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| S:\LANG_ACADEMY\Marketing\Language Academy LOGO Files\Language Academy Avatar RED.jpg | | **English Language Summer School 2017 Application Form**  Information for all sections must be provided:  Section 1: Personal Details  Section 2: Build your Summer School course  Section 3: Level of English  Section 4: Disclosure of Disability Information  Section 5: Accommodation Rules  Section 6: Conditions of Study | | | | | |
| Name of Current Institution/University: ………………………………………………………….  Expected dates of Summer School study. FROM: ………………………… TO: ……………………………… | | | | | | | | |
| **1. Personal Details** | | | | | | | | |
| **University ID Number (To be completed by office staff only):** | | | | |  | | | |
| **Family Name:** | | | | | **Date of Birth:** (DD/MM/YY) | | | |
| **First Name(s):** | | | | | **Male or Female:** | | | |
| **Home Address:** (include post code) | | | | | **Contact Information** (include country/area codes)  **Home telephone:** | | | |
| **Mobile telephone:** | | | |
| **Email Address:** | | | |
| **Nationality:** |  | | | | **Any known disability (**this information is confidential and used only so that we can make any necessary arrangements for you) | | | |
| **Visa Type:** |  | | | |
| **Passport number:** |  | | | | **Please choose an appropriate code:** |  | | |
| **Country of Birth:** |  | | | | **00**. No disability  **01.** Specific Learning Difficulty (E.g. Dyslexia)  **08.** Multiple Disabilities (Please list below)  **53.** Autism/Asperger’s  **54**.Unseen (HIV, Cancer, Diabetes, Heart Disease, Epilepsy)  **55.** Mental Health  **56.** Physical Impairment (mobility)  **57.** Deaf, Hearing Impairment  **58.** Visually Impaired (Sight)  **96.** Other medical condition not listed above  **Please read Consent to Disclosure of Disability Information below. You should sign and return with your application form.** | | | |
| **Country of Permanent Residence:** |  | | | |
| **Emergency contact details** (person to be contacted in case of an emergency) | | | | |
| **Name:** | | | | |
| **Relationship to you:** | | | | |
| **Mobile /Home Phone:** | | | | |
| **Email:** | | | | |
| **Criminal convictions** (please tick which statement applies to you) | | | | | | | | |
| **1) I have no criminal convictions to declare.** | | |  | **2) I have a criminal conviction. (**We may ask you to specify) | | |  | |

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| **Section 2: Build your Summer School course**  Use the Summer School 2017 brochure to, build your own summer school programme to suit your interests and learning. Select the themes that you would like to study for each week of your stay and list below:  For example:  3rd July: Culture B1 10th July: Global Graduate B1 17th July: Art, Fashion & Design B1  Minimum stay is one week and you can begin on any Monday between 3rd July – 18th August | | | | |
| **Start Date:**    (For example: 3rd July 2017) | **Select your chose your chosen study theme for each week:**  (Culture / Action / Global Graduate) | | | **Your Level**  (B1, B2 or C1) |
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| **Accommodation**  You can choose to stay in University approved accommodation during your stay which will be arranged by the Language Academy for you.  The accommodation is a self-catered apartment usually shared between 6 – 8 students. Each student should expect:   * a private, lockable bedroom and bathroom with access to shared living and kitchen areas. * to be provided with basic kitchen utensils and appliances along bed linen and bedroom furniture. * access to free Wi-fi * to be based on University campus, 5-10 minute walk of classes and Preston city Centre   Fees for accommodation are £110 per 7 day stay. Additional nights will incur an additional £20 charge per night. | | | | |
| **Do you wish for your accommodation to be arranged?** | | **Yes** | **No** | |
| **If yes, please confirm you have read, understood and signed the Accommodation Rules provided on Page 6?** | | **Yes** | **No** | |
| **Travel Arrangements**  The Language Academy recommend that where possible students plan their travel to Manchester Airport and arrive on the **Saturday** prior to their first day of study.  **Why?**   * This provides you with assisted airport collection service (for students arriving in groups of 10 or more), * Opportunity to rest after long travelling period * Experience a supported Campus and City tour the University Welcome Team (Sunday, 4pm).   We ask that you provide your travel details including flight information to the Language Academy once your offer of study has been confirmed. | | | | |

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| **3. Level of English** | | | | | | |
| We want you to be in the class that is best for your level of English.  You will do a placement interview with a teacher on day 1 but before you arrive, we need an idea of your level:  Please list any international English certificates that you have e.g. IELTS and your score e.g.  IELTS 5.0  or  Cambridge First Certificate grade B. | | | | | | |
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| **Name of Qualification** | | | | **Date Passed** | **Grade or percentage** | |
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| **I think that my level of English is (please tick):** | | | | | | |
| **B1 (Intermediate)** |  | **B2 (Upper-Intermediate)** |  | **C1 (Advanced)** |  |  |
| Tell us about how and why you are learning English and why you want to study at The Language Academy (maximum 150 words). Please use your own words – your writing here also helps us to have a clearer idea of what your level of English is so please don’t ask friends or family to help. | | | | | | |

