



Enrolment Form

AGENT'S NAME

Please attach 2  
passport photos

1 | Personal Details

Name	Given name(s)		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Mr/Mrs/Miss/Ms <i>Please circle</i>	Family name(s)			
Address	House name/number	Street		
	Optional address line			
	Town	Country	Postcode	
Contact details	Telephone	Fax	Email	
Additional information	Date of birth	Nationality	Passport Nº	
Language(s) spoken fluently	Language 1	Language 2	Language 3	
Next of kin	Name		Telephone	
Next of kin address				
How do you know about BEET?	Please specify			
Level of English	<input type="checkbox"/> Elementary <input type="checkbox"/> Lower intermediate		<input type="checkbox"/> Intermediate <input type="checkbox"/> Upper intermediate <input type="checkbox"/> Advanced <input type="checkbox"/> Very Advanced	

2 | Course Details

Course Name	Course Code	Start Date <small>day/month/year</small>	Finish Date <small>day/month/year</small>	Weeks

Options Programme (Intensive & Extra Intensive Courses only)  
 Please list the options you would like to study, if known


3 | Travel Details

Do you require an airport transfer? <i>Please tick</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Group Transfer (4 or more)</b> Please consult the school or your local agent	If you require a return transfer at the end of your course, please inform Reception during your first week at BEET
Flight details	Airport	Flight number	
	Date (Arrival only)	Time (Arrival only)	Terminal



### School Rules

1. Smoking is permitted in the car park only.
2. Mobile telephones must be turned off completely whilst in a school building.
3. Only English to be spoken in the school.
4. The school reserves the right to refuse an enrolment, or in the event of unsatisfactory attendance, work or conduct, to dismiss a student from the course.

### Notes

1. Included in the Registration and Tuition fees are: lessons as specified for the relative programme, welfare services, lectures, use of self-access centres including internet, games, social evenings, course-book(s), ring-binder, photocopy materials, student identity card, map of Boumemouth, Student Guide, Certificate of Studies, town tour (on preferred course starting dates only).
2. Lessons are 45 minutes. However, BEET reserves the right to combine lessons to form 90-minute sessions.
3. (a) Homestay and private home accommodation include breakfast and evening meal from Monday to Friday, and full board at the weekend. If you wish to share a room with a friend or partner, please inform us at least 6 weeks before the start of your course. In locating and arranging homestay and private home accommodation, BEET acts as an agent on behalf of the student. NOTE: We charge an administration fee for homestay of £3 (including VAT) per week in the low season, £5 (including VAT) per week in the high season (July 3 - August 28). This is included in the above rates. (b) Homestay and private home accommodation are paid from midday Saturday to midday Saturday. Cancellation or change of accommodation must be notified to the school at least one week in advance. If one week's notice is not given, compensation equal to one week's accommodation is payable.
4. (a) Student House Accommodation is from 1600 hours on Sunday to 1100 hours on Saturday. Cancellation or curtailment must be notified to the school at least six weeks in advance. If less than six weeks' notice is given, the school will retain rent paid for six weeks from the date of notice. In locating and arranging student house accommodation BEET acts as an agent on behalf of the student and an administration fee of £10 (including VAT) per week is charged. This is included in the above rates. (b) For student house accommodation a deposit of £100 per person is payable in the school on the first day of the course. This will be refunded after vacating the house. If any damage is verifiably attributable to one person and wilfully caused, the cost of repairs will be deducted from the deposit. If more than one person is involved, the cost will be shared equally. This does not apply to normal wear and tear or to accidental damage. Ideally, students are asked to authorise credit card payment on arrival. Otherwise, payment should be made in cash.

### Conditions of Enrolment

1. Total fees are payable at least 30 days before the start of the course. Where registration is made less than 30 days before the start of the course, total fees are payable immediately.
2. The school is closed on English Public Holidays: April 2, 5, May 3 and 31, August 30 and for two weeks from December 20. New courses start on January 3, 2011.
3. Neither the school nor its representatives are liable for loss of nation or other services due to public disturbance, industrial action or factors outside their control. Refunds cannot be made under any of these circumstances.
4. Neither BEET Language Centre nor its representatives are liable for any loss, damage, illness, or injury to persons or property, however caused, except where such liability is statutory. Students are advised to take out personal insurance to cover these risks and also to cover course cancellation or curtailment.
5. Cancellation must be notified in writing to the school at least 4 weeks before the start of the course. For cancellations received less than 4 weeks before the course starts, 4 weeks' fees or a pro-rata equivalent will be charged. Acceptance of an enrolment is made on the understanding that the student will remain for the duration of the course as specified. In the event of a student being dismissed before the end of the specified course period, fees are not refundable. Four weeks' notice must be given to curtail a course. IMPORTANT: Reduced fees as applied to the International Academic Year and IELTS Preparation (24 and 34-week) courses are not refundable unless the circumstances are exceptional and then only at the discretion of the Managing Director. Should a refund be made, fees will be recalculated at the full weekly rate as applied to B, A and AA courses and 4 weeks' notice of curtailment will apply. There can be no refunds for Cambridge Examination Courses from 4 weeks before the course starts unless the circumstances are exceptional and then only at the discretion of the Managing Director. All fees refunded will be subject to a 15% charge. In all cases of cancellation or curtailment the registration fee and any irrecoverable expenses will be charged.
6. Visas: In the event that fees have been paid prior to a visa application which is subsequently refused those fees less any irrecoverable expenses will be refunded.
7. In exceptional circumstances there may be students under 17 years old in classes.
8. No fees are refundable in the case of late- or non-arrival for a course.
9. Late entrants may be accepted on all courses, but only by the agreement with the school.
10. Any wilful damage to school, student house, homestay or private home property must be paid for in full.
11. The above Notes and Conditions apply to all students regardless of whether they have signed a written agreement to them or not.