

LAL Registration Form 2008



Name and Address

Family Name:
First Name:
Address:
.....
Tel.:
Mobile:

Male Female
Date of birth:
Nationality:
Country of Birth:
Email:
Fax:

Language Course

(Choose one of the LAL schools by ticking the appropriate box)

LAL school location: Malta Gozo Torbay Taunton Tavistock Fort Lauderdale Boca Raton Cape Town Durban

Course Type (you can use the course grid in the LAL brochure on page 36 & 37 to help you select the right course):

Start Date: End Date:

If "1" is Beginner, "6" is Advanced, what is your level? 1 2 3 4 5 6

(please see brochure page 34 for levels)

Accommodation

Arrival: Departure:

Homestay (half-board): Single room Shared room, if already known, together with (name):
 En-suite Room (Torbay only) Homestay incl. breakfast (Fort Lauderdale only)

Residence/Hotel, please specify name:

Single room Shared room, if already known, together with (name):

Do you require Residence en-suite facilities? No Yes
Do you smoke? No Yes
Do you require non-smoking accommodation? No Yes, please state reason
Do you have any allergies (for example cat hair)? No Yes, please specify.....
Do you have any medical conditions (for example diabetes)? No Yes, please specify.....
Do you need a special diet (for example vegetarian)? No Yes, please specify.....
Do you have any other requests regarding accommodation? Please specify.....
Pets, please specify any animal type that you cannot live with: Dogs Cats Reptiles Birds
Other (specify).....
Please give reason.....

Flight Details

Do you require a transfer? No Yes

Arrival From(Airport) To(Airport) On(Date)
On(Flight Code) Leaving at(Time) Arriving(Time)

Departure From(Airport) To(Airport) On(Date)
On(Flight Code) Leaving at(Time) Arriving(Time)

Insurance and Health

Medical insurance is compulsory in the USA and the UK, and you will be required to demonstrate that you have adequate insurance upon arrival. It is recommended for all other locations.

Would you like LAL Travel and Medical Insurance? No Yes

If not, please state name of your Insurer: Policy number

Special instructions/requirements:

Agency:
Signature:

General Information and Terms & Conditions 2008

This information and these Terms & Conditions refer to all the schools in the LAL Group and their summer school centres. In the event that there are any changes in the policy of the governing body which would affect these Terms & Conditions you will be notified at the time of booking. Any claim, dispute or other matter arising is subject to the current laws in the destination country.

