



Registration Form

* These are mandatory fields and must be completed for us to be able to process the registration form.

1. ABOUT YOU

Title Male Female

* Surname/Family Name (as stated on your passport)

* First Name(s) (as stated on your passport)

* Date of Birth (Under 18s must complete a consent form - our Admissions Team will send you this)

Address (in home country)

Post Code

Telephone (+ Country Code)

* Mobile Number

* Email Address

* Nationality

First Language

How did you hear about us?

2. YOUR KNOWLEDGE OF ENGLISH

Level	Intermediate	Upper-Intermediate	Advanced
CEFR Level	B1-B2	B2	C1

*3. YOUR COURSE

Start Date (Monday)

End Date (Friday)

2 weeks

Online General English (20 hours)

Additional one-to-ones

How many hours of additional one-to-ones per week?

*4. DECLARATION

I confirm the information given in this form is correct

I agree to the terms and conditions as displayed here: www.lse.uk.net/terms-conditions .

Signature

Date

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above.

Please send this registration form to admissions@lse.uk.net along with a form of ID

The details provided in this registration form will be stored by Liverpool School of English on its administrative systems, whether on paper, computer, or any other medium, and will be used for Liverpool School of English's purposes only. All personal details and any other information provided to Liverpool School of English will be processed in accordance with the provisions of the relevant national legislation (with particular reference to the Data Protection Act 1998) and relevant data protection authorities. Liverpool School of English will not supply any personal information provided by applications to any third parties unless necessary to provide services requested, or perform Liverpool School of English marketing activities. It is the student's responsibility to keep Liverpool School of English informed of any changes to their contact details for the entire length of their course.

How to enrol and pay for your course:

If you want to study at Liverpool School of English we accept bookings in the following ways:

- Directly via our website www.lse.uk.net or by sending an [registration form](#) to admissions@lse.uk.net
- Through one of our Educational Tour Operators (ETO) located around the world. If you book through an ETO you are the client of that ETO rather than the school and any significant amendments, queries, complaints and payment issues should be sent to the ETO.
- We may pass on your enquiry to an educational tour operator we work closely with. They offer our best possible prices and can provide fast expert advice on all of our courses and services. They can answer all your questions in your own language to ensure communication is clear and comprehensive.

If you are booking your own course:

- When we receive your registration form we will send you an email and an invoice.
- Payment of your fees should be made at least 4 weeks before the start of your course. If you book a course less than 28 days before the intended start of your course the total fees are payable at the time of the application.
- We require a form of ID in order to process your end-of-course certificate.

Payment:

- All fees are payable in pounds sterling (£) and payment can be made online – visit www.lse.uk.net/pay-your-fees and follow the instructions.

Course cancellation fees are as follows:

- Cancellation more than 28 days before the start of the course – Full refund.
- Cancellation from 28 days to 7 days before the start of the course – 50% of the course fees may be refunded.
- Cancellation less than 7 days before the start of the course – No refund.

Accommodation cancellation fees are as follows:

- Cancellation more than 14 days before the start of the accommodation – Full refund.
- Cancellation less than 14 days before the start of the accommodation – 1 week of accommodation is payable to the school.

Postponements

- If a booking is postponed within 7 days of the arrival date, cancellation charges apply as detailed above.
- If a booking is postponed more than 7 days prior to the arrival date, no charges apply for your first postponement.
- Further postponements will incur a re-registration fee of £60. If you want to postpone your course, you must request this in writing.

Terms and Conditions:

- Students under the age of 18 are children in British law. If any student under the age of 18 wishes to study at LSE, the person or people with parental responsibility for them in their own country should complete a consent form and return it to the Admissions Team with a copy of their ID. This form outlines the rules and conditions that will apply for LSE to accept a booking for a student under 18. The form can be obtained from the school or from your ETO.
- If you want to cancel or postpone your course, you must request this in writing to the school or your ETO.
- If you have to stop your course early, tuition fees are non-refundable under any circumstances.
- To see our terms and conditions in full, please visit www.lse.uk.net/terms-conditions