

# ENROLMENT FORM

# 2019

## 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

### Current language ability level

 Absolute Beginner  
 Have studied the language before  Please specify duration

## ENROLMENT DETAILS

### Enrolment Status

 New Student
  Extension
  Re-enrolment
 Student ID Number 

### Korean Courses

Korean Courses	Code
Intensive Korean 25 (Mon - Fri / 09:00 - 15:30)	IK25
Intensive Korean 15 (Mon - Fri / 09:00 - 12:15)	IK15
TOPIK Exam Preparation (Mon - Fri / 09:00 - 15:30)	TOPIK
1:1 Private Lesson	1T1
Teen Activity Program (TAP)	TAP
Weekend Korean Course (Sun / 09:00 - 12:15)	WK

### English Courses

Intensive IELTS Preparation Course	IELTS
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	Campus	Course Code	Start Date	Number of weeks
Course 1	<input type="checkbox"/> Seoul <input type="checkbox"/> Busan	<input type="text"/>	<input type="text"/>	<input type="text"/>
Course 2	<input type="checkbox"/> Seoul <input type="checkbox"/> Busan	<input type="text"/>	<input type="text"/>	<input type="text"/>

## ACCOMMODATION & AIRPORT PICK-UP

Student Residence - Single	SR-S	Mini-Studio	MS
Student Residence - Twin	SR-T	Homestay B&B	H-BB
Student Residence - Quad	SR-Q	Homestay Half board	H-HB
Serviced Apartment - Single	SA-S		
Serviced Apartment - Double	SA-D		

\*Student Residence is available only in Seoul from 1 Jan 2019

	Campus	Accom Code	Check In	Check Out
Accom 1	<input type="checkbox"/> Seoul <input type="checkbox"/> Busan	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accom 2	<input type="checkbox"/> Seoul <input type="checkbox"/> Busan	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Special Request(s)

### Do you require Airport pick-up?

 One way
  Return
  Not required

### Arrival Airport

 Incheon
  Gimpo
  Gimhae

## 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

 /  / 

D

M

Y

### Student Name

### Signature

# CONDITIONS OF ENROLMENT

# 2019

## HOW TO ENROL

### All students:

1. Send your completed enrolment form to [enrol@lexiskorea.com](mailto: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, send full fees in Korean won, including all optional service fees. Payment may be made by bank transfer, bank draft, bank cheque or credit card. Personal cheques cannot be accepted.
5. You must pay fees in full no later than 2 weeks' before your course commencement date to confirm your place.
6. Notify us immediately of any changes to your proposed course start date by contacting [enrol@lexiskorea.com](mailto:enrol@lexiskorea.com)

### ACCOMMODATION, CARER & AIRPORT PICK-UP SERVICES

1. If you wish to use our Accommodation service, you should apply at least 4 weeks before your intended arrival in Korea to allow us adequate time to find the most suitable accommodation for you.
2. If you require for us to arrange or approve a carer for a student under 18 years of age, at least 4 weeks' notice is required.
3. Provide us with your flight details (flight number, date & time of arrival) 3 weeks before you arrive.
4. We will aim to confirm your accommodation details and airport pick-up (if requested) 2 weeks prior to arrival.
5. If you give us less than 48 hours' notice of any changes to your flight details, we cannot guarantee that we will be able to make the necessary changes to your airport pick-up and / or accommodation arrangements and you may incur additional costs.
6. We do not guarantee that accommodation can be arranged at short notice. We reserve the right to temporarily place you in hotel accommodation at your own cost on your arrival in Korea, until such time as we are able to secure a accommodation placement.

## CANCELLATION AND REFUND POLICY

1. In the absence of any agreement to the contrary, your place in a course will not be confirmed until fees are received and our bank has confirmed 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. If you cancel your course less 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. No tuition fees will be refunded if you advise cancellation on or after your course commencement date.
6. If you defer the date of commencement of your course, then later cancel your course, prior to the new commencement date, the cancellation policy will apply from the original course start date not the deferred start date.
7. The Accommodation Placement Fee is not refundable if you are already placed to an accommodation before your commencement. You may also be liable for 2 weeks of accommodation fees if a replacement student cannot be found. No refund of the initial 4 weeks of accommodation fees will be made if you leave your accommodation during that period. Cancellation requires 2 weeks notice and refund policies that apply to other forms of accommodation will be notified at the time of booking.
8. Airport Transfer Fee is not refundable if you advise us less than 2 weeks before your commencement date.
9. 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 course fees paid to 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.
10. Applications for refunds must be in writing and addressed to The Registrar – Lexis Korea.
11. Any refunds payable under this policy (with the exception those payable under Clause 9) will be made within 4 weeks of receiving the written refund application.
12. Refunds will only be paid in the same currency in which fees were collected, and paid to the person who entered into the contract. We require written direction from the student to refund to another party.
13. Lexis Korea may make reasonable variations to the delivery of programs eg: course times, 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 any such variation.
14. 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.
15. These regulations may be waived only in exceptional circumstances by the Executive Management of the college at their absolute discretion.

## BANK DETAILS

### SEOUL CAMPUS

**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, Korea 06628

### BUSAN CAMPUS

**Account Name** Lexis Korea Busan  
**Account Number** 115-910026-33105  
**Bank Name** KEB HANA BANK, Gangnam-yeok Banking Center  
**Swift Code** KOEXKRSE  
**Bank Address** 381, Gangnam-daero, Seocho-gu, Seoul, Korea 06620