

MIC Office Use Only:

Student Ref: _____

Agent: _____

Booking Form (Please complete with BLACK INK & IN CAPITAL LETTERS)



MILLENNIUM International College

PERSONAL INFORMATION

First Names(s): _____ Surname: _____

Mr/Mrs/Miss/Ms: _____ Gender (Male or Female): _____ Date of Birth: _____

Age: _____ Nationality: _____ Native Language: _____

Job: _____ Home Tel: _____ Mobile No: _____

E-Mail: _____ Embassy ID Number: _____

Home Address (In Your Country): _____

UK Address (Complete only if you are already in the UK): _____

Passport No: _____ Visa Expiry Date: _____ Visa Status: _____

COURSE REQUIRED

General English IELTS Exam Preparation Cambridge Exam Preparation Business English
One-to-One Other (Please State) _____

Length of Course _____ Weeks Start Date: DD/MM/YYYY End Date: DD/MM/YYYY

Hours of Tuition per Week: 21 Hours 15 Hours Under 15 _____ Hours per Week

One-to-One _____ Total Number of Hours Required (10 Hours Minimum Booking)

ENGLISH LANGUAGE KNOWLEDGE (Non-European Students Only)

Subject	Score	Writing Score	Date of Examination	Place of Examination	Do you have a Certificate? Yes/No
ACADEMIC / GENERAL IELTS (circle)					
TOEFL PAPER / COMPUTER (circle)					
CAMBRIDGE PET, KET, FCE, CAE, CPE (circle)					
GCSE / A LEVEL / NVQ (circle)					
OTHER: (Please provide details)					

Non-European students only: Please provide proof that you have obtained the above qualifications

FUNDING

I will be paying for my studies I will be sponsored your sponsor must provide MIC with a letter showing proof of sponsorship and payment of tuition fees before the start of your course. Please attach this letter to your booking form if available.

If Embassv. state which one

Sponsor's name: _____

Address of sponsor: _____

Tel: _____

Fax: _____

Email: _____

AGENT OR EDUCATIONAL REPRESENTATIVE'S DETAILS (if applicable)

Name of Agent / Representative _____ OFFICIAL STAMP:

Signature: _____

TRAVEL ARRANGMENTS

Do you need an airport transfer? Single Return No

Date of Arrival: _____ Name of Airport: _____ Time of Arrival: _____

Flight Number: _____ Arrival Terminal: _____

(Note: there is an additional charge for this service depending on the UK airport listed on our Pricelist)

ACCOMMODATION

Do you require a Homestay Host? Yes No Do you need assistance finding Private Accommodation? Yes No

Do you require Self-Catering University Hall Accommodation (July & August only)? Yes No

Would you like us to book you a Hotel or Guest House? Yes No if yes, what is your budget? £ _____

Please confirm the exact arrival and departure dates required:

From: _____ to: _____

Do you smoke? Yes No

Diet requirement? Yes No if yes, what? _____

Do you have any allergies? Yes No if yes, what? _____

(Meals will be provided as agreed and will offer a well-balanced diet, taking into account any reasonable dietary requirements expressed by students. We will try to accommodate all requests, but cannot guarantee a favoured homestay host or area in Cardiff)

To help find a Host that is suitable please write a short paragraph about you:

MEDICAL INFORMATION

Are you suffering from any medical condition(s)? Yes No If yes, what? _____

Are you registered disabled? Yes No

If yes, do you need any special arrangements? Yes No If yes, what? _____

EMERGENCY CONTACT DETAILS

In case of an emergency who would you like MIC to contact on your behalf?

Emergency Contact Person: _____

Emergency Contact Tel / Mobile: _____

Emergency Contact E-mail: _____

MARKETING CONSENT

Millennium International College promotes itself through its website, brochure and other media tools. Do you authorise MIC to use any work or photos of you as part of its publicity material?

