

# Enrolment Form

**For Office use only:**

Reference:

Invoice:

|   |                     |     |      |               |       |
|---|---------------------|-----|------|---------------|-------|
| <b>Title:</b>                                       | Mr                  | Mrs | Miss | Ms            | Other |
| <b>Family name:</b>                                 |                     |     |      |               |       |
| <b>First (given) name/s:</b>                        |                     |     |      |               |       |
| <b>Date of birth (dd/mm/yyyy):</b>                  |                     |     |      |               |       |
| <b>Nationality:</b>                                 |                     |     |      |               |       |
| <b>Passport Number:</b>                             |                     |     |      |               |       |
| <b>First language:</b>                              |                     |     |      |               |       |
| <b>Occupation:</b>                                  |                     |     |      |               |       |
| <b>Home country address:</b>                        |                     |     |      |               |       |
| <b>Home country telephone:</b>                      |                     |     |      |               |       |
| <b>Email:</b>                                       |                     |     |      |               |       |
| <b>UK Address (if known):</b>                       |                     |     |      |               |       |
| <b>UK telephone (if known):</b>                     |                     |     |      |               |       |
| <b>Emergency contact name and telephone number:</b> | Name                |     |      |               |       |
|   | Relationship to you |     |      | Telephone No. |       |

## Which course would you like to study?

|                                       |  |  |  |
|---------------------------------------|--|--|--|
| <b>General English:</b>               |  | <b>ABE Courses:</b>                      |  |
| Elementary                            |  | Business Administration (Cert)           |  |
| Pre-intermediate                      |  | Business Administration (Dip Pt 1)       |  |
| Intermediate                          |  | Travel, Tourism & Hospitality (Cert)     |  |
| Upper-intermediate                    |  | Travel, Tourism & Hospitality (Dip Pt 1) |  |
| Advanced                              |  | <b>A Levels:</b>                         |  |
| <b>Exam Evening Classes:</b>          |  | Law                                      |  |
| IELTS                                 |  | Business Studies                         |  |
| FCE (First Certificate)               |  | Accountancy                              |  |
| CAE (Advanced)                        |  | Mathematics                              |  |
| CPE (Proficiency)                     |  | <b>ACCA</b>                              |  |
| <b>One-to-one lessons</b>             |  | <b>Other Course (specify)</b>            |  |
| <b>Other Course (please specify):</b> |  |  |  |

### Your course details

|                                  |  |                         |  |
|----------------------------------|--|-------------------------|--|
| <b>Number of weeks:</b>          |  | <b>Start date:</b>      |  |
| <b>Number of hours per week:</b> |  | <b>Time of lessons:</b> |  |

### How did you hear about us?

Please choose one

- From an Agent.** Please inform agency name \_\_\_\_\_.
- My friend studies or is a former student at Waterloo.** Please inform student name \_\_\_\_\_.
- From an advertisement.** Please specify \_\_\_\_\_.
- Just passing by the School** (outside sign)       **Other.** Please specify \_\_\_\_\_.
- Internet:**       Google       Waterloo Website       British Council Website  
 English UK       ABLS website       Other. Please specify \_\_\_\_\_.

### Are there any medical problems you need to tell us about?

Please provide details. These will be kept confidential:

### Payment:

As soon as we receive your enrolment form we will send you an invoice for the full amount of your course. The full amount has to be paid into our bank account at least 14 days before the start of your course. We will not issue a confirmation letter of enrolment until we have received the full amount due.

Please make payments in GBP (£) only.

Please note that the payer is responsible for all bank charges.

|  |   |  |
|--|---|--|
| <b>Account name:</b>                       | Waterloo School of English Ltd                          |  |
| <b>Account no:</b>                         | 31792962  |  |
| <b>Bank address:</b>                       | HSBC, 16, King Street, Convent Garden, London, WC2E 8JF |  |
| <b>SWIFT/BIC:</b>                          | MDL GB 22   |  |
| <b>Sort code:</b>                          | 40-04-09  |  |
| <b>International Bank Transfer (IBAN):</b> | GB53MIDL40040931792962                                  |  |
| <b>Method of payment:</b>                  | International bank transfer                             |  |
|  | Cash  |  |
|  | Card payment through website                            |  |
|  | Cheque drawn on a UK bank                               |  |

**I understand and accept the Terms and Conditions of enrolment. I confirm that the above details are correct.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_