



Torquay ❖ Devon ❖ England

Information Pack 2006

**Booking Information
Registration Form**

Booking Information

Registration/Enrolment

- ◆ Fill in the registration form as completely as you can, then send it by fax, email or post.
- ◆ We will then send you an invoice for payment. A letter of acceptance and your accommodation details are sent after a minimum deposit of £200 is received.
- ◆ All fees are due before the course start date.

Holidays

- ◆ Open in New Year from 3rd January 2005
The school will be closed on the following dates:
(day/month)
14/3, 17/3*, 1/5, 29/5, 28/8
*Please note that lessons missed on these days will be done on other days in the same weeks as the holiday falls.

Closed from 25/12/06 - 05/01/07

Joining Instructions

- ◆ If students are staying with one of our host families, they will be brought to the school on the first day of the course for 09.00. Students should bring a notebook.
- ◆ A member of staff will meet new students, and give a short welcome talk, followed by a placement test to find the level of English.
- ◆ We give students local information and a town map.
- ◆ Students will receive course books on loan; these can be bought if desired.
- ◆ Lesson times are normally 9.00-12.30, with a 30-minute coffee break at 10.30. In the busiest weeks of the summer, a split shift may operate, with lessons also from 13.30-17.00 with a 30 minute coffee break at 15.00.

Payment

- ◆ Credit Card payment (Visa/Mastercard) can be made online on the website. Bank Transfer can be made to
Bank Name and address: Lloyds TSB Bank PLC, 1 Vaughan Parade, Torquay, Devon, England TQ2 5EE
Bank Sort Code 30-98-67 **Account number** 0428389 **Account Name** Riviera English School
IBAN GB29 LOYD 3098 6700 4283 89 **BIC** LOYDGB21353 **Swift:** LOYDGB2L
IMPORTANT: We must receive the total amount on the invoice, all bank charges should be paid
- ◆ Our cancellation policy can be found on the back page of the brochure, which is in pdf format on the website.

Visas

- ◆ We issue letters of invitation/acceptance for visa purposes, but we may refuse an application. A non-refundable deposit of £200 is payable before we process any application.

Accommodation

- ◆ Accommodation starts on the day before the course (usually Sunday) and ends on the day after the course (usually Saturday) - extra nights may be possible - please ask the school.
- ◆ Homestay Accommodation details will be sent as soon as possible - at busy times there is often some delay, but details will always be sent in good time.
- ◆ Homestay families will provide 2 meals Monday to Friday, and all meals at the weekends. Packed lunches are provided for any excursion days. *Group arrangement may be full board
- ◆ All host families are in walking distance of the school.
- ◆ The family will provide towels, and do light laundry.

Transfer (travel to Torquay)

- ◆ The school can arrange transfers. Coach is by far the cheapest and easiest to arrange (Full details on the website)
- ◆ Host families will meet students at the coach station or railway station in Torquay if you have provided the school with your arrival details.

Insurance

- ◆ We advise all visiting students to have full travel insurance for the duration of their stay. We recommend arranging this in your country to include travel to England. The school has Public Liability Insurance for £5M



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Registration Form

Photo
(If possible)

Personal Details

First name: Family name: Nationality:
Male or Female: Passport number: Date of birth: Age:
Address in your country:

Telephone: Fax:
Mobile phone: Email:
Emergency contact name: Telephone:

Course Details

Course description: Number of lessons per week:
Course dates: From To: Number of weeks:
Level of English: Other languages spoken:

Travel Details (if Known)

Arrival date: Airport: Flight: Time:
Departure date: Airport: Flight: Time:
Do you need a taxi transfer to Torquay? (From Heathrow Airport the cost is about £175 one way) Yes/No
Would you like the school to book a coach (bus) transfer for you? Yes/No
(From Heathrow Airport to Torquay and return the cost is about £40 + £5 booking fee)

Accommodation

Type of accommodation required: (for example, homestay - single room)
Check-in date Check-out date Do you smoke? Yes/No
Do you have any allergies or illnesses?
Do you have any special diets (e.g. vegetarian)?
Any other special requirements about your accommodation?

I agree to the conditions in the brochure and I will pay all the course fees due.

Signed:

Date:

This form can be returned by fax, email or post



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