

ENROLMENT FORM



PERSONAL DETAILS

Family Name

Given Name

Date of Birth
 / /
D M Y

Gender
 Male Female

Nationality

Passport Number

E-mail Address

Phone or Mobile

Address

Visa Type
 Working Holiday C-3 Tourist Other

Do you intend to further your studies in South Korea?
 Undergraduate Degree
 Postgraduate Degree
 Others

Preferred Course and Institution

ENROLMENT DETAILS

Korean Courses

- Intensive Korean 25 (Mon - Fri / 09:00 - 15:30)
- Intensive Korean 15 (Mon - Fri / 09:00 - 12:15)
- TOPIK Exam Preparation (Mon - Fri / 09:00 - 15:30)
- Evening TOPIK Exam Preparation (Mon - Thur / 19:30 - 21:30)
- Evening Korean Course (Mon - Thur / 19:30 - 21:30)
- Weekend Korean Course (Sun / 13:00 - 17:00)
- 1:1 Intensive
- Teen Activity Program (TAP)

English Courses

- Intensive IELTS Preparation Course

Start Dates **Number of weeks**

Current language ability level

- Absolute Beginner
- Have studied the language before Please specify duration

ACCOMMODATION & AIRPORT PICKUP

- Mini-Studio
- Homestay B&B
- Homestay Half board
- Serviced Apartment
- Serviced Apartment + Breakfast

Starting Date **Finishing Date**

Special Requests

Do you require Airport-pickup?
 One way Return Not required

Do you require a Mobile pack (KRW 15,000 free balance+1GB data)?
 Yes No

DECLARATION

I hereby confirm that my payment of the fees as invoiced, in conjunction with my signing of this form, constitutes my acceptance of the terms of my agreement with Lexis Korea in relation to my enrolment. I have read and agree to be bound by all of the Conditions of Enrolment as detailed overleaf.

Date / / **Student Name** **Signature**

D M Y

Agent Stamp

CONDITIONS OF ENROLMENT

2017

HOW TO ENROL

FOR ALL STUDENTS:

1. Kindly send your completed enrolment form to enrol@lexiskorea.com
2. We will acknowledge receipt of your signed application and issue an invoice. This will generally occur on the business day following receipt of your application.
3. It is strongly suggested that all students obtain relevant insurance cover prior to travelling to Korea.
4. When you receive your invoice, please make full payment of your fees in Korea Won, including all optional service fees. Payment may be made either via bank transfer, bank draft, bank cheque or credit card. Personal cheques cannot be accepted.
5. Please be advised that you are required to make full payment no later than 2 weeks prior to your course commencement date to confirm your place.
6. Please notify us immediately of any changes to your proposed course start date by contacting enrol@lexiskorea.com

ACCOMMODATION, GUARDIAN & AIRPORT PICK-UP SERVICES:

1. If you wish to use our Accommodation service, you should apply at least 4 weeks before your intended arrival date in Korea to allow us adequate time to find the most suitable accommodation for you.
2. If you require us to arrange or approve a guardian for students under 18 years old, we require at least 4 weeks' notice.
3. Kindly provide us with your flight details (i.e. flight number, date & time of arrival) at least 3 weeks before you arrive.
4. We will aim to confirm your accommodation and airport pick-up (if requested) details 2 weeks prior to your arrival.
5. Please note that if you provide us fewer than 48 hours notice to any changes made to your flight details, we are not able to guarantee that we will be able to make the necessary changes to your airport pick-up and / or accommodation arrangements. This could result in you having to incur additional costs.
6. We will not be able to guarantee that accommodation can be arranged at short notice. If we receive a last minute service request for accommodation, we reserve the right to temporarily place you in a hotel at your own cost upon your arrival in Korea, until we are able to secure your accommodation for you.

CANCELLATION AND REFUND POLICY

1. In the absence of any agreement to the contrary, your place in any of Lexis Korea's course(s) will not be confirmed until fees are received in full and our bank has confirmed receipt of your payment.
2. Cancellations are not effective until they are received in writing.
3. The registration fee is not refundable.
4. If you are not granted a visa, all fees except the Registration Fee will be refunded within 4 weeks of Lexis Korea receiving written notification.
5. If you cancel your course 28 days or more before your course commencement date, all fees received except the Registration Fee will be refunded.
6. If you cancel your course fewer than 28 days before your course commencement date, a cancellation fee of 20% of paid tuition fees will apply. All other fees except the registration fee will be refunded.
7. No tuition fees will be refunded if you advise us of cancellation on or after your course commencement date.
8. If you defer the date of commencement of your course, then proceed to cancel your course prior to the new commencement date, the cancellation policy will apply from the initial course start date and not the deferred start date.
9. The Accommodation Placement Fee and/or Airport Transfer Fee are not refundable if you cancel the service fewer than 2 weeks before the scheduled date. You may also be liable for 2 weeks of the accommodation fees if a replacement student cannot be found. No refund of the initial 4 weeks accommodation fees will be made if you leave the accommodation during that period.
10. Where we do not offer an advertised course, or withdraw the delivery of the course prior to its completion, you will be offered, within 2 weeks, a refund of the unused portion of the course fees paid to that date. Alternatively, you may be offered a suitable alternative course at no extra cost. You have the right to choose a refund or the offer of placement in another course. Acceptance of any offer must be confirmed in writing within 30 days of the offer being made.
11. Applications for refunds must be made in writing and addressed to "The Registrar – Lexis Korea".
12. Any refunds payable under this policy (with the exception those payable under Clause 10) will be made within 4 weeks of receiving the written refund application.
13. Refunds will only be paid in the same currency in which the fees were received, and paid to the person who entered into the contract. We require written approval from the student if the refund is to be made to another party.
14. Lexis Korea may make reasonable variations to the delivery of programs (e.g. course times, teachers, timetables, classrooms). Students will be provided with reasonable advanced notice should this occur and will have the opportunity to access the internal complaints and appeals process should they feel disadvantaged by such variation, should it occur.
15. In all cases of suspension and/or expulsion due to non-compliance with the student Code of Conduct, no refund of monies paid to the College will be made unless required by law.
16. These regulations may be waived only in exceptional circumstances by the Executive Management of the college at their absolute discretion.

LEXIS KOREA BANK DETAILS

Account Name	Lexis Korea
Account Number	630-008616-395
Bank Name	KEB Hana Bank, Namyeksam Banking Center
Swift Code	KOEXKRSE
Bank Address	309, Gangnam-daero, Seocho-gu, Seoul 06628 KEB HANA BANK, Namyeksam Banking Center



Lexis Korea
한국어 전문 교육센터



Lexis English
렉시스어학원