Yes

No

TERMS & CONDITION

- 1 All non-European students who enter the UK with a letter of acceptance from MIC are legally bound to attend the College; if you choose not to follow your confirmed course at MIC there will be no refund in any circumstance. Please visit <http://www.ukba.homeoffice.gov.uk/> for Tier 4 requirements.
- 2 MIC must receive written confirmation from your sponsoring Embassy **before** allowing you to start your course.
- 3 If non-European students do not arrive at MIC by your course start date, as stated on your course acceptance letter, MIC will list you as a non-arrival. All non-arrival students are reported to the Home Office and legal action may be taken against you.
- 4 If non-European student's plans change and you cannot organise your visa by the date stated on your course acceptance letter please contact MIC immediately.
- 5 All non-European students should pay your fees in full for a year to satisfy the British High Commission in your country.
- 6 After acceptance letters have been issued confirming full time status for non-European students, no refunds or course transfers are allowed except in the case of a VISA refusal. The original visa refusal evidence must be sent to MIC.
- 7 Non-European students requiring a student visa must be registered on a course for a minimum of 15 hours per week.
- 8 If you wish to take a course at MIC, a booking form must be completed and returned with the booking fee to us before the start of your course.
- 9 MIC reserves the right to modify a course if student numbers change. If for any reason MIC cancels a course, students will be offered an alternative course, or a refund.
- 10 Course acceptances will be confirmed in writing on receipt of the booking form and booking fee.
- 11 If non-European students notify us two weeks in advance you can change your starting date on your acceptance letter free of charge. If you already have been issued a visa then you are no longer able to change your starting date. In order to request a new visa letter with a new start date a further charge of £10 will be made.
- 12 An invoice will be sent to you for payment of your course fees on receipt of your booking form. Your booking fee will be deducted from the total amount. Please note that the course booking fee is **non-refundable** if you decide not to start your chosen course.
- 13 All fees are payable in advance. Course Fees should be paid to the College no later than 5 weeks before the course start date. Fees must be paid in sterling currency. Traveller's cheques, cash or bank to bank transfer can be used to make payment. (The student is responsible for all bank charges incurred).
- 14 If a student wishes to leave a course, they must give 4 weeks' written notice. We will refund 50% of the remaining fees. All tuition is calculated on a weekly basis, a full weeks' tuition fees will still be required if you attend for only part of the week. No fees are returnable for any absences, including bank holidays or lessons not taken during your course. No refund will be made if you withdraw in the final 4 weeks of your course.
- 15 Students are required to buy their own stationery in advance of the course start date. You should allow £10 to purchase pen/pad/folder. Please speak to our International Student Administrator if you need further assistance on purchasing stationary or course books. Students are expected to attend all their classes regularly, punctually, complete all homework and sit weekly tests.
- 16 All weeks are charged as full weeks. No reduction can be made for temporary absences, late arrival or bank or public holidays. Late arrival should be reported to the College. Non-arrivals have no claim to a place on a course after one week from the expected start date, unless the College has been notified in advance.
- 17 MIC expects 4 weeks' notice to arrange a homestay host. All International students must book and pay in advance for homestay host accommodation covering at least 1 weeks' rent. An initial payment is to be paid to the College in advance for the first weeks' rent which includes a small administration fee. After the first week, weekly rent payments must be paid directly to the homestay in cash on the same day every week.
- 18 MIC or the homestay host does not insure students and their possessions. We strongly advise students to take out insurance before arrival. MIC cannot accept liability whatsoever for any loss, accident or injury, however caused or sustained.
- 19 Students must leave the Homestay Host when the hosting agreement ends.
- 20 Course booking fee is the minimum as stated on our Pricelist in the case of an individual booking, or 20% of the total cost of any course fees for a group booking. This is non-refundable if the client cancels the course.

For more information on studying and living in the UK please view www.ukcisa.org.uk - advice for international students; or www.educationuk.org - living in the UK. MIC does not check the content of these websites and they are listed for information purposes only

HOW TO BOOK A COURSE

1. Complete the Course Booking form and E-mail it to info@micollege.uk.com with all the requested documents detailed in the checklist below.
2. Pay your course booking fee / full fees / homestay host rent for the first week or Airport Transfer fee if applicable using the Payment Methods listed below.
3. We will send you a course acceptance letter and invoice.(You need to make travel preparations and arrange insurance before travelling. Non-European students need to get a visa in order to travel to Europe and the UK).
4. All course fees must be paid in full before the start date of your course unless you are going to be sponsored, then you must provide a copy of your financial guarantee.

CHECKLIST

Please ensure you include **ALL** the following (in colour):

- ✓ BOOKING FORM (Signed and Dated)
- ✓ PASSPORT SIZED PHOTOS X 2
- ✓ COURSE PAYMENT
- ✓ HOMESTAY HOST PAYMENT
- ✓ VALID PASSPORT COPY
- ✓ ENGLISH LANGUAGE RESULTS & CERTIFICATES (Non-European Students if you are going to apply for a visa)
- ✓ CONFIRMATION OF SPONSORSHIP (if applicable)

PAYMENT METHODS

I wish to pay by (please tick option):

1. Bank to Bank Transfer

Name: Millennium International College

Sort Code: 40 – 16 - 35 **Account Number:** 01715666 **IBAN:** GB50 MIDL 401635 01715666 **Swift Code:** MIDLGB22

Address: HSBC Bank, 18 Churchill Way, Cardiff, CF10 2HD, United Kingdom

Check that your name appears on the bank transfer documents.

Please pay all bank charges; if they are deducted in the UK you can pay them when you arrive. Always email a copy of the bank transfer document stating your name and course dates clearly.

2. Cheque in sterling drawn on a bank in the UK:

Make cheques payable to **Millennium IC**

3. Cash

Full fees must be paid to our International Student Administrator before you can start your course.

4. Sponsored Student

Please give the name and address of the person/organisation/company responsible for paying your course fees.

Name: _____ Tel: _____ Email: _____

Address: _____

Please read the terms & conditions above along with our detailed FAQ section on our website www.micollege.com. Alternatively, you may request a copy via info@micollege.uk.com

MIC closes for Easter, Christmas and all UK Bank Holidays. Students are informed of planned closure dates on the student notice board in the chill out lounge and on our FAQ page on our website.

Please sign below confirming you have read and accepted the terms & conditions as detailed in this booking form and our website. Applicants under the age of 18 must ask a parent or guardian to sign.

Signature: _____ Date: _____

Print Name: _____ Parent/Guardian: _____

DO NOT FORGET TO SEND A COLOUR COPY OF YOUR PASSPORT WITH THIS BOOKING FORM

How did you hear about MIC?

Millennium International College Website

International Education Agents

British Council

Education Fair

Friends or Family

Prospectus

Walking-by

Former Students

Advertisement Where did you see the advertisement? _____

Other Please give details: _____

Send completed Booking Form via Email, Post or Fax

Millennium International College, 61 Charles Street, City Centre, Cardiff, UK, CF10 2GD

Tel: +44 (0) 29 2034 4441

Mob: +44 (0) 79600 49003

Fax: +44 (0) 29 2034 4441

Web: www.micollege.uk.com

Email: info@micollege.uk.com