

Enrolment Form 2018

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

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: _____

Course Details and Fees 2018

English with Confidence

	COURSE LENGTH	COURSE DATES	HOURS	LEVEL	GROUP SIZE	FEES £ per week
SMALL GROUP	1 or more weeks	Courses start any Monday 8 Jan - 14 Dec	25 Hours	Lower- to Upper-Intermediate	maximum 4 participants	£820.00
5 plus 1 COMBINATION	1 or more weeks	Courses start any Monday 8 Jan - 14 Dec	30 Hours (25 Group+ 5 Hours 1:1)	Lower- to Upper-Intermediate	maximum 4 participants	£1,150.00
50:50 COMBINATION	1 or more weeks	Courses start any Monday 8 Jan - 14 Dec	25 Hours (12.5 Small Group & 12.5 Hours 1:1)	Lower- to Upper-Intermediate	maximum 4 participants	£1,460.00
INDIVIDUAL TRAINING	1 or more weeks	Courses start any Monday 8 Jan - 14 Dec	25 Hours	All Levels	individual training	£1,875.00

English for Lawyers

	COURSE LENGTH	COURSE DATES	HOURS	LEVEL	GROUP SIZE	FEES £ per week
50:50 COMBINATION	1 or more weeks	Courses start any Monday 8 Jan - 14 Dec	25 Hours (12.5 Small Group & 12.5 Hours 1:1)	Lower- to Upper-Intermediate	maximum 4 participants	£1,460.00
INDIVIDUAL TRAINING	1 or more weeks	Courses start any Monday 8 Jan - 14 Dec	25 Hours	All Levels	individual training	£1,875.00



Notes

1. An additional registration fee of £100 is added to the fees for the course(s) booked.

Course Details and Fees 2018

Course Fees Include:

- All training hours.
- All study materials.
- A training folder and information pack, including information on classes and timetables, as well as local services and life in Cambridge.
- An end-of-course certificate.
- An end-of-course report.
- Almost unlimited access to the Professional Centre (8am-10pm, 7 days a week)
- Use of computers (including Internet), photocopier, DVD, audio and library facilities for study purposes.
- A subsidised weekday programme of social activities, including cinema, fitness centre, pub trips etc.

A sample day:

This example shows the day of a client who has chosen a 5 plus 1 combination course.

08.00	Breakfast at homestay.
09.00-10.30	Group training - activating language, problem solving - practising future tenses.
10.30-11.00	Coffee Break.
11.00-12.00	Group training - better speaking, how to present information, pronunciation practice.
12.00-13.00	Group training - better understanding, listening for specific details using a DVD.
13.00-14.00	Lunch Break.
14.00-15.30	Group training - professional English skills, telephoning, dealing with incoming calls.
15.45-16.45	Individual training - further fluency practice and correction.
17.00-18.00	Private study* - preparing an article for tomorrow's group.
18.15-19.15	Dinner at homestay.
19.30-20.30	Private study* - watching second half of DVD with subtitles.
20.45-22.00	Social activities - pub evening with fellow professionals.

* These are example timings only. Participants may use the Professional Centre for private study at any time between 8am and 10pm, 7 days a week.

Enrolment Form – NOTES

Please fill in both pages of the enrolment form in CAPITAL LETTERS and send to Ann Stevenson at CAE Professional Centre.

1. **Personal Details** - These details will help us to make the arrangements for your stay. We will send your certificate of enrolment and joining instructions to your address.
2. **Course Details** - Choose your course and enter the dates you wish to come for. In addition to your course hours, approximately 5 hours per week will be needed to prepare certain tasks relating to the course e.g. any presentations, vocabulary building, newspaper articles. We will explain the options for further private study at the beginning of your course. Individual (1:1) Training is also available for 20 to 30 hours per week at £75 per hour. Please contact CAE if you are interested in one of these options.
3. **English Level** - If you are not sure about your level, please telephone us so that we can have a short conversation to assess your suitability for the course you have chosen. Please note that the small group course is not suitable for beginners, or elementary students, or for people with a very advanced level of English. CAE reserves the right to convert small group courses booked by beginners, elementary students or very advanced students into an equivalent number of 1:1 hours if a suitable group is not available on the day of arrival.
4. **Professional Details** - Please feel free to bring along any literature, which you think would be useful for you to work on during your course. If you would like to give us any information about your individual training at this stage, please send us a separate sheet outlining your needs or requests.
5. **Accommodation** - Homestay accommodation includes bed, breakfast and evening meal 7 days per week. Accommodation is arranged from the Sunday afternoon before the course to the Saturday morning after the end of the course. Additional nights can be booked (subject to availability). Lunches are available in the CAE cafeteria at approx. £6.00 per day. You should bring enough £ sterling to cover your everyday expenses. We do not have halls of residence. Short-term self-catering options are rare in Cambridge, but we can send you a short list of alternatives for you to contact direct. Please indicate your first and second choices for accommodation, as it may not be possible to arrange your first choice in cases of late booking or at peak times.
6. **Arrival transfers** - If you require this service, we will add the cost to your invoice and arrange for you to be met at the airport. Details of the transfer will be sent to you with your joining instructions.
7. **Booking your course** - Please note that your place on the course can only be confirmed when we have received your deposit. Please indicate your chosen method of payment.
8. **Payment of fees** - If you are paying by card, please make sure that you give us the expiry date and security code.
9. **Further information** about CAE Professional Centre, including FAQs, can be found on our website <http://www.CAEPProfessional.co.uk>

