

STUDENT APPLICATION FORM

FORMULAIRE D'INSCRIPTION-FORMULARIO DE INSCRIPCION

N.B: To AVOID DELAYS IN THE PROCESS OF YOUR APPLICATION PLEASE FILL OUT THE FORM CORRECTLY

N.B: AFIN D'ÉVITER DES RETARDS DANS LE TRAITEMENT DE VOTRE FORMULAIRE MERCI DE FOURNIR TOUTES LES INFORMATIONS DEMANDEES

N.B: Para evitar demoras en el proceso de solicitud por favor llene el formulario correctamente

1-2: CONTACT DETAILS 3-4: YOUR COURSE 4-5: ACCOMMODATION & TRANSPORTATION 6: HEALTH AND SPECIAL REQUIREMENTS

1. APPLICANT DETAILS

Informations sur le Candidat - Información del Solicitante

Please note that we are currently not able to accept students from visa national countries. Nous ne sommes, a l'heure actuelle, pas en mesure d'accepter les étudiants nécessitant un visa pour entrer au Royaume-Uni. – Actualmente no podemos aceptar estudiantes que necesitan un visado para entrar en el Reino Unido.

Name Nom – Apellidos	PHOTO (Compulsory) Obligatoire Obligatorio
Date and Place of Birth Date et lieu de Naissance – Fecha y Lugar de Nacimiento	
Nationality Nationalite – Nacionalidad	
Phone Telephone – Teléfono	
Email -	
Home Address Adresse permanente – Dirección	

2. EMERGENCY CONTACT DETAILS

Personne a Contacter en Cas d'Urgence – Contacto de Emergencia

Name Nom – Apellidos	First Name Prenom – Nombre
Relationship Relation – Relaciones	Email -
Phone Telephone – Teléfono	

3. YOUR COURSE

Votre Formation – Su Curso

Dates – Fechas

From De-Desde	To Au – Hasta
Duration Duree / Duración	

What is your current employment status?

☐ Employed ☐ Unemployed ☐ Self-Employed ☐ Student ☐ Retired

Type of English Course:

☐ **WINTER** (January –June and September-December)

Number of month(s):

☐ 1 month ☐ 2 months ☐ 3 months ☐ 4 months

☐ 5 months ☐ 6 months ☐ 7 months ☐ 8 months

☐ **SUMMER** (July-August)

Number of week(s):

☐ 1 week ☐ 2 weeks ☐ 3 weeks ☐ 4 weeks

☐ 5 weeks ☐ 6 weeks ☐ 7 weeks ☐ 8 weeks

Level of English (Estimate) Niveau d'Anglais (Estimation) – Nivel de Inglés (Estimación)

☐ Beginner (CEFR A0 – A1) ☐ Intermediate (CEFR B1)
☐ Elementary (CEFR A1 – A2) ☐ Upper-Intermediate (CEFR B2)
☐ Pre-Intermediate (CEFR A2 – B1) ☐ Advanced (CEFR B2 – C1)

4. ACCOMMODATION

Logement– Alojamiento

Arrival- Saturdays from 16h00

Departure – Saturday by 11h00

Room Type:

☐ Deluxe ☐ Standard (Please note, room given upon availability)

Early arrivals/Late Departure :

Would you like MCA Languages to arrange your stay in a hostel/hotel/private accommodation ?

☐ YES ☐ NO

5. AIRPORT TRANSFER (Also applicable for train, bus or coach station pick-ups)

Transfert Aeroport (S'applique également pour les accueils a la gare ferroviaire ou routiere) a l'arrivee – Traslado al Aeropuerto (También podemos recoger los estudiantes de una estación de tren o de una parada de autobús)

Please familiarize yourself with the arrival policy and the starting dates before booking your flight. If in doubt, please contact us. Merci de bien vouloir prendre connaissance des modalités d'arrivée, ainsi que des dates de démarrage avant de réserver votre vol. En cas de doute, merci de bien vouloir nous contacter. Por favor, familiarizarse con la política de la llegada y la fecha de inicio antes de reservar su vuelo. En caso de duda, póngase en contacto con nosotros.

Would you like MCA Languages to arrange an airport transfer for you? Desirez-vous que MCA Languages organise pour vous un transfert aeroport? – ¿Quieres MCA Languages para concertar una traslado desde el aeropuerto?

☐ Yes ☐ No – Manchester Only If yes which one? Si oui, lequel? – Si es así, ¿cuál?

