

A person in a dark suit is holding a large, thick stack of white papers. In the foreground, a dark briefcase with silver-colored metal rings is visible. The background is a blurred office setting.

Registration Form

HEL C

H a s t i n g s
E n g l i s h L a n g u a g e
C e n t r e

Registration Conditions

To register, please complete the Registration Form carefully and make sure you have read and understood the Registration Conditions on page 7 of Course Dates and Fees 2012. If you want to book more than one course e.g. 2 weeks of General English Intensive followed by 2 weeks of Executive English 1, please indicate in the Course Details section of the Registration Form the number of weeks of each course you require.

Please also make sure you sign and date the Registration Form before you return it to us.

All courses are subject to a Registration Fee of £50 which should be added to the total fees due. The Registration Fee covers the administration of your booking and, when you arrive, a welcome pack, ring binder, town map, identity card (with discount facilities) and at the end of your stay a HELC Course Certificate.

If you are paying by bank transfer you must send **full** payment with your registration.

If you are paying by credit or debit card you can choose to pay all fees due in advance. Alternatively you can send us a deposit and Registration Fee (a total of £150) at the time of booking and we will deduct the remaining balance from your card 2 weeks before your course start date. For any booking made less than 2 weeks before your course start date full payment is due at the time of booking.

Cancellation, Insurance and Visa Applications

Cancellation 14 or more days before your course start date – £150.

Cancellation less than 14 days before your course start date – £150 plus one week's tuition fees.

After your course has started we will not refund tuition fees. We strongly advise you to take out cancellation and travel insurance when you book your course. You can do this in your own country or, if you prefer, visit www.course-u-can.co.uk (a web-based company that offers insurance specially designed for language students in the UK).

We require full payment of fees in advance from students who need a visa. If you need a Letter of Invitation to support your application to be sent by express post an additional non-refundable fee of £55 is also required.

If your visa application is unsuccessful you must send us an official visa refusal letter. On receipt of this refusal letter we will then refund all fees paid, but will deduct our Registration Fee of £50.