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| 4. Consent to the Disclosure of Disability Information  *The University has a duty to make information available for government statistical purposes, however we would also like to share the information you provide to us on a ‘need to know’ basis in order to identify and provide the most appropriate support for you on your programme of study.*  *You need to consider how you would like information about you to be shared.* |
| Please select ONE of the following four options |

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|  | I agree that information about my disability and needs may be shared (where necessary) with relevant University staff and outside bodies (e.g. accommodation and travel providers) to ensure that appropriate support can be put in place.  *This will allow your disability-related needs to be given the fullest consideration* |
|  | I agree that information about my disability and needs may be shared with relevant University staff only.  *I understand that this may mean that support for my needs will be limited.* |
|  | I have disability-related needs but do not consent to the information I have provided being shared with anyone outside UCLan Disability Services.  *I understand that this may mean that support for my needs will not be available or will be limited.* |
|  | I do not require disability-related support or adjustments and therefore the information I have provided does not need to be communicated to anyone outside UCLan Disability Services. |
| Signed/Confirmed via email...........…………………... Date………………………… | |

You should keep a copy of this agreement for your own records

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| **5. Accommodation Rules**  *(Please read and sign the below if you wish for the Language Academy to arrange University approved accommodation during your stay)* |
| **Accommodation is made available to you during your stay with us and is provided by Liberty Living. In return for this you must comply with the following rules:**   * Not cause any damage to the room, building or premises. You will be responsible for the cost of reinstatement or replacement caused by any such damage; * observe fire regulations as defined by the accommodation provider (Liberty Living) and as displayed in the building; * not allow more than the permitted number of persons to be in the accommodation; * not do or permit anything on or in connection with the premises which may cause nuisance or annoyance to staff, residents or any occupiers of any neighbouring or adjoining premises; * not use the Premises for any illegal or immoral purposes; * not play or use in the Premises any musical instruments or sound reproduction equipment between the 2100 hours and 0900 hours so as to be audible outside the Premises; * not bring animals onto the Premises; * comply with all reasonable requirements of staff at the Premises; * ensure you are and remain a full time student aged over 18 during the course of your stay; * Comply with all required Health and Safety (including Fire Safety) conditions/requirements (both statutory and those of the accommodation provider). |
| **UCLan and/or the accommodation provider has the right to:**   * demand you leave the premises early if you fail to comply with the above requirements or create a disturbance or a nuisance to other residents: * access to the Premises for the purposes of inspection and maintenance or for any other reasonable purpose at any time on 24 hours' prior notice (except in emergency); * change which room you stay in within the Premises provided that UCLan or the accommodation provider will try to give you reasonable notice (save in case of emergency) of any such change; * Terminate your stay if you are in breach of your obligations in this document. |
| **Please note:**   * Kitchens: Accommodation will include access to the communal kitchen areas. Microwave, Oven, fridge freezers and selective kitchen utensils only provided * Rooms will be available from 10.00am on the day of arrival; you will be required to have vacated your accommodation by 16.00pm on your designated day of departure. Provision will not be made on the day of departure for the storage of luggage. |
| ***By signing this form you agree you have read and will comply with the above requirements during your stay in the accommodation.***  **I agree that I have read and agree to the Accommodation Rules and will comply with their requirements throughout my stay in the accommodation.** |
| **Name: ……………………………………………………………..**  **Sign: ………………………………………………………………**  **Name of Current Institution/University: ……………………………………………………….**  **Date: ……………………………………………………………….** |

You should keep a copy of this agreement for your own records

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| **6. Conditions of entry and completion of the course** |
| * **You must read the following conditions carefully.** * **Sign the agreement at the end of the form.** |
| 1) Students must be aged 18 or over by the first day on the course. |
| 2) Students must have the required level of English language for entry to the course. |
| 3) All sections of the application form must be completed and submitted. |
| 4) Payment must be made prior to your arrival in UK. This includes providing an original sponsorship letter if this applies. |
| 5) Students who are sponsored must provide an official letter from their sponsors as evidence during the first week. Failure to meet the conditions of the course and/or the sponsorship will result in students being liable for the cost of the course themselves. |
| 6) Students must attend all classes and attendance will be monitored. |
| 8) Courses will run subject to student numbers. It is important, therefore, that applicants supply a current email address with their application. |
| 9) At the start of the course students will be required to complete the University enrolment process agreeing to UCLan’s full terms and conditions. |
| **I have read and understood the above conditions and understand my responsibilities for payment of the course:**  Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Signature of parent or guardian if the student is under 18 at the time of this application:*  Signed:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: ­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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You should keep a copy of this agreement for your own records

Please return this form via e-mail to [**LanguageAcademy@uclan.ac.uk**](mailto:LanguageAcademy@uclan.ac.uk)

Or alternatively via post by:

**Language Academy**

**University of Central Lancashire**

**Vernon Annexe Building, Room 003**

**Preston, Lancashire**

**United Kingdom**

**PR1 2HE**

The Language Academy recommend that applications for this course are submitted by **Friday 7th April 2017**. This ensures study offers can be returned in a timely fashion and supporting information for visa applications can be provided.

**\*\*\* End of Application Form \*\*\***