☐ Single: Airport to Accommodation (£70) ☐ Return: Airport to Accommodation and School to Airport (£100)

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Arrival Arrivee – Llegada

If you already know the date of your **arrival** in Manchester, please write it below- If not, it is your responsibility to send all the details to info@mcanguages.com Si vous connaissez votre jour d'arrivée, merci de nous l'indiquer ci-dessous, sinon une fois que vous avez les détails de votre vol c'est de votre responsabilité de nous les indiquer sur info@mcanguages.com – Si usted sabe las fechas de su llegada, gracias por indicar las, Si no, es su responsabilidad de enviar todos los detalles en info@mcanguages.com

Details (Flight/Train Number, Time, Terminal, Company etc.) Details (Numero de vol/train, heure, terminal, compagnie etc) – Detalles (número de vuelo, origen del vuelo, hora, compañía, terminal)

Departure Depart – Salida

If you already know the date of your **departure** from Manchester, please write it below or send it to info@mcanguages.com Si vous connaissez votre jour de départ de Manchester, merci de nous l'indiquer ci-dessous ou de nous l'envoyer a info@mcanguages.com – Si usted sabe las fechas de su salida de Manchester, gracias por indicar las or envia las a info@mcanguages.com

Details (Flight/Train Number, Time, Terminal, Company etc.) Details (Numero de vol/train, heure, terminal, compagnie etc) – Detalles (número de vuelo, origen del vuelo, compañía, terminal)

6. HEALTH AND SPECIAL REQUIREMENTS Handicap et Dispositions Particulieres – Discapacidad y Disposiciones Especiales

Do you have any special dietary requirements (ie. vegetarian, vegan, allergies etc.) ? Avez-vous un regime alimentaire specifique (vegetarien, vegetalien, allergies etc.) - ¿Tiene algún requisito especial de la dieta (es decir, vegetariano, vegano, alergias, etc)?

☐ Yes ☐ No

Do you have any disability or medical condition that might require special arrangements? Avez-vous un handicap ou pathologie particuliere necessitant des dispositions particulieres ? – ¿Tiene usted alguna discapacidad o condición médica que podría requerir medidas especiales ?

☐ Yes ☐ No

If yes, please give us further details Si oui, merci de nous fournir plus d'informations – Si es así, gracias a proporcionarnos más información

7. HOW DID YOU HEAR ABOUT MCA LANGUAGES ? Comment avez-vous connu MCA Languages? – Como has conocido MCA Languages?

☐ Word of Mouth Bouche a Oreille – Conocer por otras personas
Name Nom – Nombre:

☐ Forums Foros
Name Nom – Nombre:

☐ Google Search Recherche Google – Google Búsqueda

☐ Education Fair Salon de l'Etudiant – Salón de la Educación
Name Nom – Nombre:

☐ Facebook
☐ Advertisement Publicite - Publicidad

☐ Agent Agente
Name Nom – Nombre:

☐ **COMPULSORY:** By ticking this box, I confirm that, to the best of my knowledge, information given in this form is correct and complete. I have read the Terms and Conditions. I understand them and I agree to abide by the conditions set out, which I accept as conditions of this application. **OBLIGATOIRE:** En cochant cette case, je confirme que, à ma connaissance, les informations contenues dans ce formulaire sont exactes et complètes. J'ai lu et compris les Conditions Générales et je m'engage à respecter les conditions énoncées, et je les accepte en tant que conditions de mon inscription. **OBLIGATORIO:** Al marcar esta casilla, confirmo que, a lo mejor de mi conocimiento, la información proporcionada en este formulario es correcta y completa. He leído los términos y condiciones. Entiendo lo que dicen y estoy de acuerdo en cumplir con los términos establecidos, todo lo cual acepto como requisitos de esta solicitud.

Signature of **Applicant** or **Guardian** if the Applicant is **16-17 year-old**

Date:.....

Signature du **Candidat** ou du **Responsable Legal** si le candidat a 16-17 ans / Firma del **Solicitante** o **Responsabilidad Legal** si el candidato tiene 16 a 17 años

Signature:.....

Please fill out this form, send it by email or post or hand it in at the reception **with:**

Merci d'envoyer ce dossier de candidature complété par e-mail ou courrier postal ou le remettre directement a la reception avec :

Rellene el siguiente formulario y enviar lo por correo electronico o postal, o entregarla directamente a la recepción **con:**

Please check that you have included the following in your application form:

☐ Passport (International students)
☐ Provide evidence of your English language level (exam results, or an official certificate confirming your level of English) (compulsory if you are applying for Tier 4 visa).

