

Enrolment Form

1F19 v8

How to Enrol

- Complete, sign and date this Enrolment Form
- Attach passport copy (photograph page)
- For pathway courses, attach copies of current qualifications
- Send to MLS, either direct or via an Educational Tour Operator (ETO) of MLS – please contact MLS for details.



M.L.S
INTERNATIONAL
COLLEGE



INCORPORATING BOURNEMOUTH BUSINESS SCHOOL INTERNATIONAL

Name of ETO / sponsor (if applicable):

PERSONAL DETAILS

Title (Mr/Mrs/Miss):		First name(s):		Family name:	
Country of birth:		Nationality:		Mother tongue:	
Date of birth:		Passport number:		Profession / Occupation:	
Home address (in your country):					
Telephone number:		Email:			
Address for correspondence (if different from home address, or ETO's / sponsor's details):					
Telephone number:		Email:			
Next of kin (name and relationship):					
Address of next of kin:					
Telephone number:		Email:			

Please indicate your English Language level by ticking the most appropriate box:

Beginner	<input type="checkbox"/>	Intermediate	<input type="checkbox"/>
Elementary	<input type="checkbox"/>	Upper Intermediate	<input type="checkbox"/>
Pre Intermediate	<input type="checkbox"/>	Advanced	<input type="checkbox"/>

Do you have any special learning needs or disabilities?

Yes No

If yes, please provide details:

Please indicate which type of visa you will apply for by ticking the relevant box:

Short Term Student Visa (short-term student up to 6 months):	<input type="checkbox"/>	Short Term Student Visa (short-term student up to 11 months):	<input type="checkbox"/>	Other visa (please state):	<input type="checkbox"/>	No visa required (EU citizen):	<input type="checkbox"/>
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Students with a visa for study cannot extend their study period after arrival in the UK beyond 30 days after the original period requested; visa applications must therefore cover the full intended study period.

Please tick this box to confirm your compliance with UK Visas & Immigration regulations:

Have you ever had a UK Visa application refused previously?

Yes No

Have you ever been refused entry, deported, removed or otherwise required to leave any country, including the UK, in the last 10 years?

Yes No

If yes, please provide details:

Please provide details of your past academic achievements and any professional experience relevant to the course you are applying for. Please ensure you include all previous courses of study in the UK (please use a separate sheet if necessary).

Course / Job title	School / College / University / Company	Dates and duration	Qualification(s) obtained	Date(s) obtained

Do you have specific course aims/outcomes you wish to achieve on your course (e.g. an English exam, IELTS score?)

Yes No

If yes, please provide details:

SELECT YOUR COURSE**GENERAL ENGLISH AND EXAM PREPARATION COURSES**

Tick	Course Code	Course Name	Entry Date	Number of Weeks	Elective * (extra 2 lessons)
	GE	General English (20 lessons per week)			YES / NO
	GEI	General English – Intensive (30 lessons per week)			YES / NO
	GESI	General English - Super Intensive (40 lessons per week - 30 lessons of General English plus 10 tailored small group lessons, group size 1-6)			
	FCE	General English and FCE (20 lessons per week)			YES / NO
	FCEI	General English Intensive and FCE (30 lessons per week)			YES / NO
	CAE	General English and CAE (20 lessons per week)			YES / NO
	CAEI	General English Intensive and CAE (30 lessons per week)			YES / NO
	IELTS	General English and IELTS (20 lessons per week)			YES / NO
	IELTSI	General English Intensive and IELTS (30 lessons per week)			YES / NO

* delete as appropriate. If you choose 'yes' please go to page 3 to choose your Elective from the list of options.

BUSINESS ENGLISH (25 years +)

Tick	Course Code	Course Name	Entry Date	Number of Weeks	Elective * (extra 2 lessons)
	BE	Business English (20 lessons per week)			YES / NO
	BEI	Business English - Intensive (30 lessons per week)			YES / NO
	BESI	Business English - Super Intensive (40 lessons per week - 30 lessons of Business English plus 10 tailored small group lessons, group size 1-6)			

* delete as appropriate. If you choose 'yes' please go to page 3 to choose your Elective from the list of options.

VOCATIONAL BUSINESS LANGUAGE COURSE**BUSINESS SIMULATION PROGRAMME (typically 16-25 years)**

Tick	Course Code	Course Name	Entry Date	Number of Weeks	Elective * (extra 2 lessons)
	BSP	Business Simulation (20 lessons per week)			YES / NO
	BSPI	Business Simulation Intensive (30 lessons per week)			YES / NO

* delete as appropriate. If you choose 'yes' please go to page 3 to choose your Elective from the list of options.

