

Enrolment Information

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What is included in the Course Fee

- Chosen Language course
- Shared room in a homestay with half board (breakfast + dinner Mon-Fri and all meals on weekends) or in select residences
- Online pre- and post-course for up to three (for general/summer courses) or six months (for intensive/exam courses)

The Course Fee comprises two elements: The Tuition Fee (40%) for lessons and the Student Services Fee (60%) for other items including homestay accommodation. Accommodation is available from the Sunday prior to the student's Monday start date until the Saturday after the course ends.

What is not included in the Course Fee

- Enrolment Fee of £165 for courses up to 15 weeks, £225 for courses of 16 weeks or more
- EF Course Materials
- Travel Insurance

Methods of Payment

EF accepts the following payment methods:
1. By bank transfer directly to the Organizer:
Name of Bank: Credit Suisse
Bank Address: Schwaneplatz 8, 6004, Luzern, Switzerland
Account Holder: EF Language Colleges Ltd
Account Holder Address: Haldenstrasse 4, 6006 Luzern, Switzerland
Account: 303195-22-5
IBAN: CH41 0483 0030 3195 2200 5
2. Payment by credit card where applicable
3. To the local EF promotional office or representative
Please note that cash payments cannot be accepted.
Credit Card fees will apply according to local laws and regulations.

Payment Plan

Enrolment: Enrolment fee and Cancellation Protection, due on booking date
Programme Deposit: 20% of the Course Fee, due 14 days after the booking date
2nd Payment: 20% of the Course Fee, due 45 days after the booking date
3rd Payment: The remaining balance, due 60 days prior to the programme start date
For late payments EF reserves the right to charge a late payment fee of GBP 65.
Any promotional offers or discounts confirmed at the time of booking are subject to payments being made on time, and not reducing the length of the booking.

Travel Insurance Coverage

All students must have travel insurance coverage. EF has a tailor-made travel insurance group policy with the insurance provider Erika Insurance Ltd. under which EF Education First Ltd. and EF International Language Schools Ltd. are the policyholders. This insurance is included in the booking and will be part of the total amount charged to the student. The insurance coverage includes illness/accident, repatriation, interruption, theft, delay and liability. Full terms of the insurance can be found on www.erikainsurance.com. A student wishing to renounce this coverage must fill out EF's proof of insurance document and provide EF with a copy of the alternative insurance policy in English, no later than 15 days before the due date of the final invoice. Students enrolling at a school in Australia are required by the Australian government to obtain medical insurance with an Australian company. EF can offer students Allianz Private Insurance for purchase. Contact us for more information. Parents and guardians of students under the age of 18 (19 for students traveling to Vancouver, Canada) are required to sign a Medical Release Waiver.
Cancellation Protection
EF Cancellation Protection is available upon enrolment and charged as a one-time, non-refundable fee of £65. This covers cancellations before departure due to illness or illness in the student's immediate family. A doctor's documentation is needed within 10 days of the claim.

School Breaks and Public Holidays

On public holidays, EF International Language Campuses will be closed and lessons on those dates will not be made up at a later date. Booked accommodation is available to students during school breaks and holidays. The number of school breaks at each EF International Language Campus may vary.

Class Schedules and Attendance

Classes are offered at all EF International Language Campuses in a block schedule of 5 days on Monday to Saturdays (or Tuesday to Sundays) from 8:00 to 20:00. EF language lessons last at least 40 minutes and are often held in blocks of 2 x 40 minutes. To receive the course certificate and maintain visa status, EF students must have an attendance of at least 80%.

Course levels

When an EF International Language Campus has a course level of five students or fewer, EF reserves the right to combine students of different levels in the same classes.

