

Agent: _____

City: _____



Application for:
Work Experience Courses

Personal Details

Male Female

First Name _____

Family Name _____

Nationality _____

Date of Birth _____

Home Tel No: _____

Mobile Tel No: _____

Email: _____

Home Address _____

Post / Zip Code _____

Country _____

Course Details: Study & Work

Hotel & Catering

Standard Options Intensive Options
20 lessons per week 30 lessons per week

1 week 1 week

2 weeks 2 weeks

4 weeks

Care Home

Standard Options
20 lessons per week

1 week

2 weeks

Number of weeks work placement:

Hotel & Catering Care Home
12 - 26 weeks: _____ 26 - 52 weeks: _____

Accommodation Details Accommodation is supplied for the entire course only

Single Room, Half Board Twin Room, Half Board

Do you have any special dietary needs? Do you like pets?

Yes _____ Yes _____

No _____ No _____

Do you have any medical ailments or allergies? Do you smoke?

Yes _____ Yes _____

No _____ No _____

Course Dates:
(including work placement weeks for Study & Work courses)

From Sunday _____

To Saturday _____

Course Details: Bournemouth Work Experience

5 lessons per week Students will be in Self Catering Accommodation

English Communication

English Communication & Specialized Work Language

English with Examination Preparation & Practice

Number of weeks (12 - 26): _____

Course Details: Retail Work Experience

7 lessons per week Students will be in Self Catering Accommodation

Number of weeks: _____

Further Information:

English 2000 Language Level Test Score: _____ /80

Advanced

Upper Intermediate

Intermediate

Optional Certificates:

CIE Certificate in Work Experience TOEIC IELTS

Insurance required:

Yes

No

Airport Transfer required:

Yes Please specify airport: Gatwick Heathrow Stansted

No Please inform English 2000 of your flight number and arrival date and time, when known.

Relevant Work Experience: _____

Please include a **letter of motivation** which provides a brief explanation of why you want to come on your chosen course, including information on any specific work experience you may have. Also attach your **CV** and one reference or testimonial to support your application.

I hereby enrol for a course at English 2000 School of English for the period shown above and accept the Terms and Conditions as shown overleaf. I declare the details I have given are true.

Signed: _____ **Date:** _____

GENERAL TERMS & CONDITIONS

Signing and submitting the English 2000 application form means that you have read, understood and agree to be bound by the general terms and conditions on the reverse side of the application form that are also set out below:

ALL COURSES

HOMESTAY ACCOMMODATION

Home Stay accommodation is arranged in Bournemouth as outlined in the course programme and detailed on the confirmation of enrolment/fee account. English 2000 School of English ('The School') acts solely as an agent in the arrangement of the accommodation, ensuring that the relevant charges are regularly paid. Any complaints regarding the arranged home stay accommodation should be notified to The School Accommodation Officer.

SCHOOL CODE OF CONDUCT

The School reserves the right to withdraw confirmation of enrolment and expel a student for unsatisfactory work, attendance, or misconduct during the period of the course programme. No refund of fees is payable should a student be expelled or programme terminated.

PAYMENT OF COURSE FEES

All course fees must be received by The School on receipt of confirmation of enrolment. If payment is not received, The School reserves the right to cancel the application and to request the relevant cancellation fee.

CANCELLATION OF RESERVATION / AMENDMENTS TO BOOKING

Once confirmation has been issued - if a student cancels:
With more than 2 weeks' notice £70.00 Enrolment fee payable
Less than 2 weeks' notice 100% of fees payable

Once confirmation has been issued any amendment automatically incurs an administration charge of £30.00.

REFUND OF FEES

In the event of a cancellation due to the serious illness of the student prior to course commencement date, a refund of fees will only be considered on production of a valid medical certificate. In such circumstances, notification should be made by registered post with the date being the agreed cancellation date.

If a visa is not granted, the fees paid to The School will be refunded, less the enrolment fee.

Once a course has commenced, no refund is payable. Should a student leave a programme early for whatever reason, including medical reasons, there will be no refund of fees.

FORCE MAJEURE

Neither The School nor its Agents will be liable in any respect should it become necessary to withdraw a service as a result of industrial dispute or causes beyond the control of The School.

TRAVEL AND MEDICAL INSURANCE

All students are recommended to take out adequate travel, medical and personal liability insurance to cover all risks. The School and its Agents will not be liable for any loss, damage or injury to persons or property however caused. No refund of school fees is payable should a student have ended their course for any reason, including personal and / or medical reasons.

MINIMUM LEVEL OF ENGLISH

The School reserves the right to withdraw a work placement offer should the student not reach the required minimum level of English for their course.

LESSON TIMES

- Full Time normally from 09.00 hrs to 12.30 hrs.
- Part Time normally from 14.30 hrs to 16.35 hrs.
- 1 lesson = 45 minutes

WORK PLACEMENT

A work placement course can only be confirmed when the placement provider agrees to employ the student. Confirmation of placement details will usually be made available 2 weeks prior to the requested course start date.

Should a suitable placement not be found 2 weeks prior to the requested start date, the student(s) will have the option of:

- Waiting for a placement to become available and continue with the current application. This is at the students' own risk, and there is no guarantee that a placement will be available by the time they are due to arrive in the UK.
- Delay their application until the next available start date. This start date may not be the next calendar start date.
- Change to an academic course starting on the requested date.
- Cancel their application.

When students take a pre-sessional General English course, the placement details will be given to the student in the school, on confirmation of achieving the required language level.

There are no guaranteed hours from any placement found by the school, the hours, position and all duties are decided by the placement provider. All work placements pay at least National Minimum Wage.

If a student is dismissed or leaves their placement early for any reason, other than misconduct:

- They may continue to attend the English lessons as booked, if relevant, for dates detailed in confirmation of enrolment.
- School fees are not refunded should students be unable to continue with their lessons.
- The school will not find any alternative placement.

If a student is dismissed from their placement for misconduct, then:

- The school reserves the right to expel the student from school without refund of course fees or offer of an alternative course.

ARBITRATION

The School may act as arbitrators in the event of a dispute but The School and its Agents cannot be held responsible for any disputes in the work placement. The School will only investigate complaints that are notified in writing by the student while still on the programme.

LEGAL INTERPRETATION

Interpretation of these conditions will be made according to the Laws of England.

NATIONAL HOLIDAYS

The School is closed on UK public / UK national holidays.

EQUAL OPPORTUNITIES

English 2000 School of English operates an equal opportunities policy.

Please complete and return your form to:

English 2000 School of English, 8 Fir Vale Road, Bournemouth, Dorset BH1 2JG, UK
or email to: info@english2000.com or fax to: +44 (0)1202 552020