COMBINED STUDY AND INTERNSHIP PACKAGE (EU, EEA or Tier 5 Youth Mobility Scheme students only)

Please indicate your internship preferences below (note these are requests only and cannot be guaranteed).

Please indicate your course choice above (you must book a course of minimum four weeks as well as the internship).

Internship Field (circle requested field/s)	Internship Location (circle requested location/s)	Start Date	Number of Weeks
Sales & Marketing / IT / Accountancy / Property Development / Tourism & Hospitality / Social Events / Sports Club / Language School	Bournemouth / London		

ENGLISH FOR AVIATION

Tick	Course Code	Course Name	Entry Date	Number of Weeks
	EA2	English for Aviation (32 lessons per week (30 English + 2 lessons 1:1 or small group aviation)		
	EA4	English for Aviation (34 lessons per week (30 English + 4 lessons 1:1 or small group aviation)		
	EAG	English for Aviation Group Programme (tailored for your group)		

TEACHER DEVELOPMENT COURSES IN ENGLISH

Tick	Course Code	Course Name	Entry Date	Number of Weeks
	TDE	Overseas Teacher Development Courses in English		

EXECUTIVE AND TAILOR MADE LANGUAGE TRAINING

Tick	Course Code	Course Name	Entry Date	Number of Weeks
	E20	Executive 20 x 1:1		
	E30	Executive 30 x 1:1		
	E40	Executive 40 x 1:1		
	EP 5	20 group lessons plus 5 x 1:1		
	EP 10	20 group lessons plus 10 x 1:1		
	EP 20	20 group lessons plus 20 x 1:1		
	EP 35	30 group lessons plus 5 x 1:1		
	EP 40	30 group lessons plus 10 x 1:1		

INDIVIDUALISE YOUR COURSE WITH MLS ELECTIVES

Add an extra 2 lessons per week of small group training (group size 1-4), choose from the electives below or tell us what you would like to study:

Tick	Elective	Entry Date	Number of Weeks
	General English		
	Exam Preparation (CAE, FCE, IELTS, BULATS, TOLES)		
	Business English		
	Marketing		
	Management		
	Legal English		
	Financial English		
	Medical English		
	Hospitality and Tourism		
	Other (please specify):		

Tick	One-to-One Lessons (tailored training on a one-to-one basis)	Entry Date	Number of Lessons
	One-to-one lessons		

SELECT YOUR SUPPLEMENTARY OPTIONS**EXTERNAL EXAMINATIONS**

Please indicate if you are interested in taking any of the following examinations whilst studying at MLS by ticking the appropriate box.

Examination (please tick)							
FCE	CAE	BEC	LINGUASKILL	IELTS	EALTS	TOLES	Other (please specify)

ACCOMMODATION AND TRANSFERS**MLS Accommodation**

Please inform MLS of your arrival time in Bournemouth

Tick	Code	Accommodation Type	Arrival Date	Number of Weeks
	AC1	Standard homestay single room (meals provided*, no more than four students in the home)		
	AC2	Standard homestay twin bedded room (meals provided*, no more than four students in the home)		
	AC3	Superior homestay single room (meals provided*, private access to a bathroom, use of the internet)		

*Breakfast and dinner during the week; breakfast, lunch and dinner at the weekend

Do you smoke? YES NO

Do you have any special accommodation or dietary needs? YES NO (if yes please specify) _____

If you have ticked 'Yes' to the above question, we would advise that, although MLS International College will always try to place students with homestay providers that are able to assist with any special accommodation or dietary needs, you must discuss with your homestay provider any requirements that you have when you arrive. With regard to specific dietary requirements, we request that you speak to the homestay provider to ensure the ingredients used meet your dietary requirements. Please note that at all times, students must take responsibility to liaise with homestays on suitable ingredients for particular dietary requirements. MLS will not be responsible for dietary management in homestays. MLS reserves the right to charge supplements where special requests are made of homestays.

Non MLS Accommodation

If you would like us to send you further information about non MLS accommodation, please tick the appropriate box. We can assist you with the booking of this accommodation and contractual arrangements will apply.