EF Course Materials

EF Course Materials are needed to follow EF course syllabi. EF Course Material prices are as follows:
Weeks 1-6: £40; weeks 7-12: £70, weeks 13-18*: £10

*each additional six week interval: £30
Business English: £25

EF Campus Connect web service

Any correspondence, photos and other media used on EF Campus Connect will be considered personal and EF will not accept any responsibility for such correspondence and media. Parent/s or legal guardian/s of underage students must give their consent for the student to use the EF Campus Connect service and app.

Activity Credits

Purchased Activity Credits for non-included EF activities must be used during the course and will not be refunded if unused at the end of the course.

Special Interest Lessons (SPIN lessons)

Examples of SPIN lessons vary from one EF International Language Campus to another and are subject to change due to availability.

EF's Learning Guarantee

Cover of student's costs under the Learning Guarantee applies to the Tuition Fee, Internship or Volunteer Experience Programme
The EF Internship or Volunteer Experience Programme is available at an additional fee. Included in this fee is a preparation programme and up to 100 hours of part-time unpaid work or volunteer experience. Internship and volunteer experience programmes vary according to visa regulations and are therefore not guaranteed to all students.

Arrival Airport Transfers

The transfer service is offered between 7:00 and 2:00 hours local time on Sundays. If students arrive at any other time, EF can arrange a special transfer at an additional fee.

Group Travel

Group Travel includes an EF Leader and airport transfer to the accommodation or EF International Language Campus and flights if applicable. The minimum group size for Group Travel is 17 students. Smaller groups can be arranged for a "Small Group Supplement". EF maintains the right to cancel group travel arrangements for groups smaller than 17 students within 20 days of departure and in such case the student will receive a full refund of the price of the Group Travel.

Changes before and after course start date

Changes of destination, course type, start date or type of accommodation before departure will result in a rebooking fee of £60. In the event of a change of course start date, the cancellation conditions will be applied to the original course start date. Students making changes to their course after the start date will be charged a change fee of £60. There is no refund for downgrades (e.g. change from Intensive course to General course or change to a less expensive destination).

Cancellation fees before programme start

Cancellations must be made in writing, addressed to the organizer, and submitted to the EF office, local EF representative or EF School Director. In all cases, the Enrolment Fee, Cancellation Protection fee, Visa fee and Courier fee are non-refundable. Cancellation conditions for flight tickets are communicated separately.

For all destinations

For cancellations prior to 60 days before programme start, EF charges the 20% of the Course Fee and accommodation supplements.

For cancellations between 31 and 60 days before programme start, EF charges 40% of the Course Fee and accommodation supplements.

For cancellations between 8 and 30 days before programme start, EF charges 60% of the Course Fee and accommodation supplements.

For cancellations 7 days or less before programme start, EF charges the full Course Fee and accommodation supplements.

Withdrawal fees after course start

To withdraw from the EF programme, students must inform the EF School Director and sign the course change notification form. The date of withdrawal is defined as the Saturday of the week of the last day of class attendance.

EF is not obliged to refund students whose courses are terminated due to violation of EF's written disciplinary and/or attendance policies or local, state or federal laws. Charges other than Course Fee such as Course Materials, bus passes, flight tickets, airport transfers, travel insurance, etc. are non-refundable.

For all destinations

Withdrawals must be confirmed with a 4-week notice period for courses shorter than 12 weeks, and an 8-week notice period for courses of 12 weeks or longer. The Course Fee and accommodation supplements for the time after the notice period will be fully refunded.

Changes made by EF before course start

EF retains the right to make changes to destination, course type, start date or type of accommodation up to 20 days before the

course start date. If EF needs to make major changes to the programme, EF will inform the student of the proposed changes and the impact on the price, if applicable.

From such notification day and within a period of 7 days, the student may:

- accept the proposed changes,
- accept a replacement programme from EF of equivalent or similar standard and price, at the date of the change, if EF is able to offer one; or
- cancel the programme without having to pay any cancellation fees, in excess of enrolment fee, cancellation protection, visa - and courier fee.

