



Registration form

Teacher courses 2012

For office use only
Student reference:

Please read our terms and conditions before completing this form by visiting www.bell-centres.com/termsconditions

Write clearly in BLOCK CAPITALS and use black ink. Please post, fax or scan and email this form to us. Please photocopy for your own records.

Personal information

Full family name(s): _____

First name(s): _____

Title: Mr Mrs Miss Ms Other please specify: _____

Male Female Date of birth (day/month/year): _____

Nationality: _____ First language: _____

Correspondence address: _____

City: _____

Country: _____ Post/zip code: _____

Email: _____

Telephone: _____ (including international dialling code)

Mobile: _____ Fax: _____

How did you hear about Bell? Agent Teacher Family/friend

Advertisement British Council Website please specify: _____

Promotion code (if applicable): _____

Agent information (if applicable)

Agent code: _____

Contact name: _____

Telephone: _____

Email address: _____

Visa information

Type of visa you will apply for:
Student Visitor None Other please specify: _____

Passport number: _____ Expiry date: _____

If you require a visa support document, please send us a copy of your passport.

Taxi transfers (please tick appropriate boxes)

I would like Bell to arrange taxi transfers for:

arrival I am arriving at (location): _____

departure I am departing from (location): _____

Payment method: Include in invoice Pay at school

You will receive a taxi booking form with your pre-course information which requests details of your arrival time.

Course information

COURSE NAME: _____ Location: Bell Cambridge (Jan/Feb courses) Homerton Campus (July/Aug courses)

Arrival date: _____ Departure date: _____ Number of weeks: _____

COURSE NAME: _____ Location: Bell Cambridge (Jan/Feb courses) Homerton Campus (July/Aug courses)

Arrival date: _____ Departure date: _____ Number of weeks: _____

Your Bell language level

Please select your Bell language level:
0 1 2 3 4 5 6 7 8

To find out your language level, please visit www.bell-centres.com/level
If you are still unsure, please contact us for further information and advice.

How long have you studied English? _____

Which language exams have you passed? _____

How long have you been a teacher? _____

What type of teacher are you? Primary/Young Learner Secondary Higher Education/Adult Other please specify: _____

Additional information

Do you have any special dietary requirements?
Vegetarian Vegan Halal Gluten-free Other please specify: _____

Do you have a medical condition, disability or any allergies? Please provide full name and details of your condition. Please note that not all Bell centres have disabled access.

Do you smoke? Yes No Please note that you are not permitted to smoke in your accommodation or indoors.

Which funding are you applying for? Comenius Grundtvig None Other please specify: _____

Are there any other requirements we should know about?

Please note that every effort is made to meet any special requirements you may have, however this cannot always be guaranteed. Special requests may also restrict your choice of accommodation.

Continued on next page >



Fees and payment

Teacher courses 2012

For office use only
Student reference:

Please read our terms and conditions before completing this form by visiting www.bell-centres.com/termsconditions

Write clearly in BLOCK CAPITALS and use black ink. Please post, fax or scan and email this form to us. Please photocopy for your own records.

If you are applying for an EU grant please tick here and go straight to the authorisation section (payment information will be found on the invoice we send you).

If you are NOT applying for an EU grant please tick here and go to the payment information section.

If you are NOT applying for an EU grant, but someone else is paying your fees please tick here and go to the payment information section and invoice information section.

Payment information

You can either pay the total fees now **OR** pay a non-refundable deposit of £300 now to secure your booking and the balance of fees six weeks before the course begins.

Online Payment

You can pay online using Bell's international online payment service provider **Uni-Pay**. You can pay through Uni-Pay in your local currency by credit card, debit card or by setting up a bank transfer. This method is secure, easy to use and offers competitive exchange rates.

How does it work?

Once we have received your registration form and confirmed availability you will receive:

- An invoice for the total fees payable
- An email from Uni-Pay inviting you to register for online payment

To register for online payment you will need:

- A unique email address which matches that provided to Bell on your registration form
- Your postal address
- Your student ID number, which can be found on your invoice

I wish to pay online by: Bank transfer Credit/debit card (Uni-Pay accepts Visa credit/debit cards, Mastercard and American Express)

Bell is not responsible for any payment fees or handling charges.

Bank Transfer

I have arranged a bank transfer which does not use Uni-Pay

I have attached a copy of the transfer documents

Barclays Bank plc, 9-11 St Andrews Street, Cambridge CB2 3AA, UK

Bank sort code:	20 17 19
Bank account number:	93284301
Reference:	Bell Educational Services Ltd
IBAN code:	GB08BARC20171993284301
Swift/BIC code:	BARCGB22

A copy of the bank transfer documents must be included with this form. Please quote the student's first name, family name and Bell reference on the documents.

Bell is not responsible for bank charges. Please inform your bank that you will pay all bank transfer charges. All payments must be made in £ sterling.

Invoice information

Please complete the following section if the person paying the invoice is different from the applicant specified on this form.

Title and full name of invoicee:

Company (if applicable):

Invoice address:

City:

Country:

Post/zip code:

Telephone:

Email:

Please tick if one of the following is paying for the course: Sponsor Company

Authorisation

By submitting this form, you are confirming that you accept our terms and conditions. For full terms and conditions, please visit www.bell-centres.com/termsconditions

Signature:

Date:

Occasionally we will send information about promotions or services that may be relevant to you. If you do not wish to receive this information please tick here

For more information on our privacy policy visit www.bell-centres.com/privacy.

Occasionally we photograph or film activity at our centres. These photos/film footage are used for promotional purposes. If you do not wish to be photographed/filmed please tick here

Please post or fax this form to: Bell, Hillscross, Red Cross Lane, Cambridge CB2 0QU, UK

Tel: +44 (0) 1223 212333 Fax: +44 (0) 1223 850126 Email: enquiries@bell-worldwide.com