

# REGISTRATION FORM 2018



**This form should only be used for courses starting in 2018.**

Please complete this form in full using CAPITALS or by computer.

Please save the document on your PC and email it to the address below:

Just Legal Services s.r.l., Scuola di Formazione Legale, Via Laghetto 3, 20122 Milano

Telephone: 02/7742881 Fax: 02/77428820 Email: [segreteria@justlegalservices.it](mailto:segreteria@justlegalservices.it)

## Type of Booking

Please select the appropriate discount:

10% for legal practitioners

10% for lawyers enrolled with ASLA

## Personal Details

Title:

Company name:

Family name:

Work address:

First name(s):

Home address:

Work tel:

Address line 1

Work fax:

Address line 2

Job/position:

Address line 3

Department:

Tel:

Private email:

### London Details

Nationality:

London address  
(if any) :

First language:

Address line 2:

Date of birth:

Address line 3:

Level of English:

London tel:

How did you  
hear about us?

Emergency Contact:  
Number:

## Course Selection

	Course	Start date	Finish date	Number of weeks
1	<input type="text"/>			
2	<input type="text"/>			
3	<input type="text"/>			

Tick here if you have booked an exam preparation course and we should **NOT** book the exam for you.

Please give details of any special course-related requirements (E.g. any evening/weekend tuition)

## Transfers

Airport transfers  Arrival pick up £95  Departure (drop off only) £80  
Date Time Airport Terminal Flight number From

Arrival

Departure

Eurostar transfers  Arrival pick up £55  Departure (drop off only) £50  
Date Time Train number

Arrival

Departure

## Additional Services

Please tick all the additional services you require

- Airport transfer: please fill in the details above  
 Eurostar transfer: please fill in the details above  
 Insurance, £8.50 per week (please visit <http://www.londonschool.com/services-and-facilities/insurance/> for more details)  
 Accommodation: please fill in the details below

## Accommodation

1. Please indicate your preferred and second choice of accommodation by placing 1 or 2 in the spaces below.  
To find out more about our accommodation options please visit <http://www.londonschool.com/accommodation/>

### Homestay option

#### Silver homestay

- Bed and breakfast only: £180  
 Bed, breakfast and dinner three nights/week: £220  
 Bed, breakfast and meals every night: £260

#### Gold homestay

- Bed and breakfast only: £255  
 Bed, breakfast and dinner three nights/week: £300

### Please answer the following questions

Your accommodation will be booked from the day before your course starts to the day after it finishes.

- Host family with children  Yes  No  Not important  
Contact with host family  Yes  No  Not important  
Do you smoke? (our homestays do not allow smoking inside)  Yes  No  Not important  
Vegetarian meals  Yes  No  Not important  
Allergies (e.g. to pets, food)  Yes  No

Please tick here if you strongly object to pets, many of our host families have a cat or dog.

Please give details of any allergies or special requests.

### Hotel, apartment or residence

- Three star hotel  Private apartment  Princes Consort Residence  
 Four star hotel  Serviced apartment  Other residence  
 Five star hotel

Hotel name (please indicate your preferred choice):

Check-in Date:                      Check out date:

## Payment

### 1. Calculation

Course fee(s)	
Registration fee	£60
Accommodation fee	
Accommodation placement fee	£60
Airport transfer	
Insurance (£8 p/w)	

### Total costs

### 2. Payment type

Please say which type of payment you want to make at this point.  
If your course starts in less than 30 days, you must pay in full on receipt of the invoice.  
If your course starts in more than 30 days, you may pay a deposit.

- I want to pay the full fees now.
- I would like to pay the deposit of £500 and £60 registration fee now (plus £60 fee if the school is arranging accommodation and £150 deposit if I require homestay or Princes Consort residence).  
The full fees must be paid at least 30 days before the course starts.

### Invoice

- Who is paying for this course?  I am paying  My company is paying
- Invoice to me
- Invoice to: Name:  
Address line 1:  
Address line 2:  
Address line 3:  
Company name:  
Address line 1:  
Address line 2:  
Address line 3:
- Invoice to company: VAT number:  
Purchase number:  
Contact number:
- Optional information

### Payment by bank transfer

- I am paying by bank transfer and I will provide a copy of the bank advice. Please be sure to pay all bank charges at your end.  
London School of English bank is: Barclays Bank, Pall Mall, London.  
**Sterling** account 10468606. Sort code 20-06-05. IBAN GB15BARC20060510468606 Swift code BARCGB22.  
**Euro** account\* 45454733. Sort code 20-06-05. IBAN GB65BARC20060545454733.  
\* Please note that the rate of exchange is set by the London School of English

### Payment by credit card

- I am paying by credit card Card type:  VISA  MASTERCARD  AMEX  DELTA  SWITCH  SOLO
- Name on card: Card number:  
Valid from: Valid to:  
Security code: (the last three numbers printed on or below the signature strip on the back of the card)

- I authorise the London School of English to charge my credit card with the amount(s) indicated above where appropriate.  
Note: We will charge your card in your own currency.

Signature of card holder

### Confirmation

Yes, I have read and accepted the school's terms and conditions of registration. I understand that I should have suitable insurance. Please reserve me a place on the course(s) indicated.

Signature

Date

Please do NOT make any travel arrangements before you receive confirmation from us that a place on your chosen course is available. Thank you for your booking. Please save this document for your records, before sending it to us.