

2nd Floor, Cedar House, 2 Fairfield Street, Manchester, M1 3GF, UK
Tel: 0044 (0)161 236 5551 E-mail: info@excel-college.com

PERSONAL DETAILS

First Name _____ Family Name _____

Nationality _____ Male / Female Married / Single

Date of Birth _____

Contact Telephone / Mobile Number: _____

Email Address (*please write in capitals*) _____

Address in Home Country -Street and Number _____

Town _____ City _____

Country _____ Zip/Post Code _____

Do you consider yourself to have a Disability / Special Needs? YES / NO

If yes, please give details: _____

ACCOMMODATION Which accommodation will you apply for?

| ✓ | Please choose from below. | START DATE -the date you will move in accommodation. dd/mm/yy | FINISH DATE - the date you will leave accommodation dd/mm/yy | No. of Weeks -the total number weeks you will stay |
|---|---|---|--|---|
| | Homestay with normal food £115 / week + £40 booking fee | | | |
| | Homestay with special food (e.g. Halal) £130 / week + £40 booking fee | | | |
| | House Share – Large Room £100 / week + £75 booking fee | | | |
| | House Share – Medium Room £80 / week + £75 booking fee | | | |
| | House Share – Small Room £70 / week + £75 booking fee | | | |

AIRPORT TRANSFER

We only offer airport transfer from **Manchester Airport** at £50 per student.

Would you like to book airport transfer? YES / NO

YOUR ARRIVAL DETAILS

Date your flight will arrive in UK _____ Flight No. _____

Which airport you will arrive at _____

If you don't want to book airport transfer, you should make your own way to your accommodation.
Please tell us **WHAT TIME** you will arrive at your accommodation _____

PAYMENT

- Send us the *Accommodation Application Form* and pay all the fees **TWO WEEKS** before the arrival date.
- We can only book your accommodation when we receive all the fees.
- You can pay by bank transfer to:

| | |
|------------------------|--------------------------------------|
| Bank: | HSBC |
| Account Name: | Xinlung Group |
| Account Number: | 91482165 |
| Sort Code: | 40-31-30 |
| Address: | 348 Oxford Road, Manchester, M13 9NG |
| SWIFT Code: | MIDLGB2144W |
| IABN Code: | GB38MIDL40313091482165 |

TERMS & CONDITIONS

Booking and confirmation

- Accommodation can only be booked for students of Excel College and where course fees have been received.
- Accommodation will only be reserved on receipt of a fully completed application form and the full payment.
- The minimum period of stay is **four weeks**. However if your course is less than four weeks, we can offer from 1 week to 4 weeks.
- The College and its accommodation provision do not have wheel chair access and cannot accommodate such disability or special needs.

Cancellation and refund

- If the student pre-pays but then cancels 14 days before the booking start date, the student will receive a refund minus one week Accommodation Fee and the Booking Fee.
- **After 14 days before the booking start date, there will be no refund of accommodation and booking fees paid by the student.**

Arrival late / leave early / defer the booking start date

- If the student arrives late than the booking start date, **there will be no refund**
- If the student decides to leave early than the booking finish date, **there will be no refund.**
- The student may postpone the booking start date for maximum **TWO WEEKS** if he or she informs the College **14 days before the booking start date**. After this point the booking start date cannot be deferred.

Insurance

Students should arrange their own insurance to cover:

1. Medical treatment and personal risks
2. Damage to and loss/theft of personal property.

College right

Excel College reserves the right to cancel / change arrangements without prior notice.

Student must agree to:

- Inform Excel College on the *Accommodation Application Form* of any disability and special needs
- Inform Excel College on the *Accommodation Application Form* of all flight details and arrival time.
- You are not allowed to smoke indoors in any accommodation.
- Look after house keys during their stay and to return them at the end of the stay. £10 / key for replacement.
- Let the College/host know if you break anything and you must pay for it.
- Please try to keep your bedroom, the bathroom and other shared areas of the house clean and tidy. Offer help with shared household duties
- Always be friendly and treat your host / house mates with respect and they will do the same.

for homestay:

- Britain is a multi-cultural country and our hosts have a range of cultural backgrounds.
- Please allow 30-60 minutes travelling time by public transport from homestay to the school.
- Observe all rules of the host family.

- Do not use the host's telephone.
- Let your host know if you are going to be late for a meal.
- Inform host family in advance if planning to stay out late or out overnight.
- Not disturb host family when returning home late.
- Ask permission each time to use facilities in the living room or kitchen at homestay.

for house share:

- Leave shoes you wear outside at the entrance; only wear a pair of clean slippers inside the house, so that it helps keep the floor & carpets clean.
- Do check to make sure all the doors and windows are closed and locked before you leave the house.
- Do check to make sure all cooking equipment (e.g. gas cooker) is turned off after use.
- Clean the cooking equipment (gas cooker, microwave) after use.
- Clean the toilet, washing basin and bath tub after use.
- Turn off all the lights before leave the house.
- Keep the post on the shelf at the entrance.
- Recycle and dispose of rubbish properly: separate general waste, paper waste, bottles/tins/cans and food waste from each other. (Detailed instructions are on the booking confirmation letter.)
- No overnight guests.
- No pets.
- No shouting & disturbing neighbours.
- Do not try to change the central heating controls in the kitchen; it is programmed and please contact the college if there is a problem.
- Pay a deposit of £200 per room. The College will return the deposit at the end of the student's stay if there is no damage or need for excessive cleaning. Cost of repairing damage or excessive cleaning will be paid from the deposit. For example, the carpets have been stained badly by the student and it costs £120.00 to clean the carpets. The student will only receive the deposit £200 - cleaning carpets £120 = £80.

I have accepted all the above Terms & Conditions and included the full payment for my accommodation.

Signature _____ **Date** _____

Office Use Only

Type of accommodation _____ **No of Weeks** _____ **Total Fees** _____

| Date | Fees received | Balance | Date | Fees received | Balance |
|------|---------------|---------|------|---------------|---------|
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Excel College is a trading name of Xinlung Group Ltd, Registration No: 3737101