



CES REGISTRATION FORM 2023

PERSONAL DETAILS

FIRST NAME: _____ SURNAME: _____
 DATE OF BIRTH: _____ GENDER: MALE FEMALE OTHER
 NATIONALITY: _____ FIRST LANGUAGE: _____
 PASSPORT NUMBER: _____
 COUNTRY: _____ CITY: _____ ADDRESS: _____
 POSTAL CODE: _____ PHONE NUMBER: _____ EMAIL: _____
 EMERGENCY CONTACT NAME: _____ PHONE NUMBER: _____
 REFERRED BY: _____

DO YOU HAVE ANY SPECIAL NEEDS, LEARNING DIFFICULTIES OR MEDICAL CONDITIONS? IF SO, PLEASE GIVE DETAILS:

WHERE DO YOU WANT TO STUDY? DUBLIN OXFORD EDINBURGH LEEDS WORTHING LONDON TORONTO VANCOUVER

COURSE DETAILS

WHAT COURSE DO YOU WISH TO TAKE: _____ STARTING DATE: _____
 NUMBER OF WEEKS: _____ DOES THE STUDENT NEED INSURANCE? YES NO

ACCOMMODATION DETAILS (Please ✓)

I WANT HOMESTAY <input type="checkbox"/>	I WANT SELF CATERING RESIDENCE <input type="checkbox"/>	NAME OF PREFERRED RESIDENCE (Below): _____
SHARED ROOM <input type="checkbox"/> HALF BOARD <input type="checkbox"/>	SHARED ROOM <input type="checkbox"/>	
SINGLE ROOM <input type="checkbox"/> FULL BOARD <input type="checkbox"/>	SINGLE ROOM <input type="checkbox"/>	

ARRIVAL DATE: _____ DEPARTURE DATE: _____ NUMBER OF WEEKS: _____

AIRPORT TRANSFER

(Optional - must be booked in advanced)

ARRIVAL DATE: _____ TIME OF ARRIVAL: _____ FLIGHT NUMBER: _____ FROM (Airport): _____
 NAME OF ARRIVAL AIRPORT: _____ AIRPORT TRANSFER: ARRIVAL DEPARTURE NOT REQUIRED
 DEPARTURE DATE: _____ TIME OF ARRIVAL: _____ FLIGHT NUMBER: _____ FROM (Airport): _____
 NAME OF DEPARTURE AIRPORT: _____ AIRPORT TRANSFER ON ARRIVAL REQUIRED: YES NO

*It is important that CES is advised of your arrival details even if you do not require a transfer.
 An airport transfer must be booked for Crestfield and Auburn House in Dublin.*

PERSONAL INFORMATION

IS THE STUDENT A SMOKER: YES NO
 DOES THE STUDENT HAVE ANY DIETARY RESTRICTIONS: YES NO
 PLEASE GIVE DETAILS: _____
 DOES THE STUDENT HAVE ANY ALLERGIES (INCLUDE FOOD ALLERGIES AND ANIMAL DANDER): YES NO
 PLEASE GIVE DETAILS: _____
 DOES THE STUDENT HAVE ANY SPECIAL NEEDS, LEARNING DIFFICULTIES OR MEDICAL CONDITIONS: YES NO
 PLEASE GIVE DETAILS: _____

PERSONAL PREFERENCE

IS THE STUDENT COMFORTABLE LIVING WITH PETS: YES NO
 IS THE STUDENT COMFORTABLE LIVING WITH YOUNG CHILDREN AND/OR TEENAGERS: YES NO

CES TERMS & CONDITIONS (Adult) 2023

ENROLLING IN A COURSE:

On receipt of your registration form, you will receive an email:

1. Confirming your enrolment and chosen course.
2. FlyWire link which will enable you to make payment in full or pay a deposit of €250 (Ireland)/ £200 (UK) and \$350 (Canada). Deposits paid are non-refundable.

PAYMENT PROCEDURE:

FULL PAYMENT OF FEES IS DUE 2 WEEKS PRIOR TO THE STARTING DATE.

Please ensure when making a payment to include the STUDENT NAME and CES STUDENT ID number, otherwise it could cause a delay in processing payment.

