

## English Course Application Form (ER3)

Please complete this application form and email it to [international@highbury.ac.uk](mailto:international@highbury.ac.uk) or call +44 (0) 23 92383131 for more information.

### PERSONAL DETAILS

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Passport Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Contact Tel: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Home Address: \_\_\_\_\_

Do you have any criminal convictions?  Yes  No

### EMERGENCY CONTACT DETAILS (NEXT OF KIN)

Name: \_\_\_\_\_  
 Relationship to you: \_\_\_\_\_ Contact number: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**ADDITIONAL INFORMATION:** Please provide details of any learning difficulties, disabilities and medical conditions:

### COURSE DETAILS

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_ Weeks: \_\_\_\_\_  
 Please tick the programme you require:  
 IELTS Preparation Course: £230/week  IELTS Part time: £154/week  
 Intensive General English Course: £230/week  General English Part Time: £110/week

### ACCOMMODATION

Please tick to select your accommodation requirements:  
 Highbury College Halls of Residence (self-catering): £125/week  
 Host Family (Full Board: breakfast, a light lunch and an evening meal provided): £160/week  
 Own arrangements

### PICK UP SERVICE

Do you require a taxi transfer for the airport?  No  Yes

From Heathrow Airport/ Gatwick Airport to Portsmouth	Southampton Airport to Portsmouth
<input type="checkbox"/> One Way: £75 <input type="checkbox"/> Return: £150	<input type="checkbox"/> One Way: £55 <input type="checkbox"/> Return: £110
Flight Number & Airport:	Date and Time:

### BANK DETAILS

Please give the EBS number and student's full name on the payment form  
 Bank: Barclays Bank PLC  
 Address: 50-52 London Road, City Centre, Southampton, Hampshire, SO15 2SF  
 Account: Highbury College Account no. 83636992 Sort Code: 20-79-29  
 ISBN: GB41BARC20792983636992 Swift Code: BARCGB22

**Cancellation terms:** For information about our cancellation terms, please visit our website

<https://www.highbury.ac.uk/international/cancellation-terms/>

**Privacy Notice – how we use your personal information**

As a public body the personal information Highbury College (the data controller) collects is of public interest and is required in order for us to process your application. Where the information we collect is 'special category' personal information (e.g. medical) we will process it because there is a substantial public interest for us to do so. The information will be stored in a secure database and may be shared with Government bodies and educational establishments. Please note that if you are under 18, your information will also be shared with your parents, carers and/or next of kin. Your information will be kept for six years and then securely deleted.

During this time, you retain the following rights:

- The right to access your personal information
- The right to have inaccurate personal information changed
- The right to restrict the processing of your personal information
- The right to object to the processing of your personal information
- The right to lodge a complaint with the Information Commissioner's Office in relation to how Highbury College has processed your data.

To update your information or if you have any questions about the above, please contact our data protection officer by email: [dpo@highbury.ac.uk](mailto:dpo@highbury.ac.uk)