

Occasionally we will send you information about promotions or services that may be relevant to you. For more information on our privacy policy visit [www.osme.org.uk](http://www.osme.org.uk) If you do not wish to receive information please tick here

Occasionally we photograph or film activity at our centre. These photos/film footage are used for promotional purposes. If you do not wish to be photographed/filmed please tick here

## Agreement

## Terms and Conditions

All students are expected to have read, understood and agreed to the terms and conditions below. The conditions below are the terms of contract between the student and OXFORD SCHOOL OF MANAGEMENT & ENGLISH.

All students are expected to have

1. Minimum age. The minimum age for participation in OSME courses is 18 years

2. Payment

A non-refundable, non-transferable deposit of £95.00 is required to confirm a reservation for the course. An additional deposit of £200.00 for Residence/Flat-share or Hotel accommodation and £120 for Home-stay (or a one week accommodation fee, whichever is greater) is also applicable. No course or accommodation confirmations or documentation will be sent until the deposit(s) has/have been received.

3. Full payment must be received no later than two weeks prior to the course start or accommodation arrival date. Please allow 5 working days for bank transfers and ensure all bank charges have been paid. We require 5 days for cheques to clear from when we receive them. OXFORD SCHOOL OF MANAGEMENT & ENGLISH reserves the right to cancel the reservation if full payment is not received by this time. Students will not be allowed to start the course unless full payment has been received. All payments must be made in pounds sterling.

4. Registration Fee

A £25 (non-refundable) registration fee is charged for any new enrolment. Students wishing to re-enrol within one year of the start date of their first course will not be charged the registration fee again.

5. Cancellations

Any cancellations must be received in writing at least two weeks before the start date. Fees paid, less the non-refundable deposit(s), will be returned to you. You may commute your deposits to another course within one year of the cancellation date. There will be no refunds for cancellations received less than 14 days before the course begins.

6. Refunds

There are no refunds of tuition fees after arrival or compensation for missed lessons in any circumstances once your course has started, except in genuine cases of life or death urgency, (e.g. the sudden death of a member of your immediate family) In all cases you will be asked for proof. In the event of a refund being granted it will only be made at the original end date of the course to the person or agency that paid the school for the course.

7. Insurance

Because school fees are not refundable or transferable you are strongly advised to take out comprehensive insurance which covers reimbursement of your fees. Please contact the school for details/premiums and for our recommended partners who specialise in student travel insurance. The insurance should also cover visits to the GP, and general health problems for non EU students.

8. Administration Charge

Once a student has started his/her course any changes to the course or accommodation have an Administration charge of £25 which must be paid before the change is processed. Any holiday requests made outside the two weeks' notice period will also incur the £25 administration charge.

9. Accommodation

All efforts will be made to meet your accommodation requests. The school reserves the right, however, to place you in an alternative type to the same standard paid for. Requests to change or cancel accommodation must be received with two weeks' notice in writing. For changes to your accommodation the Administration charge of £25 will apply in addition to the difference in fees for the new accommodation. If you cancel your accommodation you will be refunded the outstanding fees less the amount for two weeks' accommodation and the £25 Administration charge.

10. Upon arrival, an appropriate ID will be required including visa page if applicable and a copy taken for our records. All information will be stored in accordance with the Data Protection Act.

11. Holidays

There are no fee reductions for public holidays or compensation for missed lessons. You are allowed a holiday period in accordance with your course duration. A maximum of 4 weeks may be taken at any one time. Two weeks' notice must be given in writing for holiday requests otherwise an Administration charge of £25 will be made.

COURSE LENGTH IN WEEKS	8-10	10-14	14-20	20-28	28-32	32-36	36-40	40+
HOLIDAY ALLOWED IN WEEKS	1	2	3	4	5	6	7	8

12. Absence

Students are expected to attend all their lessons. The school will contact students who are absent for 3 days or more. If the school is unable to get a response from the student after two attempts and the student is still absent we have an obligation to inform the Home office.

13. Liability

It is a basic stipulation of the agreement between the student and OXFORD SCHOOL OF MANAGEMENT & ENGLISH or its representatives that neither the School nor its representatives are liable to the student in cases where the school is unable to fulfill any services to which they are contractually bound because of strikes or other reasons that are beyond their control. This includes traffic congestion and public transport delays.