Tick	Code	Accommodation Type	Arrival Date	Number of Weeks
	AC4	Special Requests		
	AC5	Student Residence		

If MLS accommodation is not required, please provide the address you will be living at whilst studying:

Transfer Arrangements

Do you wish to book an arrival taxi transfer?

YES NO

Do you wish to book a departure taxi transfer?

YES NO

INSURANCE

MLS requires that all students take out appropriate travel, medical and cancellation of course insurance.

PAYMENT DETAILS

Who will be responsible for payment of your course fees?	
Who will be responsible for payment of your accommodation fees?	

Fees should be payable to: MLS International College

Bank account details:

Bank Name & Address: Lloyds TSB Bank plc, 101 High Street, Poole BH15 1AJ, Dorset, UK
Account Number: 00238207 Sort Code: 30-96-73 BIC: LOYDGB21036

Account Name: MLS International College
IBAN: GB54 LOYD 3096 7300 2382 07

Account details for Euro and US Dollar transactions available on request.

DECLARATION

I certify that all the information I have given is correct to the best of my knowledge and I agree to abide by the conditions of enrolment. I have carefully read all the conditions described on the enrolment form and course dates and fees sheet. I have read and understand the conditions of enrolment on this form.

Signed:		Date:	
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Send your completed enrolment form together with passport copy and current qualifications, where applicable, to your MLS ETO or direct to:
admin@mls-college.co.uk

MLS International College, Westover Chambers, Hinton Road, Bournemouth BH1 2EN, UK
Tel: +44 (0)1202 291556/299552, Fax +44 (0)1202 293846
www.mls-college.co.uk

This forms the basis of the contract.

MLS International Ltd, Registered Office: Mazars LLP, 5th Floor, Merck House, Seldown Lane, Poole BH15 1TW Reg in England 1947337

Application Process and Terms and Conditions

Last updated February 2020

How to Apply to Study at MLS International College

1. You can apply to study at MLS either through one of our Educational Tour Operators or directly through our website.
 - a. Through an Education Tour Operator (ETO) – if you would like details of our ETOs in your country, please contact us at admin@mls-college.co.uk. If you book a course at MLS through an ETO your agreement for study will be with them and you should check their terms and conditions. You will, however, study at MLS under the General Terms and Conditions of Study at MLS – see below.
 - b. Direct – if you would like to book a course directly with MLS you must be eligible for study in the UK either without a visa or under the UK Electronic Visa Waiver scheme, unless agreed by the Directors. Our booking form is available at www.mls-college.co.uk/course-fees/enrolment-form/. All bookings made directly with MLS are made under the General Terms and Conditions of Study at MLS – see below.
2. All applications must be submitted to MLS using the enrolment form on the MLS website or an agreed application form from your Educational Tour Operator.
3. MLS will consider your application and, if accepted, will send you a written offer to study at MLS (Initial Acceptance Letter) which will be conditional on full payment and any further conditions detailed in the letter.
4. Once all conditions have been met, MLS will send you a formal Course Confirmation Letter which will confirm your place on the course and MLS' acceptance of your application. Your place is only confirmed when you receive the Course Confirmation Letter and is at all times subject to full fee payment.

General Terms and Conditions of Study at MLS International College

1. Study

- 1.1. Courses and dates of study at MLS are detailed on your Course Confirmation Letter. It is your responsibility to check that your Course Confirmation Letter meets your requirements and that you tell MLS if you need any changes.
- 1.2. Courses at MLS are delivered as detailed in the descriptions and course syllabi provided on the MLS website.
- 1.3. Tuition fees include lessons, placement test, induction and reasonable use of IT and internet facilities. MLS provides books and learning materials for all courses – see the course materials fees listed on the MLS Fees Sheet. You are responsible for providing your own writing equipment, such as pens and paper.
- 1.4. Courses are booked on a per week basis and any part of a week will be considered a whole week for the purposes of fee charges.
- 1.5. Substitution policy: If, after your placement test on arrival at MLS, you are found to be at a level which is not appropriate for your booked course, MLS reserves the right to place you in an appropriate level alternative class, which may have fewer lessons and/or a different curriculum and there will be no right to refund or compensation. If you do not have the ability to follow any of the courses on offer you may be required to terminate your studies with MLS. MLS also reserves the right to cancel courses at short notice due to insufficient demand.
- 1.6. Classes missed: If you miss a class due to late arrival, holiday, illness, testing or exams, induction procedures, excursions, fire drills or other reasons, no refunds or substitutions will be made.
- 1.7. Public Holidays: MLS will not usually be open on a UK Public Holiday and no compensation is made for classes usually scheduled to be delivered on these days. Where a Public Holiday falls on a Monday, classes will start on a Tuesday.
- 1.8. Course changes: MLS is not obliged to change your course. However, MLS will consider any request for course changes wherever possible. MLS reserves the right to charge for course changes and will advise any additional fees as required.
- 1.9. Course Cancellation/Postponement Policy
 - a. "Cancellation" means cancelling your course before the start date of the first course you are attending, once a Course Confirmation Letter has been issued.
 - b. "Postponement" means delaying the start date of your course.
 - c. If you have been issued with a Short-Term Study Visa Letter:
 - i. If the cancellation is because your visa has been refused, you must provide MLS with an acceptable Visa Refusal Notice. MLS will be solely responsible for deciding if the Visa Refusal Notice is acceptable and this will depend on whether the notice is officially issued and whether the reasons for refusal do not show evidence of fraud in the application process. If MLS receives an acceptable Visa Refusal Notice, an administration fee of £99.00 will be charged plus any other specific charge that have been incurred, such as postal or bank charges. Remaining fees paid will be refunded.

