

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

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

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

* Male Female

* 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

Religion

* Passport Number

* Passport Expiry Date

Please give details of any medical issues or disabilities that the school may need to know about or where you may need extra support. (Eg. Diabetes, pregnancy, deafness, blindness, mobility, concentration issues, migraines, dyslexia etc.)

* Emergency Contact Name

* Relationship to You

* Telephone (+ Country Code)

* Mobile Number

* Email Address

* Who is paying your fees? (You/Family/Embassy/Other)

If you are a sponsored student, please ensure that you complete section 7.

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
* Please Tick						

*Beginners should start within 3 weeks of the new term to facilitate an easier start to the course.

How did you hear about Liverpool School of English?

*3. YOUR COURSE

Start Date (Monday)

End Date (Friday)

Number of Weeks

GENERAL ENGLISH

General English 15 21 25 10 6

Please, choose from the following electives: [*If General English 21, 25 or 6, please choose from the following electives.](#)

English For Business

Live Liverpool

Academic Skills

Communication Skills

IELTS with General English

IELTS 23 (GE 15 + IELTS 8 = 23)

IELTS 21 (IELTS 15 + GE 6 = 21)

IELTS

IELTS 15

IELTS 8

Cambridge English

B2- First Exam Preparation (FCE)

C1- Advanced Exam Preparation (CAE)

Teacher Training and Development (Age 18+)

Trinity Cert TESOL*

TKT (Teacher Knowledge Test)*

Module1

Module 2

Module 3

CLIL

[*Our Admissions Team will send you a supplementary application form for these courses.](#)

Occupational English Test

OET 10

OET Exam Ready

Individual Lessons (1:1)

What would you like to focus on?

Other

4. YOUR ACCOMMODATION

* What type of accommodation do you need?

Homestay

Residence

None

If 'none', please supply your UK address

Post Code

Arrival Date (Sunday)

Departure Date (Saturday)

Number of Weeks

Extra nights required? Yes

No

Saturday Arrival

Sunday Departure

Other

Do you have any allergies? Yes No If yes, what?

Do you take any medication? Yes No If yes, what?

Do you have any dietary requirements? (eg. Coeliac, gluten free, dairy free, etc.)* Yes No

*Homestay Only - Students with extra dietary requirements will be charged an extra £30 per week.

If yes, what?

Do you smoke? Yes No

Homestay Only - Are you happy to live with pets? Yes No

5. YOUR ARRIVAL

Do you want us to book an airport transfer for you? Yes No

If 'yes', please tick below.

Arrival Departure

Which airport will you arrive at?

Manchester Liverpool London Airport(s) (Price upon request)

If you have booked your arrival flight, please write the details below:

Airline Flight Reference

Landing Time

*Students who arrive to their accommodation between 23:00 and 7:00 will be charged a £50 late check-in fee.

6. VISA INFORMATION

*Do you require a visa? Yes No

Already have a visa (please provide the name of your visa)

Which visa do you require?

Standard Visitor Visa (up to 6 months)

Short Term Study Visa (up to 11 months)

Student Visa*

*Secure English Language Test (SELT) required. List of approved tests and providers can be found here: www.gov.uk/government/organisations/uk-visas-and-immigration

Other (please state)

What will do you after you finish your course?



7. EMBASSY SPONSORED STUDENTS

Student reference number

Name of your supervisor at the embassy

Supervisor's email address

Supervisor's telephone number

*8. YOUR INSURANCE COVER

You must purchase suitable travel insurance in your home country and email a copy of your policy to our Admissions team before you travel.

Policy number

Insurance Company

*9. 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 clear copy of your passport
- a £60 registration fee

You can pay your £60 registration fee via Flywire – visit www.lse.uk.net/pay-your-fees

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 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:

- Arrange to pay the registration fee of £60 to Liverpool School of English. Make sure that you say who the payment is from and what it refers to.
- 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.
- If you are a Beginner (CEFR level A1) you need to start the course within the first 3 weeks of a new term.

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.

Insurance:

- You must purchase suitable travel insurance in your home country and email a copy of your policy to our Admissions team before you travel.
- You should travel with all relevant policy documents upon arrival to the UK.

Terms and Conditions:

- It is your responsibility to ensure that you have the correct visa type and appropriate leave to remain in the UK. In the event that we find that you do not have appropriate leave to remain, we will terminate the course immediately. In this case, tuition and registration fees are non-refundable. Information on visa types can be found on the Home Office website: www.gov.uk/government/organisations/uk-visas-and-immigration
- 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 we determine that you are an absolute beginner (A0 level) or very advanced (C2 and above) after arrival and we are part way through a term then we reserve the right to offer the cost-equivalent number of 1:1 private lessons where a beginners course is not available.
- If you want to cancel or postpone your course, you must request this in writing to the school or your ETO. The registration fee is non-refundable. Where accommodation has been booked, the accommodation booking fee is non-refundable. The CAS fee for Student Visas is non-refundable.
- 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