

PLEASE COMPLETE IN BLOCK CAPITALS

* 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	Beginner*	Elementary	Pre-Intermediate	Intermediate	Upper-Intermediate	Advanced
CEFR Level	A1	A1-A2	A2-B1	B1-B2	B2	C1

*3. YOUR COURSE

Start Date

End Date

Number of weeks

General English (15)

Online IELTS Preparation (6)

Online Academic Skills (6)

Cambridge Preparation (4)

Booster: Business English (2)

Booster: Academic English (2)

Booster: Pronunciation Focus (2)

Booster: 21st Century Skills (2)

Booster: Culture Lesson (2)

Additional 1:1s

How many hours of additional 1:1s per week?

*4. DECLARATION

I confirm the information given in this form is correct

Date

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

Signature

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 online 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 a 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.

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 including your refundable damage deposit 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 –
 - o Homestay – 1 week of homestay is payable to the school.
 - o Residence – No refund. (LSE use external residence providers who do not issue refunds upon cancellation).

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.
- If students want to postpone their course, they must request this in writing.
- Students may only postpone if there is space available on the new course dates that they wish to attend.

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.
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- 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