☐ Passport, National ID (EU countries) ☐ Student profile ☐ Accommodation form ☐ Job Search (optional)

Email: info@mcanguages.com Postal Address: MCA Languages, 7-9 Bexley Square, Salford M3 6DB, UK

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STUDENT PROFILE

PLEASE ANSWER TO THIS PART IN **ENGLISH ONLY** – THIS WILL HELP THE TEACHERS TO ASSESS YOUR LEVEL OF ENGLISH.

CONTACT DETAILS

Name	
Age	
Email	
Dates of Stay: From _____ to _____	Number of weeks:

LEVEL OF EDUCATION

- ☐ School Certificate
☐ Professional Qualification
☐ University Degree
☐ Other (please specify)

Details of Qualification

Place	
Date	
Name of Degree	
Subject	

ENGLISH LEVEL

Do you have
☐ IELTS ☐ TOIEC ☐ Cambridge exams ☐ Other (please specify): _____

Details of Qualification

Date:	Score:
-------	--------

SKILLS LEVEL

	Poor	Average	Good	Excellent
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OTHER INFORMATION

If you are taking individual classes, what would you like to work on? Grammar, pronunciation, Speaking, Listening or a particular theme?

Do you have a CV in English already prepared? ☐ Yes ☐ No- If yes, please attach it to this form. Having a CV prepared will allow us to focus on your needs in order to meet your expectations.

FOR OFFICE USE ONLY: Student ID _____

Comments:

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JOB SEARCH **OPTIONAL - ONLY** (For students staying a minimum of 2 months)

We can help you find a job- We **DO NOT FIND** a job for you

We need some information about you

What are your job interests?

- | | | |
|---|---|---|
| <input type="checkbox"/> Accountancy | <input type="checkbox"/> Driving and automobile | <input type="checkbox"/> Home care and special care |
| <input type="checkbox"/> Administration, Secretarial, PA | <input type="checkbox"/> Education | <input type="checkbox"/> Hospitality and catering |
| <input type="checkbox"/> Babysitting, Nannies | <input type="checkbox"/> Engineering | <input type="checkbox"/> House keeping and cleaning |
| <input type="checkbox"/> Bar staff, Management | <input type="checkbox"/> Farm, Vet, Landscaping and Gardening | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Charity and Volunteering work | <input type="checkbox"/> Financial service & Insurance | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Computing and IT | <input type="checkbox"/> Health, beauty and fitness | <input type="checkbox"/> Marketing, advertising and PR |
| <input type="checkbox"/> Constructions and property development | <input type="checkbox"/> Health care, Pharmaceutical & Medicine | <input type="checkbox"/> Sale, Retail, Customer service |
| <input type="checkbox"/> Other: _____ | | |

What are your goals?

In general, how confident are you?

- ☐ Not confident ☐ Confident ☐ Very confident

Are you a good communicator?

- ☐ No ☐ Good ☐ Very good

Have you got good teamwork skills?

- ☐ No ☐ Good ☐ Very good

Do you prefer Negotiation or persuasion?

- ☐ Negotiation ☐ Persuasion

What words are the closest to you?

- ☐ Observation ☐ Leading ☐ Problem solving

Is perseverance or Motivation the key to success? (Please explain)

If your friends were to describe you in 5 words what would they say?

1- 2- 3- 4- 5-

For office use only: Student ID: _____

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RISK ACKNOWLEDGEMENT AND DISCLAIMER FORM 16-17 YEARS OLD

All participants must be at least 16 years old-

Name of the student: _____
Full Address: _____
Phone number: _____

Note to Parents and Students

It is the responsibility of the student to provide the Admissions, Registration Department with the completed risk acknowledgement and disclaimer Form prior to enrollment in classes. Students who register prior to submitting this form are subject to being dropped from their courses. This form must be completed for each courses followed at MCA Languages until the student has completed his/her course until they reach age 18.

I, (First Name and Last Name) _____
the undersigned, approve the above-named student to enrol at MCA Languages. I confirm that my son or daughter will be at least 16 years of age on the first day of their course. Furthermore, I will assume financial responsibility for any and all costs associated with my child's attendance at MCA Languages, if not covered by any other means. I waive any claim against MCA Languages for injury, loss or damage whatsoever, caused by any person rendering any services of the program caused by outsiders. I understand that my son or daughter is participating in an adult educational course and I hereby assume responsibility and hold MCA Languages harmless for any adverse consequences of that participation. I understand that enrollment is contingent upon an available open seat in the course(s) selected.