- ii. If cancellation is for any other reason, MLS' decision to refund fees will be as follows:
 - If less than 30 days' notice is provided no refund will be made.
 - If more than 30 days' notice is provided fees will be refunded minus a £500.00 cancellation charge.
 - iii. If you do not require a visa to study and have not been issued with a Short-Term Study Visa Letter:
 - If less than 7 days' notice is provided fees will be refunded minus a £500.00 cancellation charge.
 - If more than 7 days' notice is provided MLS will charge an administration fee of £99.00 plus any other specific charge that have been incurred, such as postal or bank charges. Remaining fees paid will be refunded.
 - iv. In all cases where a visa or visa support documentation has been issued, MLS reserve the right to inform the relevant immigration authorities of the cancellation of the course.
 - v. MLS reserves the right to cancel a course at any time in the event that full fees have not been received for all and any services provided.
 - 1.10. Programme changes: MLS reserves the right to change course dates, course curricula, teachers and programme of study at any time at its discretion. However, in cases where your course is rescheduled before the start of the first course and the new date, curricula or programme of study is unacceptable to you, all fees will be refunded.
 - 1.11. Termination Policy
 - a. "Termination" means stopping or leaving all or part of your course or courses booked, including course extensions, once your first course has started. You must provide any notice to terminate in writing to the MLS Admissions Office. No refunds will be made for tuition other than at the MLS Directors' discretion. Tuition fees are non-transferable to other students. In the event of any refund, used weeks of tuition and accommodation will be charged at the full brochure weekly rate when your refund is calculated. Any refunds paid will be subject to deduction of any bank or administration charges incurred. If you terminate your study programme you may not be eligible to receive an MLS Certificate.
 - 1.12. General student matters
 - a. Your place at MLS is subject at all times to your right to study in the UK. MLS reserves the right to see proof of your right to study in the UK. If you arrive at MLS and do not have proof of your right to study, your course may be cancelled in accordance with section 1.9 above.
 - b. You must tell MLS on your enrolment form if you have any specific health or learning support needs which reasonably require additional consideration or planning at MLS. If you fail to tell us about your health or learning needs in advance, MLS may not be able to provide the support you need and reserves the right to cancel your course in accordance with section 1.9 above. The MLS Learning Support Questionnaire is available from the MLS Admissions Team at admin@mls-college.co.uk. Your application for learning support will be considered in accordance with the MLS Equal Opportunities Policy.
 - c. You must have travel and medical insurance throughout your stay at MLS. MLS reserves the right to request copies of your insurance on your arrival.
 - d. If you take up a place of study at MLS, you agree to study in accordance with the MLS rules and procedures as detailed in the MLS Student Handbook, which is available on the MLS website.
- #### 2. Associated Services
- MLS may provide services which are associated with your learning at MLS.
- 2.1. Accommodation: You may book accommodation through MLS but you do not have to. MLS offers two main options:
 - a. Homestay Accommodation:
 - i. Descriptions of the different homestay options are provided on the MLS website. In taking up a place in one of the MLS homestays you agree to behave in a polite and appropriate manner at all times and to ensure the safety and wellbeing of the MLS homestay hosts.
 - ii. If you wish to leave your homestay you must provide at least one week's notice, or payment in lieu.
 - iii. You must inform the MLS Accommodation Officer if you have any problems or concerns about your homestay to enable MLS to reasonably assist as required.
 - iv. Homestays are booked on a per week basis from Sunday to Saturday each week, unless agreed otherwise in writing. If you are arriving between 22:00 and 06:00 you may be required to book alternative accommodation for your first night.
 - v. Homestay Accommodation Cancellation Policy - For cancellations received less than 7 days before the accommodation start date, fees will be refunded minus a one-week notice period charge.
 - For cancellations received more than 7 days before the accommodation start date, all fees paid will be refunded.
 - vi. Homestay Termination Policy
 - You must provide a minimum of 7 days' notice to terminate a homestay booking.