Before Arrival	LAL Malta & LAL Gozo	LAL Torbay & LAL Summer Schools UK	LAL Fort Lauderdale & LAL Summer Schools USA	LAL South Africa
Application	You may obtain an application form from your agent, on our website, or directly from your chosen school. Please complete and send the application form to your representative or selected school. For details on visa regulations where applicable see visa section below. On receipt of your application a booking confirmation, invoice and accommodation details will be sent.			
Student visa	All our schools will assist you with issuing the visa support letter for your initial application where necessary. However, LAL schools cannot be held responsible for the success or failure of your application. In LAL Fort Lauderdale, the following conditions apply: studying fewer than 18 clock hours per week in any course does not qualify for a student visa. All other courses require a student visa to enter the USA. For assistance in acquiring a Tourist Visa at a US Consulate, a Letter of Acceptance from LAL Fort Lauderdale will be provided upon request. If a student requires the I-20 form to be sent by express delivery a non-refundable charge of USD 75 applies.			
Travel and Medical Insurance Package	Travel and Medical Insurance is strongly recommended by all LAL schools and is compulsory in the USA and the UK, where you will be asked to demonstrate proof that you have obtained adequate insurance. LAL offers an affordable Travel and Medical Insurance plan, which we advise our students to take. The following fees are charged: Euro 25/wk, GBP 10/wk, USD 17/wk. If you decide on a different insurance plan you are required to show proof of medical insurance at the school upon arrival.			
Cancellation Fees	"Cancellation" refers to the period prior to students' arrival. For cancellations made less than 2 weeks prior to the course start date, a full refund less the registration fee (where applicable) and one week's tuition and accommodation fees will be made. A full refund of all fees paid (less delivery charges) will be made in the event of visa refusal upon receipt of the relevant documents.			
Health declaration	All students must be in good physical and mental health at the start of the programme. Failure to declare any serious allergies, recurrent or ongoing physical or mental illnesses, may result in a student being required to terminate his/her course at his/her own expense.			
Flight arrival details	Flight details must be provided at least three weeks before if an airport transfer and/or Meet & Greet Service is required. LAL schools will not be held responsible for waiting times and interruptions to our transfer service where travel details are not supplied within 21 days of the course start date. Any extra costs for travel expenses in the case of the late supply of travel details must be borne by the client. Failure to provide details within the stated time may result in a surcharge being applied.			
Payment deadline	Full payment must be received two weeks before arrival. Failure to pay by the arrival date means that you may not be allowed to commence your programme.			
Payment details/bank account	Account: LAL Malta (IELS) Bank: HSBC Malta Bank Address: 196 The Strand, Gzira GZR 03, Malta Act Nr: 039-035266-051 Sort Code: 44-392 IBAN: MT24MMEB4439 200000039035266051 Swift Code: MMEBMTMT	Account: LAL Torbay Bank: Barclays Bank Address: Palace Avenue, Paignton, UK Act Nr: 70 01 82 52 Sort Code: 20-60-88 IBAN: GB61 BARC 2060 8870 0182 52 Swift Code: BARCGB22	Account: LAL Fort Lauderdale (Florida Language Center) Bank: Wachovia Bank Address: Imperial Point Branch, 6245 N. Federal Highway, Fort Lauderdale, FL 33308, USA Act Nr: 2651304644250 ABA Nr: 063000021 Swift Code: PNBPU333	Account: Cape Communication Centre Bank: Nedbank Address: Heerengracht, cnr Riebeeck Street and St George's Mall, Cape Town 8001, South Africa Act Nr: 103 136 29 40 Branch Code: 103 10 9 Swift Code: NEDSZAII
Currency	All prices are in Euro.	All prices are in British Pounds Sterling (GBP).	All prices are in USD.	All prices are in Euro. A list is also available in USD
Prices	All prices are valid from Jan 1, 2008 to Dec 31, 2008. The LAL schools reserve the right to change prices due to changes in governmental regulations, tax increases or other unforeseen events beyond our control.			
During the Stay				
Arrival Dates	Unless specified otherwise, it should be assumed that seven nights of accommodation are bookable for 1 week of tuition, subject to availability. Students should arrive on Saturday or Sunday. Extra nights can be booked at the extra daily rates published in the pricelist.	Unless specified otherwise, it should be assumed that seven nights of accommodation are bookable for 1 week of tuition, subject to availability. Students arrive and depart on Sundays. Extra nights can be booked at the extra daily rates published in the pricelist.	The 2 week adult package includes 13 nights accommodation. Students should arrive on Sunday and depart on Saturday. Extra nights may be booked at the extra daily rates published in the pricelist.	The 2 week adult package includes 13 nights accommodation. Students should arrive on Saturday or Sunday. Extra nights can be booked at the extra daily rates published in the pricelist.
