



## Belfast International Language Academy

### Adult Student Application Form

1. Complete the form in BLOCK CAPITALS.
2. Return the completed form by fax or email or post with a booking deposit of € 200 / full fees if applicable.
3. Students from non EU/EEA countries must pay full fees at time of booking.
4. Where applicable remaining fees must be paid in full 21 days prior to arrival.
5. In booking your course, students are agreeing to abide by all school regulations, policies & charters.
6. All students should obtain Medical Insurance for the duration of their stay

### Student Information

First Name	
Surname	
Male or Female	
Agent Name (if applicable)	
Date of Birth	
Nationality	
Email Address	
Mobile No.	

### Course Information

Duration (No. of Weeks)	Duration	Course Code
Date of arrival in class		
Date of departure from class		
How did you hear about us?		

## Full Board Single Room Host Family Accommodation

(Only fill in if required)

No. of weeks			
Date of Arrival in family		Time of Arrival	
Date of Departure		Time of Departure	
Details of any dietary / other restrictions that your host family should be informed of?			

**Please note:** BILA is located only 10 mins by Taxi from Belfast International and Belfast City Airport, therefore all adult students are advised to take a taxi to their host family, approximate cost: £ 20 - £ 25. Those studying on 2 Weeks Intensive Social English Course will be provided with airport transfers as part of course fees.

## Students Requiring a Study Visa

(Only Fill in, if you require a Letter of Acceptance)

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<input type="checkbox"/>	Copy of Passport ID page	<input type="checkbox"/>	Proof of Medical Insurance	<input type="checkbox"/>	A passport sized photo	<input type="checkbox"/>	Proof of Full Payment of Fees
<input type="checkbox"/>	Level Test						

## Course Fees / Payment

Course Fees / Payment	<input type="checkbox"/>	Bank Transfer	<input type="checkbox"/>	Credit Card Payment
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For credit card payments we will be in contact to offer you a secure payment option by email

For Credit Card payments, we will initially take a 10% deposit and then the remaining amount 21 days pre arrival.

\* Add an extra 2.5% for Credit Card payments to total amount of fees due

## For Bank Transfers in Pounds Sterling

Account Name:	Belfast International Language Academy
Address:	BMC, Whiterock Road, Belfast BT12
Bank Name:	HSBC, 25/29 Royal Avenue, Belfast BT1
Sort Code:	40 20 55
Account No:	60 06 68 77
IBAN No:	GB36 MIDL 40205560066877
Swift Code:	MIDL GB22

## For Bank Transfers in Euros

Account Name:	Belfast International Language Academy
Address:	BMC, Whiterock Road, Belfast BT12
Bank Name:	HSBC, 25/29 Royal Avenue, Belfast BT1
Sort Code:	40 20 55
Account No:	71 01 92 03
IBAN No:	GB36 MIDL 40051571019203
Swift Code:	MIDL GB22

### General Information

1. We advise all clients to take out full Personal & Medical Insurance including baggage cover prior to arrival as BILA accepts no responsibility in the event of illness, theft, accident, damages or loss of personal effects. All clients from EU countries should bring a European Health Insurance Card. Non EU students must take out private medical insurance. Students/Parents are responsible for all medical & related costs incurred during their stay.

2. We do not accept responsibility for costs incurred due to flight delays i.e. accommodation etc.

3. BILA reserves the right to expel students who do not abide by our school policies or who part take in any activities that BILA deems unacceptable. In this situation, parents/students are responsible for arranging accommodation / rescheduling flight home etc. No refunds will be given.

4. Registration will be confirmed for each student only upon receipt of completed registration forms and full payment of fees.

5. Where damage/theft of property of the host family or to any other property is caused by a student, this student (where the student is a minor, the student's parents) will be responsible for the cost of any such damage and payment should be immediate, where credit card details are in our system, this payment method will be used.

6. BILA reserves the right to cancel arrangements if the booking conditions are not met. BILA reserves the right to cancel programmes that are not filled.

7. BILA must be advised of any health problems or specific dietary requirements at the time of booking.

### 8. Refund Policy:

- There is no refund for a cancellation made within 21 days of the commencement of the course or if a student fails to complete the programme.
- Deposits are non-refundable in all circumstances.
- Partial Refunds will be made where notice is given more than 21 days prior to arrival.

This partial refund is as follows - deposits are non-refundable, the remaining tuition fees will be refunded. Where accommodation has been booked, an additional £ 100 will not be refunded in order to compensate families.

- There is no refund for students who change from Intensive to other courses of lesser hours or who decide to shorten their stay.
- There is no refund for fees of days missed during the course, for late arrival or early departure or for public holidays.
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Students requiring a Visa to enter the UK - In situations where our letter of acceptance has been issued and a student does not acquire their visa for any reason, we will refund all fees paid, except for £ 200 which we keep as an administration fee. This refund will only be made on proof from the relevant embassy / consulate that no visa was obtained. In addition once visa students have used our course details to enter Ireland, classes must be attended and all fees are non-refundable.