

Kings English 2024: Adult Language Courses Booking form



How to book

Booking your course is straightforward. You can choose from three ways to book:

1

Via your local educational partner. If you need help locating your nearest partner, please contact us.

2

By completing this booking form and emailing it to Kings Education Admissions:

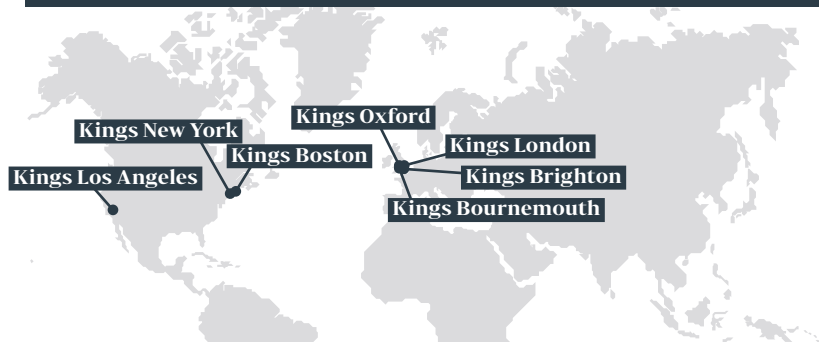
USA: us.admissions@kingseducation.com

UK: ukbookings@kingseducation.com

3

By completing our online booking form at:
kings-english.com/booking

Our schools



To contact us online: kings-english.com/contact

English Courses 2024 Booking Form

1. Student details

Family name:

First names:

Date of birth (dd/mm/yy):

Male

Female

Prefer not to say

Country of birth:

City of birth:

Current citizenship:

Own language(s):

Home address (including city and postal code):

Telephone (including international and local dialling codes):

Mobile phone: (including international and local dialling codes):

Student's email:

Parent/guardian email:

Name of emergency contact*:

Emergency phone*:

Relationship to emergency contact*:

Emergency contact language/s spoken*:

*Mandatory for students under the age of 18

2. Course details

Location: ☐ Boston ☐ Los Angeles ☐ New York ☐ Brighton ☐ Bournemouth ☐ London ☐ Oxford

Course name:

Course start date* (dd/mm/yy):

Course end date (dd/mm/yy):

Number of weeks:

If you require one-to-one lessons**, please state number per week below (if known)

If you require mailed visa related documents, would you like a courier service?

Tick if yes

Notes:

* The start date for Beginners is the first Monday of each month.

** One-to-one lessons are not available in high season.

3. Accommodation details

New York
Host family (single, half-board, shared bathroom)
On-campus Residence (17+, 16+ during high season, shared bathroom) — self-catering / half-board
Los Angeles
Host family (half-board, shared bathroom) — single
Cassil Campus Residence (16+, twin, self-catering, shared bathroom)
Summer Residence (available 30 June – 3 August, 18+, bed & breakfast, private bathroom) single / twin
McCadden Place Residence (16+, twin, self-catering, private bathroom)
Boston
Host family (single, half-board, shared bathroom)
Fisher College Residence (available 12 May – 1 September, 16+, shared bathroom) — single, self-catering / single, half-board / twin, self-catering / twin, half-board / triple, self-catering / triple, half-board
Fisher HI Residence (Available 1 January – 12 May; 1 September – 31 December, 17+, shared bathroom) — twin, self-catering / twin, half-board

Brighton
Host family (half-board, shared bathroom) — single / twin in summer only
On Campus Residence, Oxford Place (U18, single, half-board, private bathroom)
On Campus Residence, Pavillion Point (18+, private bathroom)— single, self-catering / single, half-board studio, self-catering / studio, half-board
Phoenix Summer Residence (18+, single, private bathroom) — Single, self-catering / Single, bed & breakfast / Single, half board
London
Host family (half-board) — single, shared bathroom / twin in summer only, shared bathroom
Kings Apartments (18+, self-catering) — single shared bathroom / single private bathroom / twin shared bathroom / twin private bathroom / one bedroom apartment / twin apartment
Student houses (18+, single, self-catering, shared bathroom)
Summer Residence (18+, self-catering, single, ensuite)

