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| **Online Courses (16+)**  Enrolment Form & Terms and Conditions  **2020** | | | |
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| **Conditions of Enrolment** |
| **Enrolment** |
| Please complete this form or ask your agent to complete it for you. |
| **Payment** |
| Please pay all the fees for your course at least four weeks before your course starts. If your course starts in less than 30 days after enrolment, you must pay all the fees when your enrolment has been confirmed. Unfortunately, we cannot accept credit card payments. |
| **Holidays** |
| In 2020 the college is closed for the following :   |  | | --- | | **Public holidays:** Friday 10th April, Monday 13th April, Friday 8th May, Monday 25th May & Monday 28th August. | | **Christmas break:** Mon 21st December 2020 to Fri 1st January 2021. | |
| **Cancellations** |
| If you need to cancel your course you will have to inform us by sending us an email. We cannot refund the cost of your registration, which is £50. If it is less than 15 days before your course is due to begin, you will have to pay for a full week of your course. |
| **Finishing your course early** |
| If you finish your course early, we will not give you a refund. You cannot extend your course or get a refund if you miss any lessons and you cannot transfer your course to any friends or family members |
| **Expulsion** |
| You could be expelled from the college (told to leave) online course if your attendance is less than 70% or if you behave in a way that is considered unacceptable by your teacher or fellow students.  **If you are expelled, the college will not give you any certificate of attendance or offer any refund of your course fees.** |
| **Liability** |
| The College is unable to take responsibility if you are unable to come to college or the college is unable to run your course for the following reasons: Public disturbances, industrial action, natural disasters and epidemics. The college does not take responsibility for the loss of your personal items. Students should take out any insurance for their personal property or circumstances such as having to fly home in an emergency. |

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| **Complaints** | |
| Students who have any problems or complaints should speak to the Client Services Manager immediately. The Client Services Manager will always try to help you with any problems or complaints as soon as possible. The e-mail address is enrol@richardlanguage.eu | |
| **Special Needs** | |
| We will consider students with a ny special needs on a case by case basis. If you have any special needs, please contact the college before you book a course with us. | |
| **Payment Methods** | |
| **Payment by Flywire.** | |
| This is the method that we recommend as it has the guaranteed lowest international exchange rate compared with other methods such as International Bank Transfer, PayPal or card payments.  **How to use Flywire:**  Choose your country and the amount you need to pay in GBP.  Choose the method by which you want to pay Flywire. Make your payment to Flywire. Add the details of the student/s that you want to pay for and your own details to the Flywire payment. Track and confirm your payment by email, SMS or by logging on at rlcgbp.flywire.com.  Using Flywire has helped us to make payments faster and more easily. Also, by using Flywire, you can pay from any country and use any bank, usually in your own currency. When you use Flywire you can keep track of your payments and save on bank fees and exchange rate variations. Flywire has a multilingual support team that can help you with any questions. When you want to start your payment process go to [www.flywire.com/select-institution](http://www.flywire.com/select-institution) . Flywire can help you with your enquiries if you visit their website [www.flywire.com/help](http://www.flywire.com/help) . | |
| **Payment by Bank Transfer** | |
| UK banks will charge you if you make a payment by this method.   |  |  |  | | --- | --- | --- | | College account name: | Richard Language College Limited | \* *Please note that the above account is for GBP only. If you want to pay in CHF or Euro then please get in touch for account details.* | | Bank name: | Barclays | | Branch: | County Gates House, Westbourne | | Account number: | 70745391 | | IBAN Number: | GB20 BARC 2011 3970 7453 91 | | BIC member/Swift code: | BARCGB22/ BARC GB22 | |  |  |  | | |
| **Payment by Debit card** | |
| It is a good idea to bring a pre-loaded debit card as these can be used for school payments as well as withdrawing money from ATM cash machines. | |
| **Payment by Credit card** | |
| Unfortunately we are unable to take credit card payments. This is due to current UK law. | |
| **Legal agreement** | |
| Any students under the age of 18 are considered minors under UK law. I understand that by enrolling my son/daughter on an adult course they will not have any supervision outside of lesson times, for example at break or before and after school hours. They will also have to comply with all college rules and curfew times. I/My son/daughter wish(es) to attend Richard Language College for the period given and I agree to all the above terms and conditions. | |
| **Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **ADULT ENROLMENT FORM** | | |
| **PERSONAL INFORMATION** | | |
| **Family Name** | | **Name** |
|  | |  |
| **Gender** | | **Date of Birth** |
| * Male | * Female | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |
| **Nationality** | | **Telephone Number** |
|  | |  |
| **Email** | | **Mobile Number** |
|  | |  |
| **Home Address** | | |
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| **City** | | **Country** |
|  | |  |
| **Passport Number** | | **Expiry Date** |
|  | | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |
| For 16/17 year old | |  |
| **Parent First Name** | | **Mobile No.** |
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| **SPECIAL NEEDS** |
| * I confirm that I have no special educational needs, physical needs, mental health issues or any other relevant needs or issues. |
| I have the following special educational needs, physical needs, mental health issues or any other relevant needs or issues. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **COURSE REQUIREMENTS** | |
| **General English or IELTS Preparation** | **Provisional English Level** |
|  |  |
| **Start Date** | **End Date** |
| \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ | \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_ |