

Enrolment Form 2018

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

1 Personal Details

Male: Female:

Family name:

First name:

Date of Birth:

Age:

Nationality:

First language:

Address:

Email:

Telephone:

Mobile:

Fax:

Do you have any disability, illness or allergy that the school should know about? No: Yes:

If 'yes', please specify:

Do you have any dietary needs (e.g. vegetarian or non-pork diet)? No: Yes:

If 'yes', please specify:

Do you smoke? No: Yes:

Do you need a visa? No: Yes:

If 'yes', please specify your passport number:

Passport expiry date:

Have you studied at CAE before? No: Yes:

If 'yes', please give dates: From: To:

NB. Students aged under 18 will be required to complete an additional CAE U18's Parental Consent form

2 Course Details

I would like to enrol for (select as appropriate):

General/Examination	English/Law Students	English/LEGIS	English/Business Students	From starting date: (DD/MM/YY)
Winter	LAWA	LEGIS	BUS	
Spring	LAW1			
Summer	LAW2			To finishing date: (DD/MM/YY)
Autumn	LAW3			

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

3 What is your level of English?

	Beginner				Advanced			
	1	2	3	4	5	6	7	
Speaking	1	2	3	4	5	6	7	
Writing	1	2	3	4	5	6	7	

4 Examination Details (for academic courses only)

I am interested in the following exam(s):

Cambridge First Certificate (FCE)

Certificate in Advanced English (CAE)

IELTS

Cambridge Proficiency (CPE)

Other, namely:

5 Accommodation (for Adults aged 16+)

Please arrange accommodation for me at £157 per week in a homestay No: Yes:

I would like a: **single room** **shared room** (NB Young adults may be required to share a room in the peak summer period)
residential accommodation (minimum age is 18)

NB. There is a £30 supplement for the first week of homestay accommodation

6 Planned Date of Arrival in England

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

Date: _____ Airport: _____ Flight number _____ Arrival time _____

(If you do not have these details now, please inform us as soon as possible.)

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

London Heathrow (£175)

London Stansted (£125)

London Luton (£125)

London Gatwick (£190)

7 How did you first hear of the Cambridge Academy of English?

British Council:

English UK:

Friend:

Teacher:

Agent:

Internet:

Other, namely: _____

8 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.

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

It is your responsibility to ensure that you have the correct visa type and appropriate leave to remain in the UK. In the case that we find you do not have appropriate leave to remain, we will terminate your course immediately. In this case tuition and registration fees are non-refundable.

According to English law, we have a special duty of care to students aged under 18. CAE will contact you about any additional information required.

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: _____

Cambridge 
Academy of English

England is our Classroom How do I enrol for 2018?

Adult General/Examination Courses
English for Law Students
Legal English International Skills (LEGIS)
English for Business

Adult General/Examination Courses - starting any Monday

				GBP
2-4 weeks			per week:	£305
5-11 weeks			per week:	£295
12-23 weeks			per week:	£275
24-35 weeks (see note 4. below)			per week:	£260
36 weeks or more (see note 4. below)			per week:	£250
Full Winter Programme	8 January – 23 March	2018	11 weeks	£3245
Full Spring Programme	26 March – 15 June	2018	12 weeks	£3300
Full Summer Programme	18 June – 21 September	2018	14 weeks	£3850
Full Autumn Programme	24 September – 14 December	2018	12 weeks	£3300

English for Law Students - fixed dates

				GBP
LAW A	8 January – 26 January	2018	3 weeks	£1170
	or 8 January – 2 February	2018	4 weeks	£1496
LAW 1	9 July – 27 July	2018	3 weeks	£1446
LAW 2	30 July – 17 August	2018	3 weeks	£1446
LAW 3	20 August – 7 September	2018	3 weeks	£1446

Legal English International Skills (LEGIS) - fixed dates

				GBP
LEGIS	5 February – 14 December	2018	4 weeks	£1220

Start dates in 2018 are: 5 Feb, 5 March (3 weeks), 26 March, 23 April, 21 May, 24 Sept., 22 Oct, 19 Nov

English for Business - fixed dates

				GBP
BUS	8 January – 14 December	2018	4 weeks	£1220

Start dates in 2018 are: 8 Jan, 5 Feb, 5 March (3 weeks), 26 March, 23 April, 21 May, 18 June, 16 July, 13 Aug, 24 Sept, 22 Oct, 19 Nov

Notes

1. Fees include tuition and social programme, NOT accommodation.
2. Public holidays: classes as normal except Easter Monday 2 April 2018 and Spring Bank Holiday Monday 28 May 2018.
3. An additional registration fee of £100 is added to the fees of the courses booked.
4. Fees for students who study 24 weeks or more, and pay all fees in advance, include the following academic year benefits: airport pickup on arrival, personal tutor, all-inclusive insurance, free exam, free weekday lunch ticket.

