



## Enrolment Form 2011

Not for Teacher Training courses - please request a separate enrolment form

Please put a ✓ in the relevant boxes

### 1 Personal Information

Surname .....  Male  Female  
First name(s) ..... Date of birth .....  
(Applicants aged under 18 must complete our Parental Consent Form. This can be downloaded from our website.)  
Address ..... Telephone number .....  
..... Fax number .....  
..... Email address .....  
Nationality ..... Profession .....  
First language .....

#### Who should we contact in an emergency?

Name ..... Home telephone .....  
Mobile telephone ..... Email .....

Where/How did you hear of St Giles?  Friends  Advertisement  Agent  Internet  Other

Please give additional information on any of these: .....

### 2 How long have you been studying English?

0-6 months  6-12 months  1-2 years  more than 2 years (state number of years) .....

Non-visa applicants: Have you taken an IELTS test?  No  Yes Date ..... Score .....

Please give details of any other courses and examinations in English you have taken, and enclose copies of examination certificates with this application:  
.....

### 3 What is your present level of English?

Zero Beginner\*  Elementary  Pre-Intermediate  Intermediate  Upper-Intermediate  Advanced

\* Please note that we have special start dates for Beginner students (see Course Dates & Prices 2011)

### 4 UK Visa Applicants

Please complete this section if you will be applying for a visa to study in the UK.

Passport Number..... Passport Expiry Date.....

Please Note: If you apply for a **General Student Visa** or **Child Student Visa** you must submit evidence to show you are at or above the language level outlined by UKBA. Evidence should be in the form of a Secure English Language Test (SELT) certificate. Please check with UKBA or contact your chosen centre for the current list.

### 5 When do you want to study?

Starting date ..... Finishing date ..... Number of weeks .....

### 6 Where do you want to study?

Brighton\*  Eastbourne\*  London Central\*  London Highgate\*  New York City  San Francisco†  Vancouver

\*If you choose a UK centre, please state below your reason(s) for choosing to study in England

St Giles was recommended by a friend/an agent/a family member  I have studied at St Giles before  
 I want to learn English with a British English accent  I want to experience British history and culture  
 I can meet students from many different countries in the UK  I want to prepare for University study  
 It will help my career/professional development  I have a place at University  
 Other .....

†Students travelling to St Giles San Francisco: Do you require an I-20 for visa purposes?  Yes  No

If you select Yes, please be sure that you read and understand the visa requirements as stated on the website and that you enclose all the required documentation with your application.

### 7 Which course(s) do you want to take?

**General English:** 1-23 weeks *All centres (1-12 weeks only in New York City)*

Full-day Intensive: 28 lessons per week *All centres except New York City*  
 Half-day Intensive (mornings): 20 lessons per week *All centres*  Half-day intensive (afternoons): 20 lessons per week *All centres*

- Afternoon economy: 15 lessons per week *UK centres*
- 22 lessons per week (mornings + 2 afternoon lessons) *San Francisco*     22 lessons per week (afternoons) *San Francisco*
- English Plus (5 One-to-one lessons per week in combination with any English course) *All centres except New York City*    Number of weeks .....
- General English One-to-one *All centres except London Central*     20 lessons per week     15 lessons per week
- 1-14 One-to-one lessons per week    Number of weeks .....    Number of lessons per week .....

**International Semester Courses (ISC):** 24+ weeks *All centres except New York City*

- 24 weeks     25-35 weeks (state number) .....     36 weeks     37+ weeks (state number) .....

Please give starting date(s) .....

- 28 lessons per week (full day) *All centres except New York City*
- 22 lessons per week (mornings + 2 lessons afternoons) *San Francisco*     22 lessons per week (afternoons) *San Francisco*
- 20 lessons per week (mornings) *UK, Vancouver*     20 lessons per week (afternoons) *UK, Vancouver*

Multi-Centre (state two or three locations) NB the minimum stay at any one location is 12 weeks

Location 1 ..... Location 2 ..... Location 3 .....

