

## STUDENT APPLICATION FORM (EFL)

Please complete this form **CLEARLY** in **CAPITAL LETTERS** using **BLACK INK**.  
The form contains information, which will be held on your student records; it is important that you **COMPLETE ALL SECTIONS** as accurately as possible.



PERSONAL DETAILS	
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other (Please Specify)	
First (Given) Name:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Middle Name (s):	Date of Birth (DD/MM/YYYY):
Last (Family) Name:	Nationality: Country of Birth:
Passport or EU National ID No:	Passport/ID Expiry Date (DD/MM/YYYY):
Email:	Contact Number:
<b>Address in Home Country:</b> House Number Street Name City/State Country	<b>Address in the UK:</b> House Number Street Name City Post Code
Do you need a visa to study in the UK? <input type="checkbox"/> No <input type="checkbox"/> Yes (Short-Term Study Visa) <input type="checkbox"/> Yes (Standard Visitor Visa)	

ENGLISH COURSE	
Start Date (DD/MM/YYYY):	End Date (DD/MM/YYYY):
General English Intensive Course 21 hours per week	Academic English Intensive Course 21 hours per week
General English Standard Course 16 hours per week	Academic English Standard Course 16 hours per week
General English Part-time Course 8 hours per week	Academic English Part-time Course 8 hours per week
Summer School 16 hours per week and midweek activities	Summer School 21 hours per week and midweek activities
1:1 Tuition	Vocational Course (please specify):

ENGLISH PROFICIENCY	
Have you taken an English qualification (e.g. Cambridge Assessment English or IELTS)? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Name of Qualification:	Date: Score:
Reading:	Writing: Listening: Speaking:

ACCOMMODATION	
Do you require Accommodation? <input type="checkbox"/> No <input type="checkbox"/> Yes (Homestay Accommodation) <input type="checkbox"/> Yes (Student Accommodation)	
What type of Homestay Accommodation do you require? <input type="checkbox"/> Full Board <input type="checkbox"/> Half Board <input type="checkbox"/> Bed and Breakfast	
Start Date and Time:	End Date and Time:
Do you require airport pickup? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, what airport?
Dietary Requirements:	Medical Condition:

ADDITIONAL INFORMATION
How did you hear about Leicester Language Academy? <input type="checkbox"/> Web search <input type="checkbox"/> Family <input type="checkbox"/> Friend <input type="checkbox"/> Advert <input type="checkbox"/> Agent <input type="checkbox"/> Other (Please specify)
If you have applied through an agent, please supply the agent's name:

