

Student Registration Form

for adult programmes

Please complete the registration form ensuring that all questions are answered in full.

Student Details

Full name

Date of birth

Home telephone number

Home address

Mobile number

Email address

Course required and dates

Have you studied English before? (Please give details)

Where did you hear about Lyons Languages?



Additional personal information

Do you suffer from any illness or disability? Yes No

Details:

Do you have any special dietary requirements? Yes No

Details:

Do you have any allergies?

Details:

Are you currently receiving any medical treatment? Yes No

Details:

Identity documents

Please attach a copy of passport and passport-sized photo

Photographs and video clips

I understand that Lyons Languages may take photographs or video clips of students during class or leisure activities and that these images may be used in Lyons Languages' publicity or on its website, and printed and social media.

I consent for images to be taken. Yes No

I consent for images to be used in Lyons Languages' publicity. Yes No

Tel: 01353 610738
Email: info@lyonslanguages.com
Facebook: <https://www.facebook.com/lyonslanguages/>
Website: www.lyonslanguages.com

Terms and Conditions

Programmes for international adult students

Agreement

The agreement is made between Lyons Languages Ltd and the student. In the case of a group, the person who completes the booking will be responsible for the booking as 'group leader'.

Bookings and registration

Details of courses will be stated on our website www.lyonslanguages.com, and individual course brochures. Further information can be requested by contacting us directly by email or telephone. Bookings will be confirmed on payment of the deposit and registration fee.

Fees

A non-refundable deposit of £100 - £250 (depending on course duration) is required on booking to secure a place, together with a registration fee of £50. The balance must be received at least four weeks before the start of the course. Payment is by bank transfer and details will be included in the invoice for payment. Any charges incurred in relation to international transactions will be paid by students or those responsible for payment of fees.

The fee **does not include** flights, airport transfers, visa costs, personal travel insurance or optional activities. Course materials are included in some programmes, but others may require the purchase of a book.

Amendments, cancellations and refunds

All cancellations must be notified in writing. There is no charge for cancellations eight weeks prior to the start of the course, but after that an administration fee of £100 per person will be charged. Please note: the initial deposit is non-returnable, except in the case where a visa application is rejected. (See section on visas below.)

In the event of a visa refusal, the sums paid will be reimbursed on supply of the letter/document of refusal.

If Lyons Languages Ltd should have to cancel the course due to unforeseen circumstances, all payment received up to that point will be refunded.

Accommodation

International students can choose to arrange their own accommodation, or Lyons Languages can offer accommodation with local homestay hosts, subject to availability. Hosts provide breakfast, packed lunches and dinner, or breakfast and dinner, depending on students' preferences. We like to offer our students a private single or double room although some students may request a twin room to be able to share with another student, but this will only be by prior arrangement and agreement with Lyons Languages. The student's bedroom consists of:

- 1 or 2 full size single beds or a double bed;
- a wardrobe and drawers or other adequate storage facility for clothes;
- a desk and a chair (or made available for the student elsewhere in your home);
- a mirror and adequate lighting.

Students' rooms will be in good condition and heated as appropriate. Clean linens and a towel are provided and changed at least weekly. Students are asked to keep their rooms tidy; however, the general cleaning of the room is the responsibility of the host.

The students have access to the bathroom and laundry facilities as necessary and as agreed with you. (Hosts are not required to do student laundry.)

Student conduct

We expect all visiting students to respect the rules of the school and host families during their stay, and to behave politely and appropriately.

Any unacceptable behaviour will be promptly addressed by staff and/or hosts, and in extreme cases the student or student involved will be asked to leave. In such a case, all fees will be non-refundable, and the student will have to make arrangements for departure at their own cost. (All students are, of course, expected to abide by English law.)

Attendance

Students are expected to attend all scheduled classes and activities.

Medical Conditions

At the time of registration, you must make Lyons Languages Ltd aware of any existing medical conditions and/or any information regarding the student's health. Any other concerns about the student's personal life or general well-being should also be stated where appropriate.

Insurance

For the safety and security of students, Lyons Languages Ltd requests that all involved in the visit take out separate personal travel insurance. This insurance is not included in the price of the course and should be arranged prior to the start of the course.

Visas

Students from some countries outside the EU or EEA areas need to have a Standard Visitor Visa to visit the UK. This visa is for a maximum of six months. For longer courses, students will need a Short-term Study Visa.

All information regarding appropriate visas, including a complete list of nationalities that do or do not require a visa, can be found at <https://study.englishuk.com/travel-and-visas/>

On receipt of the registration form and deposit payment, Lyons Languages will issue a letter of booking confirmation to support the visa application. The student's place on the course will then be confirmed once we receive confirmation of a successful visa application.

Further information can also be found at the UK Government visa website: <https://www.gov.uk/browse/visas-immigration/student-visas>

Privacy and data protection

Registration with Lyons Languages Ltd means that you consent to the school storing and using your information. Any personal data that you supply to Lyons Languages Ltd will be held and processed only for the purpose for which it is supplied. We ensure that all personal data is captured, held and processed in accordance with the Data Protection Act 1998. The information you supply will be given to third parties only within the provision of this act. We will request separate permission for the use of students' photographs in our marketing material, website and social media.

Complaints

If you have any complaints or problems, we will do our best to resolve complaints and problems quickly and confidentially. Please see our procedures for addressing complaints in our full Complaints Policy which is accessible on our website.

Rosalind and Siobhan Lyons

Directors

June 2022



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