Bournemouth
Host family (half-board) — single, shared bathroom / twin in summer only, shared bathroom / single, private bathroom
Kings Charminster (U18, half-board, private bathroom) — single / twin
Kings Town Centre — Post Office Road (18+, self-catering, private bathroom) — single / twin
Kings Town Centre — St. Peters (18+ single, self-catering, private bathroom)
Summer Residence (16+, single, half-board, private bathroom)
Oxford
Host family (half-board, shared bathroom) — single / twin in summer only
Student houses (18+, single, self-catering, private bathroom)
Wavy Gate Residence (16+, single, self-catering, private bathroom)
Spireworks Summer Residence (18+, single, self-catering, ensuite studio)

Please state any preferences for homestay accommodation (eg. allergies, no smoking)

Please note, US accommodation operates a Sunday arrival and Saturday departure. UK accommodation weeks run from Sunday to Sunday

Accommodation arrival date (dd/mm/yy):

Accommodation departure date (dd/mm/yy):

Smoking

Non-smoking

4. Airport transfer details

Please tick the required transfer service:

Arrival only

Departure only

Arrival and departure

Heathrow Shuttle Transfer (Bournemouth only)

No transfer required

Name of airport for transfer

5. Health and medical information

Please provide details of:

- Special diet (e.g. severe allergies, coeliac, vegetarian, vegan, Halal) (Please note, special diet supplement may be applicable for students in homestay accommodation in the UK)
- Special Educational needs (e.g. dyslexia)
- Ongoing illness and/or any medication being taken (e.g. asthma, epilepsy, diabetes)
- Disabilities (e.g. limited mobility, impaired vision or hearing)

6. Student insurance

You must have appropriate accident and medical insurance before you can travel to study at any Kings location. We recommend Kings Student Insurance. Details of cover and policy are available at kingseducation.com/learn-english/insurance

Please tick if you require student insurance

If you do not book Kings insurance, you will be required to arrange your own insurance to cover the full duration of your study with Kings

How to pay

You can pay for your course by paying either a deposit or the full fees. A deposit can be paid for courses starting four weeks or more from the time of payment. If the course starts less than four weeks from payment date, full fees are payable.

For payment information and methods, please see our website:

kingseducation.com/learn-english/how-to-book

If you will be government sponsored for your studies, please provide the name of your sponsor below

You can also make a donation to Kings' charity partner, United World Schools, who are committed to ensuring that some of the world's most disadvantaged children can receive a basic education. Find out more at kingseducation.com/uws

To donate, please specify amount below:

Please note that no documentation will be issued until we receive either a deposit, or full payment if your course starts in less than four weeks.

Declaration

I hereby enrol for a course at my designated Kings location for the period shown above, and accept the Terms and Conditions downloadable from kingseducation.com/learn-english/factsheets/terms-and-conditions

It is my intention to follow a course of study at Kings and return home once my leave to remain expires.

By signing below, I agree to receive medication in an emergency as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Signature of student:

Date (dd/mm/yy):

For parents/guardians of students aged Under 18, by signing you agree to the below points:

- I accept Kings Education's Terms and Conditions ([see our website](#)).
- I have informed Kings of any disability, illness, special educational or medical needs of my child/ward.
- I give permission for first aid to be administered and appropriate non-prescription medication to be given.
- I agree to my child/ward receiving medication in an emergency as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.
- I give permission for my child/ward to participate in off-site social activities and excursions.

Signature of student's parent/guardian (for students under 18):

Date (dd/mm/yy):

Name of student's parent/guardian (for students under 18):

Relationship to student:

Please email this completed form to either Kings UK Admissions or Kings US Admissions. Details are printed on the front of this enrolment form.

All students who require a visa to study should also include a copy of their passport when submitting their application.