If the student does not inform EF in due time of his decision to accept the changes, accept a replacement programme or cancel the programme, the student will be deemed to have accepted such changes.

Customer feedback

Any feedback should first be addressed to staff at the destination so the issue can be addressed. Students who perceive that the course or other services purchased from EF are still not being performed according to the agreement should inform EF Head Office without delay, in writing. If the participant is not satisfied with the response, the participant may contact English UK, 47 Brunswick Court, Tanner Street, London, SE1 3LH, T: 0207 608 7960; E: info@englishuk.com

Student Code of Conduct

Students agree to abide by student conduct rules and other policies while enrolled in EF programmes. Inappropriate conduct includes but is not limited to illegal activity or behavior that deliberately disrupts the learning environment or damages EF property or the property of fellow classmates. Students in breach of this code of conduct will be expelled or suspended from the programme and no refund will be issued.

Passport and visa

Students are responsible for having a valid passport and any applicable visas.

Validity of Brochure Prices

The prices published in this brochure are based upon currency exchange rates in effect at the time of writing (5th of June 2020). EF reserves the right to increase the price of the course up to 20 days before departure if the GBP weakens against the currency of the country of the EF International Language Campus in the period between the time of writing (date above) until at the latest 20 days before departure. The student has the right to claim a price reduction if the opposite occurs under the same conditions. Any such currency surcharge or reduction can be applied to the following items: Course Fee, accommodation, transfers and optional activities undertaken at the destination. The following is an example of such a price adjustment:

Agreed price	Change in FX	Calculation	New price
1,000 GBP	Price change from 0.87 GBP to 0.90 EUR for 1 GBP	Adjusted surcharge of the change in FX, (1,000/0.87) x 0.9	1,034 GBP
	price difference: 0.03		

The prices published in this brochure are based upon currency exchange rates in effect at the time of writing 5th of June 2020. They are therefore subject to change up to 20 days before departure, in case the exchange rate between the GBP and the currency of the country of the EF International Language Campus changes significantly.

The prices in this brochure are valid until a new price version is released online or in print, or until the 30th of September 2021.

Personal Data

The student's personal data, such as personal data provided by them in the application form, will be processed by EF for the purposes of completing their booking, supplying their requested products and services (including travel insurance coverage), providing customer service, or offering elements that are otherwise necessary to perform the contract between the student and EF. EF may share the student's personal data with their corporate affiliates, claims handlers, and other business partners both within and outside the EEA/Switzerland. EF has put appropriate safeguards in place for transfers of the student's personal data outside the EEA/Switzerland, including the standard data protection clauses adopted by the European Commission. EF and its affiliates may also use the student's personal data, combined with information about them obtained from third party sources, to market EF's products and services, including special promotions based on the student's interests. The student has the right to, at any time, withdraw their consent or object to EF using their personal data for direct marketing purposes by contacting EF at the address set out below.
EF will only keep the student's personal data for as long as it is necessary for the purposes

for which it has been collected or in accordance with time limits stipulated by law and good marketing practice, unless further retention is necessary for compliance with a legal obligation. EF will keep personal data for marketing purposes until the student withdraws its consent.

If the student would like a copy of the information EF holds about them, or a copy of the standard data protection clauses, or would like to rectify or erase personal data, or restrict the processing of personal data, or otherwise object to EF's processing, or use their right to data portability, please contact the Organizer (data controller) at the address Selnaustrasse 30, CH-8001 Zurich, or via the form available at www.ef.com/legal/contact-us/. If the student would like to lodge a complaint, they may contact the supervisory authority in their home country. Please see EF's privacy policy available at www.ef.com/legal/contact-us/ to read all information about how EF process your personal data and your rights.

Photography and film material

The student or their parent/guardian accepts that EF can freely and for the purpose of promoting EF's products and services use photography, film and sound material that has been created during the course that contains the student, that the student creates as part of the course and uploads to EF's website(s) or apps, or that the student uploads to social networks, such as Instagram and Twitter, under the hashtag #EFMoment, #EF4ever or other hashtag invented or promoted by EF.

