer after deductions for any disbursements or damages.
- Late arrivals – no refunds are given for time missed due to arriving late for courses.
- Expulsions – no refunds are given for students who are expelled from College for disciplinary reasons.

7. Academic and teaching

- All courses include a level assessment on or prior to arrival, orientation and regular progress tests. Students who successfully complete the course and attend at least 90% of lessons receive a Kings Certificate of Achievement.
- Courses usually start on a Monday (or Tuesday if Monday is a public holiday). Testing and orientation replace lessons on the first day at College.
- During high season, classes may run in the morning and/ or afternoon (or a combination of both).
- Prices include teaching materials and use of course books. Students may need to purchase additional coursebooks or materials for specialized courses.
- Public exam fees are not included in the course prices.

8. Public holidays and College closure

Courses are not held on public holidays (1, 20 January, 26 May, 4 July, 1 September, 27, 28 November). No refund or compensation is given for lessons missed due to public holidays. The College is closed between 22 December 2014 and 4 January 2015 inclusive.

9. Discipline

If your work, attendance or conduct is unsatisfactory, you will be subject to the College's disciplinary procedures. These procedures may lead ultimately to expulsion. In the event of expulsion, fees are not refunded. Travel and other costs incurred as a result of expulsion must be met by the student or by the student's guardian. Attendance is compulsory for all students and is a condition of a US student visa. Non attendance of students holding a Kings I-20 is reported to the Department of Homeland Security.

10. Accommodation

Kings acts solely as agents (and not as principals) in the arranging and providing of homestay accommodation for students. Prices are per week (residential accommodation is usually available from Sunday to Saturday). No refund is given for early departure but a charge will be made for any extra nights. Four weeks' notice must be given to cancel or withdraw from accommodation. Students who move out without giving the proper notice period will be charged 4 weeks' accommodation fees in lieu of notice. All Colleges and residences are non-smoking. Students are responsible for any damages caused to the host family's property or residence.

11. Liability

Kings shall not be liable under any circumstance for its failure to provide any services whatsoever if that failure is caused directly or indirectly by industrial action or by circumstances beyond the College's control. Any damage caused by a student to college property, to the homestay property or to a residence, whether intentional or not, will be charged to the student(s) responsible. Students in residential accommodation are jointly and severally liable for shared facilities and the College reserves the right to recover costs for damage and exceptional cleaning.

12. Medical intervention

It is understood that if your child/ward is under 18 your permission is given for first aid to be administered and appropriate non-prescription medication to be given. Your permission is also understood to be given in an emergency for your child/ward to receive medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. Please advise us in writing therefore if your permission is not given, in order for us to act in accordance with your wishes. Students may be required to provide medical history documentation prior to or upon arrival in the US.

13. Activities and excursions

It is understood that if your child/ward is under 18 your permission is understood to be given for your child/ward to participate in off-site social activities and excursions organised by Kings and other external providers. Please advise us in writing therefore if your permission is not given, in order for us to act in accordance with your wishes.

14. Damage deposit

For residential accommodation, a deposit of \$200 will be taken, refunded upon departure provided no damage has been caused or exceptional cleaning is required.

15. Insurance

All Kings Colleges students must have appropriate accident and medical insurance. Travel insurance to cover personal property, breakages, loss and damage is strongly recommended.

16. Publicity materials

Permission is given by the student, their parents or guardian with acceptance of these terms and conditions for the use in Kings Colleges promotional materials of student results, comments, opinions, images or video, whether produced by Kings or by nominated third parties.

17. Jurisdiction

In any dispute arising out of this contract, the parties expressly agree to submit to the jurisdiction of the courts of the USA having jurisdiction in the matter in question.