Airport transfers/Meet & Greet Service	Transfers (in/out) are provided on arrival and on departure from/to Malta International Airport (MLA) and students are transferred to the selected accommodation in Malta and back. Transfers (in/out) are provided from/to Malta International Airport for all students who join the summer courses at Ghajnsielem, Gozo. Students are met at the airport, transferred by ferry and taken to the selected accommodation in Gozo and back.	Transfers may be booked as specified on our pricelist. Students requiring our meet and greet services will be met in the Arrivals hall of the airport terminal at which they arrive. Students transferring from other airports or points of entry may meet our staff at the LHR Terminal One Information Desk at an agreed time. Flights must be advised at least three weeks before travel. Late bookings, or transfers on other days or at other times may be available subject to extra charges. NB: LAL accepts no responsibility for disruptions to transfers due to late or cancelled flights or other events beyond our control. Any additional costs arising from such disruptions must be borne by the client. Students may arrive with a max. of 2 cases (20kg each) + 1 piece of hand luggage. Excess baggage may be refused.	Arrival and Departure transfers can be arranged at Ft Lauderdale (FLL) and Miami (MIA) airports. Arrival Transfer vouchers will be provided with the travel documents. Return Transfers are arranged by us in the final week of the student's course. An individual Meet & Greet service can be arranged for students arriving at Miami airport or Ft Lauderdale airport at a supplementary fee charged in addition to the transfer fee (please refer to pricelist).	A free arrival and departure transfer service is provided on any day of the week for students arriving at Cape Town National/International Airport or Durban International Airport. The transfer is free of charge for students who have booked accommodation through the school. Students are met by an LAL South Africa representative.
National holidays/school opening times 2008	School opening times and national holidays are published in our pricelist 2008 and will vary according to location. No compensation is offered when the school is closed as a result of a national holiday.			
	01/01,19/03, 21/03, 31/03, 01/05, 15/08, 08/09, 08/12, 13/12, 22/12/2008 – 04/01/2009	22/12/2008 – 02/01/2009	01/01, 18/02, 24/03, 26/05, 04/07, 01/09, 13/10, 27/11, 28/11, 22/12-26/12	01/01, 21/03, 24/03, 01/05, 24/09, 16/12, 25/12, 26/12
Examination Fees	The following examination fees are currently charged: Cambridge Exams: Euro 165 (LAL Malta) / Euro 250 (LAL South Africa); GBP 100; USD 310. TOEFL exam: Euro 150; USD 150. TOEIC exam: USD 70; IELTS exam: Euro 160; GBP 90. All fees are set by the relevant examination bodies and are subject to change. Fees are payable on the first day at school. Transportation to and from testing centre is not included.			
Class times (indicative time-table, subject to change and not contractually binding)	Group courses are provided in the morning (9.00–12.30). The Private Tuition lessons of all Plus programmes are taken during the afternoon. Afternoon lessons run from 13.00–16.30. All lessons are 45 minutes. The times may vary in certain situations, for example, if there is a public holiday during the student's stay or depending on the number of new students enrolling in a particular week.	General English classes are scheduled in the morning (08.30–12.00). Intensive classes from 8.30–14.00. Private Tuition and Special Programme courses are scheduled from 12.30–14.00. Other lesson times including those for Young Learners vary and may take place either in the morning or afternoon. All lessons are 45 minutes.	Classes are held in the mornings and afternoons depending on the course selection. We reserve the right to schedule classes at both times. During our peak summer season adults are scheduled in the afternoon. All lessons are 50 minutes.	General English courses are scheduled in the mornings from 9.00–12.40 or from 13.00–16.40. Afternoon lessons (Intensive English, Exam Preparation classes and Business English) are from 13.30–15.00. Lessons are 50 minutes.
Class availability	Courses begin on every Monday unless specific start dates are published (refer to price list). In the case of an insufficient number of students at a particular level we reserve the right to provide students with another course we consider suitable.			
Beginners	A special programme for beginners is offered only on the first Monday of every month in all of our centres. LAL Cape Town & LAL Durban accept beginners every Monday.			
Late arrivals, vacations or absences	No refund or extension is made in the event of absences.	No refund or extension is made in the event of absences. Students must attend a minimum of 80% of their classes.	No refund or extension is made in the event of absences.	No refund or extension is made in the event of absences.
Course or accommodation change fee	Once you have started your programme, you may not change your course or accommodation, unless by agreement with your school, in which case a minimum of 4 weeks notice is always required. A fee of EUR 40/GBP 30/USD 60 is payable for approved changes except when a programme duration is extended or upgraded.			
Residence	Students can choose to be accommodated in a single room (single room supplement) or to share with another student (double twin room).	Students may choose to share with another student or be accommodated in a single room as detailed on our pricelist 2008.	Students can choose to be accommodated in a single room or to share with another student (shared room), breakfast is included (subject to change).	Students can choose to be accommodated in a single room (single room supplement) or to share with another student (double room). Dorms are also available on request.