All courses include:

- Full day tuition • Additional teacher-assisted self-study • Course books and materials • Work file • Transport on study trips • End of course certificate and report • Social activities and sports •

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
Adult General/ Examination Courses	* 2 weeks to 1 year (Winter)			* 2 weeks to 1 year (Spring)			* 2 weeks to 1 year (Summer)			* 2 weeks to 1 year (Autumn)			
	Cambridge Exam Courses 2-11 weeks (Winter)			Cambridge Exam Courses 2-12 weeks (Spring)			Cambridge Exam Courses 2-6 weeks (Summer)			Cambridge Exam Courses 2-12 weeks (Autumn)			
English for Law Students / LEGIS	3 or 4 weeks	4 weeks LEGIS	3 weeks LEGIS	4 weeks LEGIS	4 weeks LEGIS	4 weeks LEGIS		3 weeks	3 weeks	3 weeks	4 weeks LEGIS	4 weeks LEGIS	4 weeks LEGIS
English for Business Students	4 weeks BUS	4 weeks BUS	3 weeks BUS	4 weeks BUS	4 weeks BUS	4 weeks BUS	4 weeks BUS	4 weeks BUS	4 weeks BUS	4 weeks BUS	4 weeks BUS	4 weeks BUS	4 weeks BUS

* Recommended starting dates for Cambridge Exam students - 8 January, 26 March, 18 June, 24 September 2018.
Later start dates possible.

Accommodation

- Accommodation with a carefully selected homestay includes breakfast and an evening meal 7 days a week and a snack lunch, if required, at the weekend. Cost (when not already included in the course fee) £157 per week. Additional nights £35 per night (subject to availability).
- Residential accommodation is available for adults 18+ in the summer. Prices on application.

Cambridge Examinations: Important Dates in 2018

First Certificate (FCE)	10 March	-	12 June	-	26 July	-	23 August	-	4 December 2018
Advanced English (CAE)	17 March	-	13 June	-	25 July	-	24 August	-	8 December 2018
Proficiency (CPE)	10 March	-	14 June						1 December 2018

IELTS can normally be taken every 2 weeks

Enrolment

1. Please complete the ENROLMENT FORM and attach a PHOTOGRAPH if you have one available.
2. Enclose £200 as a deposit or instruct your bank to make a transfer of £200 to the Cambridge Academy of English account (see below).
3. Send the completed enrolment form to: **Ann Stevenson - Registrar,
Cambridge Academy of English, 65 High Street, Girton, Cambridge, CB3 0QD England**
4. As soon as your enrolment form and deposit have reached the Cambridge Academy, we will **immediately** send you your certificate of enrolment for your course, **or return the deposit, if the course is not available.**
5. When you have been admitted to a course, the £200 deposit is non-returnable, but is deducted from your course fees.

Payment

- Payment can be made by:
 1. Cheques in £ Sterling drawn on a bank in the UK.
 2. Card. All card transactions are charged at 2%, except for UK bank debit cards, which are free.
 3. 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**
- All fees should be paid in advance, **not later than two weeks before the start of the course.**
- The Cambridge Academy of English reserves the right to increase fees or charges without prior notice.

Cancellation

- 2 weeks or more before the booked period of study begins: fees refunded (except £200 deposit).
- Less than 2 weeks before the booked period of study begins: 50% refund.
- No refund can be made for late arrival, early departure, or missing part of a booked period of study.
- The Cambridge Academy of English reserves the right to exclude any student whose attendance is unsatisfactory or whose behaviour is disruptive. In such cases any refund of fees will be at CAE's discretion.

Insurance Cover

Visitors to Britain are normally given free accident/emergency treatment. However, we advise all students to take out insurance cover in their own country against loss of or damage to possessions, course cancellation after arrival in the UK through injury or illness, and the cost of urgent medical treatment. Insurance is automatically included in the fees for Academic Year students (ie staying 24 weeks or more).