Location 1 dates ..... Location 2 dates ..... Location 3 dates .....

Do you want to take a holiday during your ISC?\*     No     Yes

If Yes, please give dates .....

*\*Students can have 1 week for every 12 weeks booked. Students can select or make one change to their holiday dates, giving four weeks notice, after arrival.*

**Platinum English Courses** *Brighton, London Central, New York City\*, San Francisco, Vancouver*

*\*Currently only courses of up to 20 lessons per week are available in New York City*

- Platinum Group Courses     Platinum One-to-one Courses
- 35 lessons per week     30 lessons per week     25 lessons per week     20 lessons per week     15 lessons per week (pm)
- Platinum One-to-one 1-14 lessons per week    Number of lessons per week .....    Number of weeks .....
- Platinum Plus (5 private lessons per week in combination with group courses above)    Number of weeks .....
- Telephone lessons    Number of lessons .....    Number of weeks .....
- Weekend One-to-one lessons    Number of lessons .....     Saturday     Sunday     Morning     Afternoon

**Examination Preparation Courses**

**Cambridge Preparation:**  28 lessons per week *All centres except New York City*     22 lessons per week *San Francisco*     20 lessons per week (am) *All centres*

**IELTS Preparation:**  28 lessons per week *All centres except New York City*     22 lessons per week *San Francisco*     20 lessons per week (am) *All centres*

**TOEFL Preparation:**  28 lessons per week *Brighton, London Central, San Francisco, Vancouver*     22 lessons per week *San Francisco*     20 lessons per week *Brighton, London Central, New York City, San Francisco, Vancouver*

**TOEIC Preparation:**  28 lessons per week *Eastbourne, San Francisco, Vancouver*     22 lessons per week *San Francisco*     20 lessons per week *Eastbourne, New York City, San Francisco, Vancouver*

Starting date(s) .....    Number of weeks .....

Do you want to take an examination during your stay?     Yes     No    If Yes, which examination(s)?

- Cambridge PET     Cambridge FCE     Cambridge CAE     Cambridge CPE\*     Cambridge BEC
- IELTS     TOEFL     TOEIC     Other (please specify) .....

*\*Not available at Eastbourne or Vancouver*

**English for Special Purposes (28 lessons per week)** *All centres except New York City*

- General English + English for Business *UK, San Francisco*     CBEI Business English Course *Vancouver*
- General English + Art and Design *London Highgate, San Francisco*
- General English + English for Tourism *All centres except London Central*

Starting date(s) .....    Number of weeks .....

**English for Special Purposes (20 lessons per week)** *New York City*

- General English + English for Business     General English + Art and Design
- General English + English for Tourism

Starting date(s) .....    Number of weeks .....

**Vacation Courses**

- London Experience Programme *London Highgate*     20 lessons per week     15 lessons per week
- California Experience Programme *San Francisco*     Tick if you want to reserve the California Delights Tour during week three
- Canadian Experience Programme *Vancouver*
- New York Experience Programme *New York City*

Starting date(s) .....    Number of weeks .....

## Volunteer Programmes

**English + Volunteer Placement** UK, San Francisco, Vancouver

**UK:** choose a course for a minimum of 4 weeks and then mark 1, 2 and 3 for your first, second and third choice of unpaid placement below. *NB. Available for EEA students only. Please check with the office when booking.*

**Regular:**  Administration  Education  Fashion  Graphic Design  Hotel & Catering  Marketing  Media  Tourism

**Specialised:**  Architecture  Engineering  Finance  Information Technology (IT)  Law  Other preference .....

I would like a placement of ..... weeks (minimum 4), starting on .....

**San Francisco:** choose a course of 22 or 28 lessons per week for a minimum of 4 weeks, and then mark 1, 2 and 3 for your first, second and third choices of unpaid placement below for a fixed period of 12 weeks.

