

ENROLMENT INFORMATION 2010

GENERAL INFORMATION

- All students take an Entry Test on their first day of School.
- Lessons are held from Monday to Friday in the morning and/or afternoon according to the student's level of English and course type.
- Each lesson is 45 minutes in length.
- Books and teaching materials are provided.
- Students must attend a minimum of 90% of their classes to receive an End of Course Certificate.
- Students on courses of 8 weeks or more will receive a written report at the end of their course.

HOW TO ENROL

- To enrol on a course, complete the Enrolment Form and send it to the School by fax, post or email with payment for the Enrolment Fee of £80.00, the Accommodation Booking Fee of £20.00 (if applicable) and a deposit of £100.00 towards the course fees.
- If you are a visa student, you will also need to pay £10.00 for a Confirmation of Acceptance of Studies (CAS) number. This will be added to your invoice and must be paid with the Enrolment Fee and Accommodation Booking Fee if applicable. In the event your visa is refused we will refund all your fees less the Enrolment and CAS fees, on receipt of your refusal notice from your British Embassy.
- A Confirmation letter and an Invoice will be sent on receipt of the Enrolment Form.
- The remaining Course and Accommodation Fees must be paid at least 4 weeks before the start of the Course.
- Homestay information, Receipt of Payment and Letter of Acceptance and CAS number (for visa students) will be sent only when the School has received full payment.
- If a student visa is required, please contact the British Embassy to arrange an interview and allow enough time to gather all the documents required for the application procedure. A courier fee will be added to the invoice for the safe delivery of original documents required for visa applications.
- Two passport size photographs must be provided at the time of enrolment or on the first day of school.

HOW TO PAY

- All fees are payable in £ sterling
- Payment can be made by Bank Transfer, Credit Card, a Cheque drawn on a UK bank, Sterling Traveller's Cheques or Cash.
- If you wish to pay by credit card the Name of the Cardholder, the Card Number and its expiry date are required. (A 3.5% handling charge is added to all credit card payments, rounded up to the nearest pound).

For bank transfers please allow at least 5 working days for money to be credited to the School's account.

Bank Name:
Bank Address:

HSBC plc
111 Poole Road
Westbourne
Dorset BH4 9BQ
England

Account Name: **WESSEX ACADEMY**
Account No: **51000888**
Sort Code: **40-46-11**
IBAN No: **GB49MIDL40461151000888**
Swift (BIC) Code: **MIDLGB22**

ADDRESS: Wessex Academy, 84/86 Bournemouth Road, Parkstone, Poole, Dorset, BH14 OHA, England.
TELEPHONE: 00 44 (0)1202 744700 FAX: 00 44 (0)1202 716266 EMAIL: office@wessexacademy.co.uk