Host Home	Students can choose to be accommodated in a single room (single room supplement) or to share with another student (double twin room).	Students may choose to share with another student or be accommodated in a single room at a supplementary charge. Students wishing to stay over the two week break at Christmas may be required to move to residential accommodation for the duration of the holiday. Accommodation over the Christmas period is subject to an extra charge of GBP 50 per week.	Students can choose to be accommodated in a single room or share with another student (shared room). Base price includes accommodation plus breakfast. Half-board is available (see pricelist).	Students can choose to be accommodated in a single room or share with another student (shared room).
Hotels	In case of the hotels mentioned on the 2008 brochure and price list, students can choose to be accommodated in a single room (single room supplement) or to share with another student (twin room). In all other cases, prices are based on two students travelling together and requiring twin-bedded room accommodation. Students travelling alone must reserve a single room for which a seasonal supplement may be applicable.	Students may choose bed and breakfast or full board. Where a request is made to arrange accommodation before or after an agreed course date, full payment will be required in advance.	Students travelling alone must book a single room. Shared room accommodation option not available.	Adult students travelling alone must reserve a single room for which a seasonal supplement may be applicable.
During the Stay				
Rules & Regulations	All students are bound to abide by the rules and regulations governing the school and by the laws governing the country in question. Rules and regulations are provided at course inductions, in literature provided to students and/or on school notice-boards. Ignorance of the rules and regulations will not be accepted as an excuse for non-compliance.			
Expulsion	Committing a criminal offence, insufficient attendance, provision of false information upon enrolment, disorderly, drunken, aggressive or threatening behaviour, non-compliance with school rules and regulations or any other actions which could bring LAL into disrepute may result in expulsion from the school without refund. In such case, Immigration and if necessary police authorities will be informed.			
Liability	Unless liability is legally imposed, LAL schools are not liable for violations to people and goods, damages, injuries, illnesses etc.			
Force majeure	If an LAL school is unable to fulfil any services due to labour disputes or other reasons beyond their control neither LAL nor its representatives are liable. LAL Fort Lauderdale: Under hurricane conditions the school cannot be held liable if forced to close by ordinance. The school will follow evacuation plans for the safety and well-being of all students. Missed classes will not be made up.			
Refund Policy	In the case of disputes, or where a programme is terminated by the student once it has commenced there are no refunds on tuition available (except in the case of Malta and Fort Lauderdale, please see below) other than in instances where it is deemed that the school has not satisfactorily provided the services purchased. In the event that a refund claim is made and subsequently authorised, payment will be made via the agent representative to whom the original fees were paid or to the student's bank account from where the fees were originally paid.			
	In the event of a course being terminated after the start date no refunds will be given if the course duration is 4 weeks or less. A refund will be made of 100% of the unused services (tuition and accommodation) provided a notice is given 4 weeks in advance. No refunds are available after 50% of the stay.	In case the programme is terminated by the student once it has commenced there are no refunds on tuition available. Refund policy on accommodation: Students must give 4 weeks' notice (or 8 weeks' notice for discounted accommodation packages) in writing to the School Director. A refund will be made of 100% of the unused accommodation fees less notice period and a change fee. For terminations made after 50% of the course has been completed, no refund will be given.	In the event of a course being terminated after the start date no refunds will be given if the course duration is 4 weeks or less. A refund will be made of 100% of the unused services (tuition and accommodation) provided a notice is given 4 weeks in advance. No refunds are available after 50% of the stay.	In case the programme is terminated once it has commenced there are no refunds on tuition and accommodation available.
Membership of Associations & Accreditation	FIYTO, ALTO, FELTOM	FIYTO, ALTO, English UK, British Council	FIYTO, ALTO, CEA	FIYTO, ALTO, Eltasa, Satsa

Data Protection: Data Protection Notice: In line with the provisions of the Data Protection Act, you are hereby notified that by completing this form you shall be transferring your personal data to LAL Group/IELS. This data is required for the provision of the service which you have requested. Your privacy is important to us and IELS binds itself to only act on the data provided within the parameters of the Data Protection Act and for the purpose of the required contract. Subsequently LAL Group/IELS notifies you that you may request access, modification or deletion of your personal data at no cost. This request must reach LAL Group/IELS in writing. You are further notified that all data will be held for a period of 5 years from the date of this form, following which it will be erased.