



# CES REGISTRATION FORM 2024

## PERSONAL DETAILS

FIRST NAME: \_\_\_\_\_ SURNAME: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_ GENDER:  MALE  FEMALE  OTHER  
NATIONALITY: \_\_\_\_\_ FIRST LANGUAGE: \_\_\_\_\_  
PASSPORT NUMBER: \_\_\_\_\_  
COUNTRY: \_\_\_\_\_ CITY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
POSTAL CODE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
EMERGENCY CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
REFERRED BY: \_\_\_\_\_

DO YOU HAVE ANY SPECIAL NEEDS, LEARNING DIFFICULTIES OR MEDICAL CONDITIONS? IF SO, PLEASE GIVE DETAILS:  
\_\_\_\_\_

WHERE DO YOU WANT TO STUDY?  DUBLIN  OXFORD  EDINBURGH  LEEDS  WORTHING  LONDON  TORONTO  VANCOUVER

## COURSE DETAILS

WHAT COURSE DO YOU WISH TO TAKE: \_\_\_\_\_ STARTING DATE: \_\_\_\_\_  
NUMBER OF WEEKS: \_\_\_\_\_ DOES THE STUDENT NEED INSURANCE?  YES  NO

## ACCOMMODATION DETAILS (Please ✓)

I WANT HOMESTAY <input type="checkbox"/>	I WANT SELF CATERING RESIDENCE <input type="checkbox"/>	NAME OF PREFERRED RESIDENCE (Below): _____
SHARED ROOM <input type="checkbox"/> HALF BOARD <input type="checkbox"/>	SHARED ROOM <input type="checkbox"/>	
SINGLE ROOM <input type="checkbox"/> FULL BOARD <input type="checkbox"/>	SINGLE ROOM <input type="checkbox"/>	

ARRIVAL DATE: \_\_\_\_\_ DEPARTURE DATE: \_\_\_\_\_ NUMBER OF WEEKS: \_\_\_\_\_

## AIRPORT TRANSFER

(Optional - must be booked in advanced)

ARRIVAL DATE: \_\_\_\_\_ TIME OF ARRIVAL: \_\_\_\_\_ FLIGHT NUMBER: \_\_\_\_\_ FROM (Airport): \_\_\_\_\_  
NAME OF ARRIVAL AIRPORT: \_\_\_\_\_ AIRPORT TRANSFER ON ARRIVAL REQUIRED:  YES  NO  
DEPARTURE DATE: \_\_\_\_\_ TIME OF ARRIVAL: \_\_\_\_\_ FLIGHT NUMBER: \_\_\_\_\_ FROM (Airport): \_\_\_\_\_  
NAME OF DEPARTURE AIRPORT: \_\_\_\_\_ AIRPORT TRANSFER ON DEPARTURE REQUESTED:  YES  NO

*It is important that CES is advised of your arrival details even if you do not require a transfer.  
An airport transfer must be booked for Crestfield and Auburn House in Dublin.*

## PERSONAL INFORMATION

IS THE STUDENT A SMOKER:  YES  NO  
DOES THE STUDENT HAVE ANY DIETARY RESTRICTIONS:  YES  NO  
PLEASE GIVE DETAILS: \_\_\_\_\_  
DOES THE STUDENT HAVE ANY ALLERGIES (INCLUDE FOOD ALLERGIES AND ANIMAL DANDER):  YES  NO  
PLEASE GIVE DETAILS: \_\_\_\_\_  
DOES THE STUDENT HAVE ANY SPECIAL NEEDS, LEARNING DIFFICULTIES OR MEDICAL CONDITIONS:  YES  NO  
PLEASE GIVE DETAILS: \_\_\_\_\_

## PERSONAL PREFERENCE

IS THE STUDENT COMFORTABLE LIVING WITH PETS:  YES  NO  
IS THE STUDENT COMFORTABLE LIVING WITH YOUNG CHILDREN AND/OR TEENAGERS:  YES  NO

# CES TERMS & CONDITIONS (Adult) 2024

## ENROLLING IN A COURSE:

On receipt of your registration form, you will receive an email:

1. Confirming your enrolment and chosen course.
2. FlyWire link which will enable you to make payment in full or pay a deposit of €250 (Ireland)/ £250 (UK) and \$350 (Canada). Deposits paid are non-refundable.