IRELAND:

- 1. By bank transfer or credit card through Fly-wire**, our preferred payment provider. To register and make a payment, go to <https://ces-dublin.flywire.com> to begin the payment process [Flywire handling fees will be advised at time of payment].
- 2. By bank transfer in EURO directly into CES bank account:**
Bank name: AIB
Address: 7-12 Dame Street, Dublin 2, Ireland
Account Name: Centre of English Language Studies Ltd.
IBAN: IE97AIBK93208688887063
BIC: AIBKIE2D
Account Number: 88887063
Sort Code: 93 20 86
[please add €30 to cover bank charges]

UNITED KINGDOM:

- 1. By bank transfer or credit card through Fly-wire**, our preferred payment provider. To register and make a payment, go to <https://ces-uk.flywire.com> to begin the payment process [Flywire handling fees will be advised at time of payment].
- 2. By bank transfer in GBP directly into CES bank account:**
Bank name: National Westminster Bank
Address: 27 South Street, Worthing West Sussex, BN11 3AR
Account Name: Centre of English Studies Ltd.
IBAN: GB33NWBK 602431 74638459
BIC: NWBKGB2LXXX
Account Number: 74638459
Sort Code: 60 24 31
[please add £25 to cover bank charges]

CANADA:

- 1. By bank transfer directly into CES bank account:**
Account Name: The Language Workshop Inc.
Bank name: The Bank of Nova Scotia
Address: 19 Bloor Street West, Toronto, Ontario Canada M4W 1A3

Bank #: 002
Transit #: 91132
CDN Dollar Account: 00413 19
US Dollar Account: 02434 18
Swift Code: NOSCCATT

Note:

- If your bank requires a 12-digit account number, it would be 911320041319 (CAD), 911320243418 (USD)
- Please put student name or the invoice number (TI-xxxx) as payment note for our tracking purpose. Please also email receipt to toronto@ces-schools.com to inform the transfer.
- Please add \$25 to cover bank charges.
- Bank transfer or credit card through flywire: cestoronto.flywire.com to begin the payment process (handling fees will be advised at time of payment).

CANCELLATION, AMENDMENT AND REFUNDS

ALL CANCELLATIONS MUST BE NOTIFIED IN WRITING.

Accommodation Fees:

Homestay

Notice provided of 2 weeks - full refund given.

Self-catering

Notice period of 28 days - full refund given.

Notice period of fewer than 28 days – no refund given.

Tuition and other fees:

Notice provided of up to 14 days prior of the arrival date - cancellation fee of €250 (Ireland) / GBP£200 (UK) / CAD \$350 (Canada) Notice provided of fewer than 14 days prior to arrival - no refund given. There is no refund if a student fails to complete the programme. There will be no refund for students who change from Intensive to Standard Course.

Where a visa has been refused, CES will refund the fees less the €250 (Ireland) / GBP£200 (UK) / CAD \$160 (Canada) and bank charges on receipt of evidence of the visa refusal plus the refusal number.

If the intended commencement date of an English Language Programme is delayed because of visa problems, CES will adjust your tuition or accommodation dates subject to availability. No refund will be made.

Amendment

We advise that adequate time is given in the study visa process to avoid date amendment changes (€50 (Ireland)/£50 (UK)/\$50(Canada) per change, 1st one free). Details of processing time is available from the Embassy in your country.

GENERAL CONDITIONS

- Fees include tuition, assessment test at the beginning of the course, individual report, use of listening centre/multimedia centre for private study, self-access, listening and interactive technology centre, email facilities and guided e-learning.
- We do not accept responsibility for costs incurred due to flight delays, e.g. accommodation
- If a student does not acquire a visa on time, the above cancellation policy applies.
- It is the responsibility of the agent or student to ensure that the correct visa has been applied for.
- We do not take responsibility for loss or theft of belongings.
- Students are expected to have appropriate medical and baggage insurance.
- Non EU students must take out private medical insurance.
- There is no refund of fees for days missed during the course/late arrival/early departure/public holidays.
- During peak times classes can be held at additional premises.
- If a student wishes to transfer between any centres in Ireland and the UK, there is a fee of £150/€200.
- Force Majeure - CES will not be responsible for any failure to comply with any of its obligations (and therefore shall not be required to provide any compensations) if the failure is occasioned by any cause beyond CES's reasonable control. Please see www.ces-schools.com/terms for more details.

Note: If a student wishes to return to their home country or take holidays elsewhere during the term of their English Language Programme, they are free to do so, but no credit will be given for missed study time. Parental consent is required for students aged 16 and 17 years for any classes or activities missed. CES requires advance notice in writing. In accordance with GDPR and our desire to ensure all data is always secure, visit our website (www.ces-schools.com) for our Data Protection Policy and Privacy Statements.