**Regular:**  Business Administration  Catering  Hospitality  Legal Services  Sales & Marketing  Theatre & the Arts  Tourism

**Specialised:**  Architecture  Engineering  Finance  Information Technology (IT)  Other preference .....

**Vancouver:** *NB. For Canadian visa nationals, the work placement period must not exceed the length of your English course.*

**Unpaid:** choose a CBEI Business English Course for 4+ weeks and then mark 1, 2 and 3 for your first, second and third choices for an unpaid placement of 4-12 weeks

Business Administration  Banking  Finance  Information Technology (IT)  Marketing  Tourism

I would like an unpaid placement of ..... weeks (4-12\*), starting on.....

**Paid:** choose a 6-month course (normally CBEI or ISC) followed by a fixed period of 6 months' paid work experience in one of the following fields (subject to availability):

Tourism & Hospitality  Restaurants and Retail

## University Pathway Courses

English for Academic Purposes Vancouver

Starting date: ..... Number of weeks (8+): .....

University Foundation Business Course (UFBC) Brighton, London Highgate  ISC Pathway Programme San Francisco

24 weeks  36 weeks Starting date .....

### Additional information

What are your school leaving qualifications? Please attach a copy with an exact transcript in English.

.....

Are you qualified to enter university in your own country?  Yes  No

Have you applied to enter university in your own country?  Yes  No

Have you been accepted by a university in your own country?  Yes  No

What subject do you want to study at university? .....

## 8 Accommodation *NB. All accommodation is arranged subject to availability*

**Do you want us to arrange your accommodation?**  Yes  No

Your accommodation is reserved from the evening of the Sunday before your course begins until 10.00 a.m. on the Sunday at the end of the course, unless agreed otherwise. Please tell us if you require alternative dates. Dates are Saturday to Saturday at Phoenix Hall (Brighton).

**Dates accommodation required** Arrival ..... Departure .....

### What type of accommodation do you want?

Homestay Standard *All centres†*

Homestay Superior *All centres except Eastbourne and London Highgate*

Residence Hall *All centres* Which Residence Hall would you prefer\* .....

Hotel *All centres* Which Hotel would you prefer\* .....

Guest House *Brighton, Eastbourne* Which Guest House would you prefer\* .....

*\*If the Residence Hall, Hotel or Guest House you select is not available, the centre will contact you to offer an alternative.*

*† NB: To qualify for the discounted homestay prices for 24+ weeks, all accommodation charges must be paid in advance, and students must remain in the same homestay for the whole duration of their stay. Please note that discounted prices do not apply for multi-centre bookings.*

**Which do you prefer?**  Single room  Shared room (available to students travelling together)

If you are travelling with a room-mate who will study with you at St Giles, please give their name .....

**Which do you prefer?**  Half board  Breakfast only (except Vancouver)  Self-catering homestay (Brighton & Highgate only)

Self-catering summer residence (All Colleges)

Students choosing New York City homestay, please choose from the following:  Inside Manhattan  Outside Manhattan

Evening meals at St Giles London Central (for students requesting breakfast only or self-catering options)

**Do you want an en-suite or private bathroom where available** (non-homestay or superior homestay accommodation only)?  Yes  No

**Do you like children?**  Yes  No  No preference **Do you smoke?**  Yes  No

**Do you have a strong dislike/allergy to:** **Cats?**  Yes  No **Dogs?**  Yes  No

**What are your hobbies?** .....

**Do you have any dietary requirements** (e.g. vegetarian)? .....

**Do you have any allergies or medical conditions that the school or your homestay should know about?**

.....

## 9 Airport Transfer Service

**Do you want us to arrange an airport transfer?** On arrival  Yes  No  
 On departure  Yes  No

Please give details if known Airline name .....

Arrival Flight number ..... Arrival time ..... Arrival airport .....

Departure Flight number ..... Departure time ..... Departure airport .....