Privacy Notice for Students

1. About us and your data

Kings Education is a specialist international education group providing pre-university academic programmes and English language courses for students from over 80 countries worldwide. This privacy notice is to inform you about how we use your personal data. It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

2. The personal data we hold, purposes and lawful bases

The data or type of data we process	The purpose of processing that data	The lawful bases for processing this data
Your name, date of birth, gender, addresses, email addresses and phone numbers	To identify you and communicate with you	Fulfilment of a contract with you Compliance with a legal obligation
Your nationality, ethnic background, any special educational needs, special requirements or disabilities	To provide appropriate information and assistance for you	Fulfilment of a contract with you Compliance with a legal obligation
Next of kin and emergency contact numbers	In the event of an emergency	To protect your vital interests
Your passport, BRP and visa details	To meet government immigration regulations	Compliance with a legal obligation
Bank account details	To manage payments and refunds	Fulfilment of a contract with you Compliance with a legal obligation
Your educational records and test or exam results from previous schools	To offer you the most appropriate courses	Fulfilment of a contract with you
Your medical information, including medications you take, allergies and dietary requirements	To help you manage your health while you are with us	Fulfilment of a contract with you Compliance with a legal obligation
Your educational records and test or exam results from Kings	To manage your progress while studying with us	Fulfilment of a contract with you
Your attendance records and booking in/out records for school and residence	To meet government immigration and safeguarding regulations	Fulfilment of a contract with you Compliance with a legal obligation
Details of your welfare such as how you are getting on at Kings, safeguarding or child protection records and any problems or issues you may have had	To look after your wellbeing and meet government safeguarding regulations	Fulfilment of a contract with you Compliance with a legal obligation
Details of any behaviour issues or exclusions	To manage discipline in the schools	Necessary for our legitimate interests (to manage school discipline)
Images	For maintaining security For marketing our services	Compliance with a legal obligation Where you have given us consent
CCTV footage	For security management	Compliance with a legal obligation
Data about your use of information and communications systems, including Internet use	To meet our safeguarding obligations To administer and protect the school	Compliance with a legal obligation Necessary for our legitimate interests (to secure our buildings)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

3. Collecting personal data

- While in most cases you, or your parents/ carers, must provide the personal information we need to collect, there are some occasions when you can choose whether, or not, to provide the data.
- We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not.

4. When do we share personal data?

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- **Our local authority — to meet our legal duties to share certain information with it**
- **The Department for Education (a government department)**
- **Your family and representatives**
- **Fee payers**
- **Educators and examining bodies**
- A trusted educational agent in your country — to help you during the application process
- **Our regulators (Ofsted and British Council)**
- **Suppliers and service providers — so that they can provide the services we have contracted them for, such as online satisfaction surveys, transfer or taxi companies, excursion providers**
- **Financial organisations**
- **Central and local government**
- **Our auditors**
- **Health authorities**
- **Security organisations**
- **Health and social welfare organisations**
- **Professional advisers and consultants**
- **Charities and voluntary organisations**
- **Police forces, courts, tribunals**
- **Professional bodies**

5. Your rights

Under certain circumstances, you, the data subject, may have the following rights:

- **Right of access:** you have the right to request a copy of the information that we hold about you
- **Right of rectification:** you have a right to correct data that we hold about you that is inaccurate or incomplete
- **Right to be forgotten:** in certain circumstances you can ask for the data we hold about you to be erased from our records
- **Right to restriction of processing:** where certain conditions apply you have a right to restrict the processing
- **Right of portability:** you may have the right to have the data we hold about you transferred to another organisation
- **Right to object:** you have the right to object to certain types of processing such as direct marketing
- **Right to object to automated processing, including profiling**

Some of these rights may not apply where we are legally obliged to keep or share your personal data.

In certain circumstances, you may have additional rights beyond those above. Further information is contained in our full Data Protection Policy:
kingseducation.com/factsheets/gdpr

If you want to exercise your rights, please contact our Data Protection Officer.

(See Section 9: Contact us for details).

6. How long do we keep your data?

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where the law requires us to:

We have a Data Retention policy, which sets out how long we must keep information. This can be viewed on our website here:
kingseducation.com/factsheets/gdpr

7. Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

8. Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

(See Section 9: Contact us for details).

You can also contact the Information Commissioner's Office (ICO) in one of the ways listed below. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Report a concern online at:
<https://ico.org.uk/concerns/>
Telephone: +44 (0) 303 123 1113
Or write to:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

9. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Martin Moran

The Old Market
Upper Market Street
Hove
BN3 1AS
UK
Email: dpo@kingseducation.com
Tel: +44 (0)1273 806 010

Our full Data Protection Policy can be viewed on our website at:
kingseducation.com/factsheets/gdpr