

### PERSONAL INFORMATION

(Please print clearly)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  Male  Female

Street \_\_\_\_\_ City \_\_\_\_\_

State/Province \_\_\_\_\_ Country \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Mobile Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Name and telephone number of next of kin \_\_\_\_\_

Company \_\_\_\_\_ Fax \_\_\_\_\_

Country of Birth \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Nationality \_\_\_\_\_

Passport Number \_\_\_\_\_ How did you hear about Berlitz Study Abroad? \_\_\_\_\_

### ACCOMMODATION

(if applicable)

Homestay accommodation, to include two meals per day (breakfast and dinner) can be arranged for you. In this is required please provide the following information:

Arrival Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Departure Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Airport \_\_\_\_\_

Airline, flight number and time of arrival \_\_\_\_\_

Are you allergic to any domestic pets?  Yes  No

If so, please describe \_\_\_\_\_

Do you have any special dietary needs?  Yes  No

Is so, please specify \_\_\_\_\_

Homestay accommodation required  First Class  Standard Class

Other accommodation required  Hotel  University Halls (Summer only)

- N.B.
1. We are unable to arrange accommodation for unaccompanied students below the age of 18 years and semi-private Combo courses are not open to students below the age of 18.
  2. Smoking is not permitted in homestay accommodation.

**All programmes are Monday to Friday except for holidays, All pricing is per person.**

## PLEASE FILL IN THE FOLLOWING INFORMATION

Desired Programme:  Total Immersion  Crash Course  Half-Day Individual Instruction  
 Semi-Private Instruction  Combo Course

Number of weeks you wish to study \_\_\_\_\_

Please fill in the price(s) from the attached price list.

Course cost \_\_\_\_\_

Homestay \_\_\_\_\_

Airport Transfer Service \_\_\_\_\_

Total Cost \_\_\_\_\_ £ All prices are in Pounds Sterling

## PRESENT PROFICIENCY LEVEL

Please give your current estimated language level:

Functional  Intermediate  Advanced

## STARTING DATES

Private tuition and Semi-private programmes are available year round. (Extra weeks may be added if desired.)

Desired start date \_\_\_\_/\_\_\_\_/\_\_\_\_ Number of weeks \_\_\_\_\_

## GENERAL CONDITIONS & INFORMATION

1. A deposit is payable at the time of booking. This should be at least 10% of the course fees plus full payment of the first two week's homestay, if homestay is applicable. Course fees include a registration fee of £75 and this will not be refunded if the student later cancels.
2. The balance of the course fees and homestay charges are payable at least two weeks before the course starts.
3. When it is not possible to form a semi-private group with two students of similar level the daily programme of five semi-private lessons will be automatically converted to three private lessons for the same price.
4. Unless two clear weeks notice of cancellation is received a semi-private course or a Combo course cannot be cancelled or postponed and no refund of fees will be made. In the case of private courses unless one clear week's notice is received a charge will be made for the registration fee and one day's tuition.
5. No refund will be made for homestay accommodation cancelled with less than two clear weeks notice. For homestay arranged during July and August this amount of notice is increased to four weeks.
6. Berlitz does not accept responsibility for any loss or injury however caused and students should arrange their own travel and health insurance for the period of their course.

## FINAL CERTIFICATION

I agree to be responsible for all BSA programme fees, as well as any incidental costs incurred by me, including, but not limited to homestay fees, telephone calls, airport pickup and any damages caused by my actions.

Signature \_\_\_\_\_

**Please return the completed application form by fax to your local Berlitz Language Centre.**