Liability and force majeure

EF will not be liable or responsible for any loss, damage, inconvenience, delay in performance, or failure to perform in connection with the provision of any goods or services due to causes beyond EF's reasonable control, including but not limited to: fire; natural disaster; acts of government; failure of suppliers or subcontractors; labor disputes or civil unrest; criminal, terrorist or threatened terrorist activities of any kind; pandemics or public health emergencies; any negligent or willful act or failure to act by any third party; or any other cause beyond the direct control of EF. These conditions do not affect your rights as defined by the consumer protection laws in your home country.

Mis spellings and typos

EF reserves the right to correct typographical errors and is not bound by obvious inaccuracies.

Organizer

All travel and language Programmes are organized and sold by EF Education First Ltd, Selnaustrasse 30, CH-8001 Zurich, Switzerland for non-EU destinations and by EF International Language Schools Ltd, Selnaustrasse 30, CH-8001 Zurich, Switzerland for destinations in the EU and the United Kingdom. EF Education First Ltd and EF International Language Schools Ltd are policyholders of the group insurance policy with Erika Insurance Ltd. EF Language Colleges Ltd promotes in the United Kingdom the travel and language Programmes organized and sold by EF Education First Ltd, Switzerland and EF International Language Schools Ltd, Switzerland.]

Governing Law

This agreement shall be governed by the laws of Switzerland and in regard to conflict of law provisions. Any dispute or claim arising out of or in connection with this agreement must be resolved by a court located in Switzerland.

Insolvency protection

EF has insolvency protection under EF Language Colleges Ltd, Haldenstrasse 4, 6004, Luzern Switzerland

Course start dates

Intensive, General and Exam Courses in: London, Cambridge, Brighton, Manchester, Eastbourne 2020: September 7, 21; October 5, 19; November 2, 16, 30; December 14, 28
2021: January 4, 18; February 1, 15; March 1, 15, 29; April 12, 26; May 10, 24; June 7th, 21st; July 5th, 12th, 19, 26th; August 2, 9th, 16th, 30; September 13, 27; October 11, 25; November 8, 22; December 6, 20
*Start dates for basic courses in all the above destinations
Oxford, Bristol, Bournemouth, Dublin 2020: September 14, 28; October 12, 26; November 9, 23; December 7, 21
2021: January 11, 25; February 8, 22; March 8, 22; April 5, 19; May 3, 17, 31st; June 14th, 28th; July 5th, 12th, 19th, 26th; August 2nd, 9th, 16th, 23rd; September 6, 20; October 4, 18; November 1, 15, 29; December 13, 27
*Start dates for basic courses in all the above destinations except Dublin
Cambridge Clare College: 2021: July 5, 12, 19, 26; August 2, 9, 16
Language Year Abroad Program: 2020: September 14
2021: January 11, April 12, June 21st, September 20
2022: January 10, April 25
*Start date for select schools. Contact your local EF office for details.

Enrolment form

Please complete this form and mail or fax it, together with the Enrolment Fee of £165 and the Cancellation Insurance Fee of £65 and a copy of your passport, to the address below. Please fill out this form in block letters.

Your personal data

Male Female

First Name

Last Name

Home Address

Country

Telephone

Mobile

Email address (mandatory)

Fax Number.....

Email address to send invoice to

Date of Birth (day/month/year).....

Birth Country.....

Country of Citizenship.....

Your Occupation.....

University name or Employer.....

Teacher's Name

HR Manager

How did you hear about EF?

Do you smoke? Yes No

Do you have any existing medical conditions/allergies? Yes No

If yes, please specify:.....

If you do not declare medical or behavioural issues in advance we reserve the right to terminate your course and send you home at your own expense.

