

## ENROLMENT FORM *ADULTS*

### Personal Information

Agent Name			
Student Name	First name		Surname
Date of Birth			Gender
Native Language			Nationality
Address			
Town			Country
Tel No.			E-mail
Occupation			

### Course Details

I wish to reserve a place on:		<u>        </u> weeks	
Course Information(Please Enter details below)			
<b>General English Course – 20 hrs(Morning)</b>		<b>General English Course – 15 hrs(Afternoon)</b>	
<b>Intensive English</b>		<b>Work Experience:</b> 2 week / 4 week (Please See Work Experience Agreement Form)	
<b>Part –time Evening Courses - Mon &amp; Wed / Tue &amp; Thurs</b>			
Starting Date		Finishing Date	

### Accommodation

Host Family Required	Yes/No	Other Accom.	
Home-stay Type Requirement			
Room Type	Shared	Single	Board Type
			Half Board
			Full Board
Duration of stay in family		<u>        </u> weeks	
Date of arrival to family		Date of departure from family	
Any special requirements regarding diet, allergy, pets etc. ?			

### Transfers

Transfer Requirement	None / One Way / Both Ways				
Date of arrival		Time of arrival		Flt no	
Date of departure		Time of departure		Flt no	

I accept the conditions of enrolment.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

## **BOOKING AND PAYMENT PROCEDURE**

### **Adult Programmes**

Bookings must be received by fax or e-mail not later than two weeks before course commences.

Family information will be faxed or e-mailed to students within one week of booking.

### **Payment**

Payment must be made by student by direct transfer to our account two weeks before course commences. Students may also send a bank draft by post in Euros to Swan Training Institute 9 –11 Grafton Street, Dublin 2, Ireland.

#### **Our Bank Account details:**

**Swan Training Institute**

**Ac No : 46259026**

**Allied Irish Bank**

**61 Sth Richmond Street**

**Dublin 2**

**Ireland**

**Sort Code : 93-11-60**

**Swift Code : AIBK – IE – 2D**

**IBAN: IE 03 AIBK 931160 46259026**

### **Conditions**

In case of cancellation the following conditions apply :

- If cancellation occurs between 15 and 5 days 55 % of fees are retained.
- Less than 5 days 80%
- Without notification 100 %.

Fees are non-refundable once student commences course.

No change from one course to another is permitted.

**PLEASE ENSURE THAT THE ENROLMENT FORM IS COMPLETELY FILLED OUT BEFORE SENDING IT TO SWAN. INCOMPLETE FORMS WILL NOT BE ACCEPTED.**