b. Student Residences

- i. Descriptions of the different student residences are provided on the MLS website. You are required to complete and sign a specific booking and terms and conditions form for each residence and must abide by the rules of the residence at all times.
- ii. Residences are booked on a per week basis from Sunday to Saturday each week, unless agreed otherwise in writing.
- iii. Residence Cancellation Policy
 - Refunds will only be made subject to the specific terms and conditions of each residence.
- iv. Residence Termination Policy
 - Refunds will only be made subject to the specific terms and conditions of each residence.
- c. Both homestay and residential accommodation is booked on a per week basis and any part of a week will be considered a whole week for the purposes of fee charges unless otherwise agreed in writing.
- 2.2. Arrival and departure transfers: You may book transfers through MLS but you do not have to. If you do book a transfer through MLS:
 - a. Your transfer is only confirmed when you receive a written Transfer Confirmation Letter from MLS. It is your responsibility to check that the Transfer Confirmation Letter meets your requirements and to tell MLS if you need any changes.
 - b. You must provide MLS with details of any change or cancellation at least 12 hours before your transfer, otherwise full fees will be payable.
 - c. If you need to confirm a change outside of office hours, you must phone the MLS emergency telephone number to confirm the changes.
- 2.3. MLS excursions and activities: Excursions and activities may be offered by MLS as part of your study programme. You must follow the rules of the activity which will be provided to you at the time of booking. You must at all times behave in such a way as to ensure the safety of all those involved in the activity.
- 2.4. Termination of non-tuition services: Termination of other non-tuition services, such as excursions, will be refunded in full only where it is contractually possible to do so and you have given the required notice period in each case.

3. General

- 3.1. Data Protection: When you give your personal information to MLS, MLS agrees to protect this information in accordance with data protection laws in the UK. Full details of our policy and procedures are available in the MLS Privacy Policy on the MLS website. You agree to provide data to MLS in accordance with this policy, which may change from time to time.
- 3.2. Under 18s/Safeguarding Children: MLS accepts students aged 16 and above and classes may include a wide range of ages. Students under the age of 18 are required to comply with our safeguarding procedures and a separate Under 18 Declaration must be completed in all cases. MLS maintains safeguarding policies and procedures and these are detailed on the MLS website.
- 3.3. You must at all times abide by the laws of the UK and in accordance with the core values of living in the UK:
 - i. Democracy.
 - ii. The rule of law.
 - iii. Individual liberty.
 - iv. Respectful tolerance of different faiths or beliefs.
- 3.4. Force Majeure: MLS will not be liable where it is unable to fulfil any services to which it is contractually bound because of fire, natural disaster, act of government, failure of suppliers or subcontractors, labour disputes or other reasons which are beyond its control.
- 3.5. Payment of fees: All course fees must be paid in full no later than 21 days before the start date of your course. If a booking is made less than 21 days before the start date of the course, all fees are immediately payable. If payment in full has not been received, you will not be allowed to start your course.
- 3.6. Course fees are detailed on the MLS website but MLS reserves the right to amend fees in the event of market conditions, government actions or other events that may impact the business.
- 3.7. Expulsion/suspension: MLS reserves the right to suspend or expel student for serious break of the MLS terms and conditions and as detailed in the MLS Student Handbook. In the event that a student under the age of 18 is expelled, parents or guardians will be responsible for the safe housing and repatriation of the child.
- 3.8. Liability: The liability of MLS, its Directors, officers, employees and Educational Tour Operators with respect to losses arising from negligence (except where such liability cannot be excluded as a matter of law), breach of contract or otherwise will be limited in all circumstances to the full amount paid to MLS or the relevant Educational Tour Operator by the relevant student for the particular study programme. MLS and its Educational Tour Operators will in no circumstances have any liability for indirect or consequential losses or damages.