14. OXFORD SCHOOL OF MANAGEMENT & ENGLISH reserves the right to close classes and courses that are poorly attended or undersubscribed and offer students alternative courses/schedules to an equivalent value.

15. OXFORD SCHOOL OF MANAGEMENT & ENGLISH reserves the right to change published course and accommodation information, including fees.

16. OXFORD SCHOOL OF MANAGEMENT & ENGLISH accepts no Responsibility or liability for personal accident or loss or damage of property. You are strongly advised to take out personal insurance



## Registration Form

### Adult Courses

Please read our Terms & Conditions before completing this form. Write clearly in BLOCK CAPITALS and use black ink. Please post or fax this form to us. Photocopies are acceptable. Please photocopy for your own records

### Personal information

Family name(s):

First name(s):

Title: Mr / Mrs / Miss / Ms / Other (circle as appropriate)

Male  Female

Nationality:

First language:

Passport Number:

Passport expiry date:

Date of birth: Day

Month

Year

Occupation:

Correspondence address:

City:

Postcode:

Country:

Email:

Telephone include international dialling code:

Fax:

Mobile:

Invoice address (if different from above):

City:

Country:

Postcode:

Please tick if one of the following is paying for the course:

Sponsor  Company

How did you hear about Oxford School of Management & English ?  Teacher  Family/Friend  Advert  British Council  Website

Agent If website, which one/s?

Promotional code (if applicable):

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

**For Office use only**  
Student reference:  
Agent code:  
Agent stamp:

## Choose your course and time of study

Which course(s) would you like to study?

- Standard General English (15 hours)  
 Standard Plus General English (20 hours)  
 Intensive Plus General English (25 hours)  
 One-to-One (hours as arranged)  
 General English Plus (20 hours)  
 IELTS Examination Preparation (25 hours)  
 Exam preparation (15 hours)

At which times would you like to study?

- 09.00-12.00     12.30-15.30     15.30-18.30  
 18.30-20.30

Please refer to the Course Tables on Page 1 to confirm your course is available at your selected time.

## Fees and Payment

### Adult Courses

#### Calculating your fees All payments must be in £ Sterling

If you need help calculating your fees please visit [www.osme.org.uk](http://www.osme.org.uk)

Non-refundable registration fee	£65			
Weekly tuition fee or total tuition fee	£	x	weeks =	£
Weekly accommodation fee	£	x	weeks =	£
Taxi transfer fee(s), if applicable				£
<b>Total fees</b>				£

### How will you pay your fees?

I wish to pay the total fees now  **OR** I wish to pay a non-refundable deposit of £120 now, which includes the registration fee, and the balance of fees two weeks before my course begins

If you choose to pay only the deposit now, you must indicate how you wish to pay the balance of your fees by ticking one of the boxes:

Credit/debit card (using details provided)     Bank Transfer     Cheque

### Contact details

In case of queries with your payment, who should we contact?

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## Payment details

\_\_\_\_\_  
Visa / Mastercard / Maestro / AMEX (circle as appropriate)

Card Number (Visa / Mastercard / Maestro / AMEX): \_\_\_\_\_

Expiry Date: \_\_\_\_\_ Issue Number (maestro only): \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

Cardholder Address: \_\_\_\_\_

## Bank Transfer

Oxford School of Management & English is not responsible for your bank charges. Please inform your bank that you will pay all bank transfer charge.

You must include a copy of the bank transfer documents with this form. Please quote your name and surname on the transfer documents.

You must pay in the currency indicated on your invoice. Please tick here to confirm you have sent the appropriate documentation

I have arranged a bank transfer to:

Bank sort code:

Bank account number:

Reference:

IBAN code:

Swift/BIC code:

## Cheque

All cheques must be in pounds sterling. Please make cheques payable to 'Oxford School of Management & English'.

## Taxi transfers

I would like Oxford School of Management & English to arrange taxi transfers for **arrival**  I am arriving at (location): \_\_\_\_\_

**Departure**  I am departing at (location): \_\_\_\_\_

Payment method: Include in invoice

Pay at school

You will receive a taxi booking form with your pre-course information, which requests your arrival time details.

## Authorisation

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_