

Enrolment Form 2018

Please complete this form in CAPITAL LETTERS and send to Ann Stevenson cae@cambridgeacademy.co.uk

By completing this form I allow information provided to be processed and stored according to [CAE's Privacy Policy](#).

1 Personal Details

Family name:

First name:

Nationality:

Date of Birth:

First language:

Male: Female:

Address:

Email:

Invoice address:

(if different from above)

Tel (home):

Tel (work):

Fax:

Do you have any illness which the Centre should know about? No: Yes:

If 'yes', please specify:

Do you have any dietary needs? (e.g. vegetarian) No: Yes:

If 'yes', please specify:

Do you have any allergies? No: Yes:

If 'yes', please specify:

Do you smoke? No: Yes:

Are you bringing a car? No: Yes:

Do you need a visa? No: Yes:

If 'yes', please specify your passport number:

Passport expiry date:

How did you hear of the CAE Professional Centre?

British Council: Business English UK: Colleague: Agent: (Name:)

Studied at CAE before: (Date:) Internet: Other: please specify:

2 Course Details

I would like to enrol for:

Small Group from _____ to _____ Hours per week: 25

5 plus 1 Combination from _____ to _____ Hours per week: 30

50:50 Combination from _____ to _____ Hours per week: 25

Individual Training from _____ to _____ Hours per week: 25

English for Lawyers Combination from _____ to _____ Hours per week: 25

English for Lawyers Individual Training from _____ to _____ Hours per week: 25

NB. An additional registration fee of £100 is added to the fees for the course(s) booked. This fee is non-refundable.

3 English Level

1. Please try and estimate your level of English by indicating with a cross where appropriate:

	Lower Intermediate (CEF:A2)	Intermediate (CEF:B1)	Upper Intermediate (CEF:B2/C1)
Speaking			
Understanding			
Reading			
Writing			

2. Which of these areas do you need to improve most?

3. In what situations do you use English?

4. Are you interested in taking an English language exam? No: Yes:

4 Professional Details

Please give your employer's details (if applicable):

Name of organisation:

Tel:

Fax:

Company email:

Company website:

Brief job description:

5 Accommodation

1. I would like standard homestay accommodation - £157 per week
2. I would like homestay accommodation with private (en-suite) facilities - £220 per week
3. I would like hotel accommodation - £95-£140 per night £140-£200 per night
4. I would like bed and breakfast (B&B) accommodation - £65-£95 per night

NB. For hotel and B&B bookings a credit card number will be required to reserve the room. A £30 supplement will be added to the first week of homestay accommodation.

5. I will arrange my own accommodation

6 Arrival Transfers

If you require a taxi service from the airport, please indicate below:

London Heathrow (£175)	Flight number _____	Arrival time _____
London Stansted (£125)	Flight number _____	Arrival time _____
London Luton (£125)	Flight number _____	Arrival time _____
London Gatwick (£190)	Flight number _____	Arrival time _____
Other airport or station (please specify) _____	Flight number _____	Arrival time _____

7 Booking your course

1. Please send the enrolment form to Ann Stevenson
by post to **CAE Professional Centre, 65 High Street, Girton, CAMBRIDGE CB3 0QD, England**
or email to cae@cambridgeacademy.co.uk
2. Make a deposit payment of £200 as explained below.
3. When we have received your enrolment form and deposit we will send your certificate of enrolment for your course (or return your deposit, less the registration fee, if the course is not available).
4. When you have been accepted for a course, your deposit is non-returnable but will be deducted from your total course fee.

NB. Any student needing a visa to study in England must complete the required visa application process before being admitted on a CAE course.

Payment of fees

1. I wish to pay for my course in £

2. Payment can be made by:

Cheques in sterling drawn on a bank in the UK

By bank transfer to:

Cambridge Academy of English,
Barclays Bank plc, Chesterton Road Branch, Cambridge, England.

Bank code: 20-17-35, SWIFT: BARCGB22

£ payments to £ Sterling account: 60224421. IBAN: GB95BARC20173560224421

VISA or MasterCard:

Please charge my VISA/MasterCard for the deposit of £200

Please charge my VISA/MasterCard for the balance 2 weeks before the start of my course

NB If you would like to pay by card, please contact us at cae@cambridgeacademy.co.uk

3. All fees should be paid in advance, not later than two weeks before the start of the course.

4. The Cambridge Academy of English reserves the right to increase fees or charges without prior notice.

Cancellation

- 2 weeks or more before the course begins: fees refunded (except £200 deposit).
- Less than 2 weeks before the course begins: 50% refunded.
- No refund can be made for late arrival, early departure or absence for part of the course.

I confirm that the information provided is complete and true. I understand that I must notify CAE of any changes or information relevant to the health and welfare of myself and others. I agree that information will be stored and used for CAE purposes only.

Print Name: _____

Date: _____