## PAYMENT PROCEDURE:

**FULL PAYMENT OF FEES IS DUE 4 WEEKS PRIOR TO THE STARTING DATE.**

**Please ensure when making a payment to include the STUDENT NAME and CES STUDENT ID number, otherwise it could cause a delay in processing payment.**

### IRELAND:

- 1. By bank transfer or credit card through Fly-wire**, our preferred payment provider. To register and make a payment, go to <https://ces-dublin.flywire.com> to begin the payment process [Flywire handling fees will be advised at time of payment].
- 2. By bank transfer in EURO directly into CES bank account:**  
**Bank name:** AIB  
**Address:** 7-12 Dame Street, Dublin 2, Ireland  
**Account Name:** Centre of English Language Studies Ltd.  
**IBAN:** IE97AIBK9320868887063  
**BIC:** AIBKIE2D  
**Account Number:** 88887063  
**Sort Code:** 93 20 86  
[please add €30 to cover bank charges]

### UNITED KINGDOM:

- 1. By bank transfer or credit card through Fly-wire**, our preferred payment provider. To register and make a payment, go to <https://ces-uk.flywire.com> to begin the payment process [Flywire handling fees will be advised at time of payment].
- 2. By bank transfer in GBP directly into CES bank account:**  
**Bank name:** National Westminster Bank  
**Address:** 27 South Street, Worthing West Sussex, BN11 3AR  
**Account Name:** Centre of English Studies Ltd.  
**IBAN:** GB33NWBK 602431 74638459  
**BIC:** NWBKGB2LXXX  
**Account Number:** 74638459  
**Sort Code:** 60 24 31  
[please add £15 to cover bank charges]

### CANADA:

- 1. By bank transfer directly into CES bank account:**

**Account Name:** The Language Workshop Inc.

**Bank name:** The Bank of Nova Scotia

**Address:** 19 Bloor Street West, Toronto, Ontario Canada M4W 1A3

#### Note:

- **Bank transfer or credit card through Fly-wire:** [cestoronto.flywire.com](https://ces-toronto.flywire.com) to begin the payment process (handling fees will be advised at time of payment).
- If your bank requires a 12-digit account number, it would be 911320041319 (CAD), 911320243418 (USD)
- Please put student name or the invoice number (TI-xxxxx) as payment note for our tracking purpose. Please also email receipt to [toronto@ces-schools.com](mailto:toronto@ces-schools.com) to inform the transfer.
- Please add \$25 to cover bank charges.
- E-Transfer payments can be sent to [cestorontopayments@ces-schools.com](mailto:cestorontopayments@ces-schools.com).

**Bank #:** 002

**Transit #:** 91132

**CDN Dollar Account:** 00413 19

**US Dollar Account:** 02434 18

**Swift Code:** NOSCCATT

## CANCELLATION, AMENDMENT AND REFUNDS

**ALL CANCELLATIONS MUST BE NOTIFIED IN WRITING.**

### Accommodation Fees:

#### Homestay

Notice provided of 2 weeks - full refund given.

#### Self-catering

Notice period of 28 days - full refund given.

Notice period of fewer than 28 days - no refund given.

### Tuition and other fees:

Notice provided of up to 14 days prior of the arrival date - cancellation fee of €250 (Ireland) / GBP£250 (UK) / CAD \$350 (Canada) Notice provided of fewer than 14 (21 days Canada) days prior to arrival - no refund given. There is no refund if a student fails to complete the programme. There will be no refund for students who change from Intensive to Standard Course.

Where a visa has been refused, CES will refund the fees less the €250 (Ireland) / GBP£250 (UK) / CAD \$180 (Canada) and bank charges on receipt of evidence of the visa refusal plus the refusal number.

If the intended commencement date of an English Language Programme is delayed because of visa problems, CES will adjust your tuition or accommodation dates subject to availability. No refund will be made.

### Amendment

We advise that adequate time is given in the study visa process to avoid date amendment changes (€50 (Ireland)/£50 (UK)/\$50(Canada) per change, 1st one free). Details of processing time is available from the Embassy in your country.

## GENERAL CONDITIONS

- Fees include tuition, assessment test at the beginning of the course, individual report, use of listening centre/multimedia centre for private study, self-access, listening and interactive technology centre, email facilities and guided e-learning.
- We do not accept responsibility for costs incurred due to flight delays, e.g. accommodation
- If a student does not acquire a visa on time, the above cancellation policy applies.
- It is the responsibility of the agent or student to ensure that the correct visa has been applied for.
- We do not take responsibility for loss or theft of belongings.
- Students are expected to have appropriate medical and baggage insurance.
- Non EU students must take out private medical insurance.
- There is no refund of fees for days missed during the course/late arrival/early departure/public holidays.
- During peak times classes can be held at additional premises.
- Force Majeure - CES will not be responsible for any failure to comply with any of its obligations (and therefore shall not be required to provide any compensations) if the failure is occasioned by any cause beyond CES's reasonable control. Please see [www.ces-schools.com/terms](http://www.ces-schools.com/terms) for more details.

**Note:** If a student wishes to return to their home country or take holidays elsewhere during the term of their English Language Programme, they are free to do so, but no credit will be given for missed study time. Parental consent is required for students aged 16 and 17 years for any classes or activities missed. CES requires advance notice in writing. In accordance with GDPR and our desire to ensure all data is always secure, visit our website ([www.ces-schools.com](http://www.ces-schools.com)) for our Data Protection Policy and Privacy Statements.

2023/11/20

Signature

Date