Your course information

Course Starting Date (day/month/year)..... Number of weeks

Course destination*

Course type*

Accommodation type*

* See table below for availability

Do you plan to take an Exam?

If so, which one?*

*Please specify which exam such as IELTS, FCE, CAE, CPE, BULATS, etc.

What is your language level?... Beginner Intermediate Advanced

Optional EF travel services

Do you wish to take EF Cancellation Protection? Yes

Do you wish to have EF help you with your flight arrangements?..... Yes

Do you wish us to arrange your arrival or roundtrip transfer?

Arrival Roundtrip

Travel Insurance Coverage

It is mandatory to be insured and the Erika travel insurance group coverage is therefore included for all students. Should you wish to renounce this coverage, you will need to contact us and send in a copy of your alternative insurance policy in English.

Your Signature

Personal Data

By signing this enrolment form I, and my parent / legal guardian, hereby confirm that I/we have read and understood the information set out in EF's Privacy Policy available at www.ef.co.uk/legal/privacy-policy/ about EF's processing of my personal data and I, and my parent / legal guardian agree to EF's use of my personal data for direct marketing purposes.

Terms and conditions and medical emergency

By signing this enrolment form I hereby authorise EF to take appropriate action in the event of a medical emergency. I have read, understood and agreed to the terms and conditions outlined on page 46 of this brochure. (If I am under the age of 18, the signature below of a parent/ legal guardian will also constitute consent required for the student to participate in all EF programmes, including activities, offered at the schools).

Signature of applicant

Date

Name of parent or guardian

Signature of parent or guardian

Date

(if applicant is under 18)

Mail this form to:

UK Admissions Office
22 Chelsea Manor Street
SW3 5RL, London
United Kingdom
Tel: +44 207 341 8777

If you have questions, please email your advisor or efenglishlanguage@ef.com.
Refer a friend! Do you know someone interested in a language course abroad?

First Name Last Name.....

Home Address

Email..... Mobile

Ambassador program

I want to join the EF Ambassadors Loyalty Program Yes No

Destination and Course Type

Destination	London	Oxford	Cambridge	Cambridge Clare College	Eastbourne	Brighton	Bristol	Bournemouth	Manchester	Dublin
EF Intensive	•	•	•	•	•	•	•	•	•	•
EF General	•	•	•	•	•	•	•	•	•	•
EF Basic	•	•	•	•	•	•	•	•	•	•
EF English for Business Language	•	•	•	•	•	•	•	•	•	•
Cambridge English Exam Preparation	•	•	•	•	•	•	•	•	•	•
BULATS Exam Center	•	•	•	•	•	•	•	•	•	•
IELTS Exam Preparation	•	•	•	•	•	•	•	•	•	•
Other language exam preparation	•	•	•	•	•	•	•	•	•	•
EF Internship Programme	•	•	•	•	•	•	•	•	•	•
EF Language Year Abroad	•	•	•	•	•	•	•	•	•	•
EF Advanced Diploma Programme	•	•	•	•	•	•	•	•	•	•
EF Career Plus	•	•	•	•	•	•	•	•	•	•
EF Camps and EF Studios	•	•	•	•	•	•	•	•	•	•

Accommodation

Accommodation	London	Oxford	Cambridge	Cambridge Clare College	Eastbourne	Brighton	Bournemouth	Manchester	Dublin
EF Homestay: Single Room	•	•	•	•	•	•	•	•	•
EF Homestay: Twin Room	•	•	•	•	•	•	•	•	•
EF Campus Living: Single Room	•	•	•	•	•	•	•	•	•
EF Campus Living: Twin/Triple/Quad	•	•	•	•	•	•	•	•	•
EF Residence: Single Room	•	•	•	•	•	•	•	•	•
EF Residence: Twin/Triple/Quad	•	•	•	•	•	•	•	•	•
EF Apartment	•	•	•	•	•	•	•	•	•
Hotel	•	•	•	•	•	•	•	•	•