**NB. Students aged 14/15 years old (Eastbourne):** must book our airport transfer service (unless you are being met by an adult friend or relative)

**NB. Students aged 16/17 years old (all locations):** In order to avoid problems with immigration procedures, we **strongly** recommend that you book our airport transfer service (unless you are being met by an adult friend or relative)

**All students under 18:** you must carry your Parental Consent Form for production on request.

## 10 Express Mail Service

Tick this box if you require this service

## 11 Declaration, Reservation & Payment

**Declaration 1 (all students):** I have read and understood the Conditions of Enrolment and accept them.

**Declaration 2 (General Student Visa applicants):** I enclose a signed Statement of Intent (enclosed, or obtainable from your Agent).

Signature ..... Date .....

**Reservation:** Return your completed enrolment form to the centre where you wish to begin your course, with the following payments:

	Registration Fee	Course Deposit	Accommodation Deposit	Accommodation Placement Fee	UK Visa Fee for non-EEA students (if applicable)	Guardianship Fee (if applicable)	Work Experience Deposit (if applicable)	Express Mail Service (if applicable)
UK	£50	£100	£100	n/a	£10*	n/a	£125	£34
USA	US\$100	US\$125	n/a	US\$65	n/a	n/a	US\$200	US\$80
Canada	C\$100	C\$150	n/a	C\$220	n/a	C\$100	C\$200	C\$80-130

The Course Deposit (all locations) and Accommodation Deposit (UK) are part of the course fees and are deducted from the total fees payable.

\*Non-EEA Students applying for a General Student Visa (GSV) must pay the UK Visa Fee (£10) in addition to any local charges.

**Payment:** When we receive your Registration Fee, Course Deposit and UK Visa Fee (if applicable), we send a Confirmation of Acceptance for Studies (CAS) with an invoice for the balance of fees payable. No documentation will be issued until we receive these deposits. The total amount due must be received by the College or by our bank at least 21 days before your course begins in order to guarantee your place. You can send payments to the centre by cheque, bank draft, or credit/debit card, or your bank can send fees to our bank accounts in London, San Francisco or Vancouver. Please allow up to 28 days for funds to be transferred via a bank. Cheques must be made payable to **St Giles College** and must be drawn in £ sterling for the UK, US\$ for the USA, or CAD\$ for Vancouver. UK, USA or Canadian bank charges (if any) must be paid by you on arrival.

The bank accounts for St Giles UK schools are all held at:

<b>National Westminster Bank</b>	<b>Bloomsbury Parr's Branch 214 High Holborn, London WC1V 7BX</b>	<b>Sort Code: 60-30-06</b>
Brighton	Account number 90126068	IBAN: GB21 NWBK 6030 0690 1260 68
Eastbourne	Account number 90126041	IBAN: GB71 NWBK 6030 0690 1260 41
London Central	Account number 90126092	IBAN: GB52 NWBK 6030 0690 1260 92
London Highgate	Account number: 90127714	IBAN: GB05 NWBK 6030 0690 1277 14

The bank accounts for St Giles US schools are held at:

<b>Bank of America</b>	<b>One Powell Street San Francisco, CA 94102, USA</b>	<b>SWIFT Address: BOFAUS3N Routing/Transit(ABA) Number: 0260-0959-3</b>
New York City	Account number 121000358 00668-54869	
San Francisco	Account number 121000358 00661 05249	

The bank account for St Giles Vancouver is held at: 555 Burrard Street, Vancouver BC V7X 1M7, Canada.

<b>National Bank of Canada</b>	555 Burrard Street, Vancouver BC V7X 1M7, Canada.	
Account number: 05-94021	Routing/Transit(ABA) Number: 14021-006	SWIFT Address: BNDCCAMMINT

I enclose a cheque/draft

My Bank has sent an international bank transfer on ..... (date) Please attach a photocopy of the transfer form

Please debit my Visa/Mastercard Account (insert amount to be debited) .....

Card Number □□□□ □□□□ □□□□ □□□□ Card start date □□-□□ Card expiry date □□-□□

Issue Number (debit cards only) □□

CSV Number (last 3 digits on reverse of card) □□□

Name (as on card) .....

Signature (as on card) .....

Address of cardholder .....  
 .....