## TERMS AND CONDITIONS

1. Enrolment on a course at Leicester Academy constitutes a binding agreement to comply with the Academy's rules and regulations.
2. Applicants who satisfy entry requirements and pay the advance tuition fees will receive an unconditional offer letter to study at Leicester Academy.
3. An application fee of £150 will be due when applying for a course.
4. Fees and charges must be paid in full to Leicester Academy before enrolment.
5. Once a student has arrived in the UK, a minimum of one term's notice (in writing) is required, or payment of fee in lieu of notice, whether or not the student continues to attend lessons. If withdrawal is due to refusal of a visa extension then less notice may be accepted at the discretion of the Principal as long as full written details are provided prior to the start of the course. Where withdrawal is due to illness, if the student has taken out comprehensive insurance they may be able to claim a refund accordingly. Notice of withdrawal must be given in writing and is effective from the date it is received by the registrar.
6. If a student's application for a visa is refused, Leicester Academy will refund the student's tuition fee, minus the £150 application fee and any bank charges, provided all the following conditions are met:
  - a. The student has informed the Academy in writing of his/her inability to start the course at least two weeks prior to the commencement date of the course
  - b. The visa application met UKVI requirements
  - c. The student has not entered the UK
  - d. The Academy is provided with the original letter issued by the British Embassy confirming the grounds for refusal.
  - e. The student has not appealed against the refusal of the visa; if an appeal has been lodged, the fees will be refunded only after receiving documentary evidence that the appeal has been dismissed
  - f. That the claim for a refund is made within 3 months of the documented refusal decision
7. The information in Leicester Academy's prospectus and website(s) is correct at the time of publication and students are advised to contact the Academy to confirm course availability and fees.
8. Leicester Academy tries to start each course on the specified date and reserves the right to delay, modify or withdraw any course after the published start date for any reason without prior notice. An alternative course or subject will be made available or a pro-rata refund of the course fees returned.
9. Leicester Academy takes attendance extremely seriously and has a 100% attendance expectation (excluding authorised absences). Additionally and in consideration of UKVI requirements, Leicester Academy has set a requirement that for overseas (non-EEA) students on a student visa, must maintain a minimum of 95% attendance record and that failure to do so may result in exclusion from Leicester Academy and this fact reported to UKVI. Overseas (non-EEA) students on a student visa must attend a minimum of 15 hours full-time study plus tutorials and directed study on site per week.
10. If a student is absent through ill health for more than seven days, a medical certificate must be supplied.
11. Leicester Academy will not tolerate any student in breach of UKVI rules. If the student stops attending we will withdraw the student from the Academy and notify the UKVI.
12. Students must notify the Academy immediately if there is any change in personal details from those provided in the Application or Enrolment Form.
13. A student supplying false information will not be accepted.
14. The information supplied in the Application Form will be used by Leicester Academy for application assessment, enrolment and reporting purposes and some of the information will be stored on the Academy's computer system. Leicester Academy aims to be compliant with the Data Protection Act 1998 and 2018 General Data Protection Regulation (GDPR). We have a legal duty to protect and respect any personal information we collect from you. We will only use personal information you supply to us for the reason that you provided it. We will only hold your information for as long as necessary to fulfil that purpose. We will not pass your information to any other parties unless this is made clear to you at the time you supplied it and you have given your consent. Your information may be passed onto the UKVI in line with immigration requirements. All employees and contractors who have access to your personal data or are associated with the handling of that data are obliged to respect your confidentiality. Upon request, if you require further information, please refer to our Privacy Policy 2021. The Privacy statement has been prepared based on provisions of multiple legislations, including Art.13/14 of Regulation (EU) 2016/679 (General Data Protection Regulation).
15. Photographs taken as part of day-to-day Academy participation will be considered to be in the 'public domain', and may be used for such purposes as news bulletins, on-line 'diary' entries and other general publicity.
16. Refunds can only be made by completing the academy refund application form. Any refund must be paid back through the bank account that was used to make the initial payment, and may be subject to a charge as applied by the bank. No cash refunds will be given. If a student terminates their agreed programme of study early for reasons beyond their control, and a partial refund of fees is agreed, this will be subject to a minimum £50.00 administrative charge which would be in addition to the application of the initial £150 administration fee if this was waived. Homestay fees are refundable subject to 2 full weeks' notice.
17. The student should only pay the fees directly to Leicester Academy (please ask for full account details) and should not pay fees into a third party's or Agent's account. Fees should be paid by electronic funds transfer, bankers draft or cheque, all made payable to 'Leicester Academy'.
18. **Disruption of in-person lessons by a local or national lockdown order:** Please note that Leicester Academy lessons will be conducted at our New Walk facility unless we are prevented from doing so by a 'lockdown' order by the British Government. In this case, our lessons will be delivered on-line, via an application that can run on your computer (Macintosh or Windows), or on your Android phone or iPhone.

## DECLARATION

I confirm that I have read and completed all required sections in this form and declare that the statements made by me are correct and honestly provided. In signing the application form I agree that I have read and fully understand the terms and conditions and agree to be bound by them.

Student Signature:	Date:
Parent/Guardian: (Required for applicants under 18 years)	Date

Please submit the completed form to [info@leicester.academy](mailto:info@leicester.academy) or to the following address:

Leicester Language Academy 23, New Walk, Leicester, LE1 6TE, United Kingdom