



Adobe PDF Instructions

In order to fill out a PDF form you will need to use a PDF reader of some kind. We recommend Adobe Acrobat Reader DC.

You can download it here:

<https://get.adobe.com/uk/reader/>

It is also available on *IOS* and *Android* by searching:

Adobe Acrobat

All mentioned versions of Adobe Acrobat Reader are free.

Once you have a PDF reader you can access our forms and fill in the pre-set fields.

When the form is completed simply save it, then email it to us and we will process your registration.

Email: info@langthorneinstitute.com

The Langthorne Institute





Course Registration Form

Ref:	ADD PHOTO Show us who you are please, add a photo, we promise not to share it 😊
Office Use:	

Personal & Contact Information: Tell us about you - we like to know who we are teaching.

Title:	Address:	
Your Name:		
Family Name		Postcode:
Nationality:	Emergency contact: Tell us who to call just in case.	
Date of Birth:	Full Name	
Telephone No:	Relationship to you:	
E-mail Address:	Telephone No:	

Languages: Tell us what languages you speak - it helps us to better plan your lessons.

First spoken language (L1):	Second spoken language (L2):
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Course Options: Tell us what you need - then we'll know which class to send you to.

Exam preparation
 General English
 Private Classes

Language level:
 Elementary
 Pre-Intermediate
 Intermediate
 Upper-Intermediate
 Advanced

When do you want to start? Number of weeks:

Terms & Conditions of Enrolment: What you're agreeing to - The 'not so' small print.

By signing this registration form you are entering into contract with The Langthorne Institute (herein we) and agreeing to the following terms and conditions:

General By signing our application form you are entering into contract with The Langthorne Institute and agreeing to our terms and conditions. Places on courses are subject to availability and admission can be refused at the school's discretion. We reserve the right to change course fees, the timetables, teachers, classrooms and may combine classes without further notice. We reserve the right to suspend or dismiss any student without refund of fees in the event of serious misconduct, unacceptable behaviour, disrespect or bullying toward our staff or other students.

Registration & Fees All payments must be made in GB Pounds (£). A registration fee of £30 is payable for enrolment on all courses, unless otherwise stated. This fee does not cover the cost of books or any other material the students might require during their course. Examination registration fees are paid separately. Fees are not transferable and non-refundable.

Privacy (GDPR) In compliance with **Regulation (EU) 2016/679**, personal data that we process, for any purpose or purposes, shall not be kept for longer than is necessary. You have the right to request we erase your data, where we do not have any overriding legal, regulatory or contractual obligations for continued retention of such data.

Digital Media Tick here to confirm that you allow us to use digital media, images or video taken during the classes or outside activities for advertising and promotional purposes. You may at any time rescind this permission by contacting the Director of the school in writing.

Postal Address The school address may not be used for students' mail. The school is not responsible for safekeeping of any delivery of post, faxes, etc. sent to a student at the school address. Post will be declined or returned to sender.

Refunds The registration fee is not refundable. If the course is discontinued or postponed by us, we will provide an option to change to a different course or a full refund. If the course has started, we will refund the remaining period that was paid for in advance but not studied.

There will be no refunds for missed classes or if the student arrives after the course start date / time. If we suspend the student from the course due to non-attendance, poor-attendance or behaviour a refund will be made for the remainder of the course that the student has not yet attended.

How we pay a refund Refunds will be made by cheque or a bank transfer only (without exception) and will only be paid to the account from which it was paid. Please allow 3 weeks for all refunds.

Cancellations If you cancel your course more than 2 weeks before the course start date, we will refund 80% of the course fee. If you cancel less than 2 weeks before the course start date, no refunds will be made.

Tick to confirm you have read and agree to these T&C's

Student Declaration: Read & Sign - Now Read it Please. 😊

By signing this form, you agree to abide by the rules and regulations of the School as per the School terms and conditions above.

Full name:	<input type="checkbox"/> Personal recommendation	
Date:	<input type="checkbox"/> Google	<input type="checkbox"/> Twitter
Signature:	<input type="checkbox"/> Facebook	<input type="checkbox"/> Instagram
	<input type="checkbox"/> Other:	

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