Please return this form to the centre where you want to study:

### St Giles Brighton

1-3 Marlborough Place  
Brighton BN1 1UB  
UK  
Tel +44 (0) 1273 682747  
Fax +44 (0) 1273 689808  
brighton@stgiles.co.uk

### St Giles Eastbourne

13 Silverdale Road  
Eastbourne BN20 7AJ  
UK  
Tel + 44 (0) 1323 729167  
Fax +44 (0) 1323 721332  
eastbourne@stgiles.co.uk

### St Giles London Central

154 Southampton Row  
London WC1B 5JX  
UK  
Tel + 44 (0) 20 7837 0404  
Fax +44 (0) 20 7837 4099  
londoncentral@stgiles.co.uk

### St Giles London Highgate

51 Shepherds Hill  
London N6 5QP  
UK  
Tel + 44 (0) 20 8340 0828  
Fax +44 (0) 20 8348 9389  
londonhighgate@stgiles.co.uk

### St Giles New York City

330 Fifth Avenue  
7th Floor New York City  
New York City, NY 10001  
USA  
Tel +1 212 967 9900  
Fax +1 212 967 9915  
newyork@stgiles-usa.com

### St Giles San Francisco

785 Market Street  
Suite 300,  
San Francisco, CA 94103  
USA  
Tel +1 415 788 3552  
Fax +1 415 788 1923  
sanfrancisco@stgiles-usa.com

### St Giles Vancouver

1130 West Pender Street  
Suite 400  
Vancouver BC, V6E 4A4  
Canada  
Tel +1 604 685 0291  
Fax +1 604 685 0294  
english@stgilescanada.com

## Terms and Conditions of Enrolment

**NB. All courses and accommodation are offered subject to availability.**

St Giles reserves the right to cancel a course or make changes to course arrangements without liability if obliged to by circumstances beyond its control. In such cases St Giles would seek to offer alternative arrangements, dates or venues, or a full refund of fees for tuition and accommodation.

**Postponements of courses:** The office must receive written notification at least 21 days before your course begins if you wish to transfer the Deposits to a later course date. Non-EEA students on a General Student Visa must pay the UK Visa Fee (£10) each time a change in dates is requested.

**Changes before arrival:** Students must ensure that there is time to re-apply for a visa if changes affect their visa provisions. Except for course upgrades, requests for changes less than 7 days before the course begins are subject of an Amendment Fee of £25 (UK), \$40 (USA), C\$50 (Canada). Non-EEA students on a General Student Visa must pay the UK Visa Fee (£10) each time a change in dates is requested.

**Cancellation before arrival:** You must inform the office in writing. Cancellation fees are charged as follows, and any balance is refunded:

### Cancellation Received

More than 21 days before the course begins

### Cancellation Fees

**Registration Fee** £50 (UK), US\$100 (USA), C\$100 (Canada)

**plus Course Deposit** £100 (UK), C\$150 (Canada)

The **UK Visa Fee** £10, **Guardianship Fee** and **Express Mail Fee** are not refundable.

Less than 21 days before the course begins  
(including students who fail to arrive without notice)

**Tuition Fees for 2 weeks plus Accommodation Deposit** £100 (UK) **or**  
**Accommodation Placement Fee** US\$65 (USA), C\$210 (Canada)

Students booked in to residence halls must also pay 2 weeks' accommodation fees

The **UK Visa Fee** (£10), **Guardianship Fee** and **Express Mail Fee** are not refundable.

**Visa refusals:** In the case of visa refusals, we aim where possible to pass on only direct costs incurred by our centres. We must receive your refusal letter before the course begins. Refunds and charges are as follows:

**Tuition Fees:** these will be refunded in full, together with the Registration Fee, Course Deposit, Accommodation Deposit or Accommodation Placement Fee (see table above)

**Accommodation charges:** these will be charged (if applicable) as stated below under Accommodation, Cancellation or Changes, and the balance will be refunded.

**Non-refundable charges:** these payments (if applicable) will be retained: UK Visa Fee, Airport Transfer charges, Guardianship Fee, Work Experience deposit, Express Mail Fee.

