

Application form

How to register

Please see your agent or, if you are coming as a private student, follow the instructions below.

Send your signed application form to UIC with two photographs and a course deposit of £150. If you are also booking accommodation through UIC send a total deposit of £300. Courses of one or two weeks should be paid in full.

Deposits are a part of the total fees; the balance is due two weeks before your course starts.

How to pay:

Cheque: Payable to Languages in London/UIC. This must be from a UK bank account or as a Bankers Draft.

Credit Card: We take Visa, MasterCard and debit cards. We accept American Express with a handling charge of 3%.

Travellers Cheques: In pounds sterling.

Bank Transfer to: Languages in London/UIC

Barclays Bank
27 Regent Street
London
SW1Y 4UB

Account name: Languages in London Ltd
Account Number: 40585815
Sort Code: 20-71-64

SWIFT CODE: BARCGB22
IBAN: GB70 BARC 2071 6440 5858 15

If you are paying by bank transfer please add £20 to cover all the bank charges.

Please fax or post a copy of the payment to UIC. Please do not forget to include your name and reference number. If you do not, we will not know that you have paid.

What happens next:

When we receive your application form and a copy of your payment we will send you a confirmation letter, certificate of enrolment, invoice or receipt and accommodation details if we are arranging your accommodation. You may need to show these documents to immigration officials when you enter the UK.

If you are applying for a visa, it is important that you inform us as soon as you have received your visa so that we can confirm your accommodation. We do not arrange accommodation until we know you have obtained your visa.

You should send the balance of your fees two weeks before the course starts.

Please send your flight information if you have booked a transfer, or inform your homestay of your arrival time if you are travelling to your accommodation independently.

If you have any questions please do not hesitate to contact us.

Please note:

Travel Insurance:

We strongly recommend that you make sure you have insurance. If you would like us to help you arrange insurance please let us know.

Declaration

I have read and understood the terms and conditions. These can be found on our website: www.uiclondon.com

Signature

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

Please note that our minimum age for students is 16. For any students under 18 we need the permission of the parent or guardian for them to be attending a course for adults.

I give my permission for my child to attend an English Language Course for Adults.

Signature

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

Thank you and we look forward to seeing you at UIC.

Personal details (Please complete all sections with an asterisk)

Mr Ms Miss Mrs Title *

First name *

Family name *

Nationality * Date of Birth *

Address *

Passport no. *

Telephone no.

Mobile no.

Fax no.

Email *

Do you have a disability? Yes No

We need to know if you have a disability which might affect your ability to study and live in London. If you are not sure please call us.

What is your level of English? (See brochure for details)

Beginner Elementary Lower intermediate
 Intermediate Upper intermediate Advanced

Previous study history

Course details

English Language Courses (tick boxes for the AM PM choice)

General English Standard AM PM
 Academic Year Course AM PM

Combination Courses (tick boxes for the AM PM choice)

General English Standard Plus AM PM

General English Intensive
 General English Intensive plus 3 individual lessons
 General English Intensive plus 5 individual lessons

One to One / One to Two

UIC London Radio (The Communication Station)

Examination Courses

Cambridge Exam IELTS Exam TOEIC Exam

University Foundation Courses

University Preparation Course

Business English & Work Placements

Business English Standard Business English Standard Plus
 Business English Intensive Work Placements
 Business English Intensive plus 3 individual lessons
 Business English Intensive plus 5 individual lessons

Other (Please specify)

Number of weeks studying

Course start date Course end date

How did you hear about UIC?

Agent Agent's name
 Friend Internet Travel/study guide Magazine Walked in

Accommodation (Complete if required)

Please state accommodation type and meal plan

B&B Half-board Self-catering

Accommodation choice (1) Accommodation choice (2)

Number of weeks accommodation

Accommodation start

Accommodation end

Do you smoke? Yes No

Do you have any allergies or special requirements/preferences e.g. no pets, children, food restrictions

Arrival information and airport transfer

Arrival date Arrival time

Airport Flight number

Do you require a taxi from the airport?

Yes One-way Return No

Payment

Course	Registration fee	£ 40
	Total/deposit	£
Accommodation	Finding fee	£ 40
	Total/deposit	£
	Books & e-learning	£
	Airport transfer	£
	TOTAL	£

Please indicate payment method

Sterling cheque Cash Credit card Bank transfer

Name on credit card

       Issue no. (Switch)

Card no.

Security no.* Start date Expiry date

*Last three digits located in the signature strip on the reverse of your card

Sign and date

Signature Date