### Cancellation or changes on or after scheduled arrival date - UK & Canada

Except for course upgrades, requests for changes after the course has begun are subject to an Amendment Fee of £25 (UK) or C\$50 (Canada). Changes must comply with the student's conditions of stay as expressed in their visa (where relevant). The UK centres are obliged by UK law to notify the relevant authorities if visa nationals drop out or cancel their course at any time before completing the programme for which they are enrolled. Students will receive refunds only after their return to their home country. For students under the age of 18, the office will check with agents, parents or guardians before arranging any refunds, as our policy is to refund only to the person from whom the funds originated. For all students booking through agents, the office will check with agents before arranging any refunds, as refunds can only be made after receipt of funds paid via an agent. There is no Amendment Fee for students requesting an upgrade to a more expensive course. Non-EEA students on a General Student Visa must pay the UK Visa Fee if they extend their course.

Students entering on a **General Student Visa (GSV)** must be at the language level outlined by UKBA. All students complete a level placement test on arrival at St Giles, and any GSV students at a lower level will be obliged to return home. Tuition fees will be retained as a credit (but not refunded) for a new course on a (Extended) Student Visitor Visa, with any balance refunded after the deduction of non-refundable charges (if applicable): UK Visa Fee, Airport Transfer charges, Express Mail Fee, Accommodation cancellation charges.

**Courses of 1-8 weeks:** Courses cannot be cancelled or shortened, or lessons reduced in number, and no tuition fees are refundable. There is no amendment fee for students requesting an upgrade to a more expensive course. Non-EEA students on a General Student Visa must pay the UK Visa Fee if they extend their course

**Courses of 9+ weeks:** For cancellations or changes to be effected from the 9th week onwards students must give 4 weeks' written notice from the following Monday. Tuition fees will be calculated to the end of the week when the cancellation or change takes effect, and 50% of any balance will be refunded, less the Amendment Fee. There is no Amendment Fee for students requesting an upgrade to a more expensive course. Non-EEA students on a General Student Visa must pay the UK Visa Fee if they extend their course

**International Semester Courses (24+ weeks):** Students requesting changes must check with the office that their proposals comply with their visa status. Students must give 4 weeks' written notice from the following Monday in order to cancel or change their course, or to move to another St Giles centre. If you decide to leave before the end of your period of study\*, or downgrade to a less expensive course, tuition fees are not refunded, nor are they transferable to another student. Students changing to a more expensive course must pay the additional balance, but there is no Amendment Fee. \*If your visa is issued under Tier 4 of the Points Based system (General Student Visa or Child Student Visa) we are required to inform the UK Border Agency of the early termination of your course.

**Course Breaks for long-stay students:** Students taking courses of 24 weeks or more than arrange a break of 1 week per 12 weeks of study (maximum 2 weeks at any one time) with a corresponding extension of their course ending date. Arrangements must be made at the time of enrolment. All holiday must be taken at least 4 weeks before the course ending date. Students requiring a visa for study in the UK must ensure that their visa is issued for the correct dates to include any breaks. Students requesting changes after arrival in arrangements for breaks must give 4 weeks' notice of changes, which are subject to availability. One change can be made free of charge, but for any subsequent change students must pay an Amendment Fee of £25 (UK) or C\$50 (Canada).

## Cancellation or changes on or after scheduled arrival date - USA

**(Students in San Francisco must sign a California State Enrolment and Refund Agreement. Refunds in the USA will be processed according to those terms and conditions, and will be made within thirty days of written cancellation).**

Except for course upgrades, requests for changes after the course has begun are subject to an Amendment Fee of US\$40. If you cancel your course at any time before completing the programme for which you enrolled, the school is required by US law to notify immigration authorities that you have dropped out of your course. You will not be eligible to transfer to another school and you must leave the country within 15 days. For students under the age of 18, the office will check with agents, parents or guardians before arranging any refunds, as our policy is to refund only to the person from whom the funds originated. For all students booking through agents, the office will check with agents before arranging any refunds, as refunds can only be made after receipt of funds paid via an agent. There is no Amendment Fee for students requesting an upgrade to a longer course or an increase in the number of lessons.

**Courses of 1-4 weeks:** Courses cannot be cancelled or shortened, or lessons reduced in number, and no tuition fees are refundable.

**Courses of 5+ weeks:** For cancellations or changes (e.g. to a cheaper course) to be effected from the 5th week onwards students must give 4 weeks' written notice from the following Monday. Tuition fees will be calculated to the end of the week when cancellation takes effect. If less than 50% of the course is completed, 100% of the balance is refunded, less the Amendment Fee. If more than 50% of the course is completed, no fees are refunded.

**International Semester Courses (24+ weeks):** Students must give 4 weeks' written notice from the following Monday in order to cancel or change their course. If less than 24 weeks are completed before the date of departure, the tuition fees due will be recalculated at the full price for General English Courses to the end of the week when cancellation takes effect. If less than 50% of the course is completed, 100% of the balance is refunded, less the Amendment Fee. If more than 50% of the course is completed, no fees are refunded.

**Course breaks for long-stay students:** Students taking courses of 24 weeks or more can arrange a break of 1 week per 12 weeks of study (maximum 1 week at any one time) with a corresponding extension of their course ending date. Arrangements must be made at the time of enrolment. All breaks must be taken at least 4 weeks before the course ending date. Students requiring a visa for study in the USA must ensure that their visa is issued for the correct dates to include any breaks. Students requesting changes after arrival in arrangements for breaks must give 4 weeks' notice of changes, which are subject to availability. One change can be made free of charge, but for any subsequent change students must pay an Amendment Fee of US\$40.

## Accommodation (all locations)

All accommodation charges must be paid direct to the centre and all prices are per person per week unless stated otherwise. Accommodation is reserved from the evening on the Sunday before the course begins, until 10.00 on the Sunday at the end of the course, unless agreed otherwise. NB. Dates are Saturday to Saturday at Phoenix Hall (Brighton) and Welkin Hall (Eastbourne).

**Cancellation or changes:** Students in Residence Halls must give the office 14 days' notice of changes or cancellation, or pay up to 14 days in lieu. Students in all other accommodation must give the office 7 days' notice of changes or cancellation, or pay for 7 days in lieu. All changes/cancellations must be notified in time to take effect from a Sunday, and cannot be effected from midweek. For students in homestay accommodation at discounted rates for 22+ weeks, standard rates will apply for stays of less than 22 weeks at the time of departure. Any balance of accommodation charges can be used for new accommodation, or can be refunded if the student is leaving the centre. Students requesting changed accommodation arrangements must pay an Amendment Fee of £25 (UK), \$40 (USA), C\$50 (Canada).

Students must pay a retaining fee of 50% of the weekly charge if they leave their possessions in their room in homestay accommodation during absence on holiday. Accommodation in Guest Houses or Hotels is best suited to students over the age of 18. Students under 18 must send the centre evidence of parental consent if they request such accommodation. NB. In Canada the minimum age for renting a hotel room is 19.

**Insurance:** Deposits and fees are not transferable from person to person. Students are advised to insure themselves against loss of fees through non-arrival, absences for any reason, or unexpected termination of their course. In the UK we recommend Course-u-can.com. In the USA we recommend ISO Student Health Insurance and in Canada we recommend Student Guard.

**St Giles International reserves the right to terminate without notice the course of any student who seriously or persistently misconducts himself/herself during his/her stay in the UK/USA/Canada.**



Accreditations in the UK

Accredited by the  
  
for the teaching  
of English

  
ENGLISH UK  
member

Accreditations in Canada

  
Languages Canada  
Langues Canada  
Your destination linguistique • Your language destination

Accreditations in USA  
  
aaiep  
American Association of  
Intensive English Programs

Accredited by:  
  
CEA  
Leading Through Advancing Standards