I, understand that a copy of my National ID (if from EU) or passport is required to verify my identity and need to be attached with this form.

I, understand that it is compulsory for me to have an insurance that covers my child throughout his/her stay. A copy must be sent to MCA Languages.

PARENT/LEGAL GUARDIAN/ADVOCATE* SECTION (must be notarized)

I hereby authorize by my signature permission for (student name) _____ to pursue

☐ general English course ☐ Evening course ☐ Discovery package (Please tick the appropriate course)
☐ Module package ☐ individual course

Parent/Legal Guardian/Advocate*

Title: _____

Full Name: _____

Signature: _____

Date: _____

Daytime and evening Phone Number: _____

E-mail address: _____

*Advocate: A responsible adult with knowledge of the applicant's substantial and warranted reasons for the student to follow an MCA Languages course.

Advocate's signature required in lieu of parent/legal guardian signature when applicant does not live with parent/legal guardian.

Relationship to Applicant: _____

PARENT LEGAL GUARDIAN ADVOCATE (Title _____)

Address: _____

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ACCOMMODATION FORM/ STUDENT ID(office only) _____
ROOM NUMBER ALLOCATED: _____

All participants must be at least 16 years old-

Name of the student: _____

Phone number to contact student when arrived in Manchester: _____

Phone number of MCA Languages: +44(0)1618328411- Please keep this phone at all times.

Arrival date in Manchester: / /

**Please remember our friendly private chauffeur will pick you up 1 hour after arriving to give you the time to pick up your luggage or in case you are late (If you have booked the pick up service)*

Details of flights, bus, train: Date-Flight number- City of origin-Terminal number and time: (Put as many details as possible)

Move-in date in the room (It must be on Saturday from 16h00):

/ /

Departure date from the room (It must be on Saturday by 11h00):

/ /

Few questions to know you better:

(Please note that these questions will not affect your application process)

Have you ever lived in a shared community?

☐ Yes ☐ No

Are you a morning or evening person?

☐ Morning ☐ Evening

How much do you like the following?

Cleaning ☐ Hate ☐ Dislike ☐ Love ☐ Like

Rules ☐ Hate ☐ Dislike ☐ Love ☐ Like

Sharing ☐ Hate ☐ Dislike ☐ Love ☐ Like

Smoking ☐ Hate ☐ Dislike ☐ Love ☐ Like

What makes a fantastic atmosphere in a shared community? (Only tick 2 boxes)

☐ The friends ☐ The clean house ☐ The fun ☐ The parties

What characteristic describes you the most (tick 3)

☐ Quiet ☐ Shy ☐ Extrovert ☐ Sociable ☐ Loud ☐ Confident ☐ Calm ☐ Clumsy ☐ Careless ☐ Friendly ☐ Absent-minded

RULES AND DISCIPLINE

ACCOMMODATION-MCA RESIDENTIAL SCHOOL

1. Admission is open to full time students of MCA Languages residential school **ONLY**
2. The room offered is for **1 person ONLY** (Regardless of family members or friends) unless special promotions are offered
3. MCA Residential does **NOT allowed pets, friends, family or any visitors to enter the premises**
4. It is possible to visit (**30mn visit**) a room or the building **prior booking MCA course by appointment ONLY** and with a member of MCA Residential school

BUILDING, INVENTORY LIST

1. MCA Residential is a **NONE smoking** building
2. Smoking is **NOT allowed** within the bedrooms, kitchen or anywhere else in the building
3. If students are **caught smoking** they will encounter a **fine of £80**. If the student carry on smoking he/she will be expelled from the building and NO fee will be refunded.
4. Students who smoke can do so outside of MCA Building in Bexley Square. Ensure to put your cigarettes butt(s) in bexley square bin.
5. The inventory will be done on day 1, 2 or 3 after student arrival (depending on the time the student get at the school)
6. The inventory list for the bedroom will be given to the students
7. Students have 2 days to agree/disagree with the inventory from the time they were hand in the list.
8. The inventory list needs to be returned signed to the Office within the above timeframe
9. A list of the price of any potential items damaged within the school will be provided to the students
10. Any damages will be taken out of the student deposit and if they are a surplus the student will need to pay the difference. Any none payment due within 7 days after the damage, the student may be expelled from the school without any FEES refunded.
11. No functions or celebrations shall be organized within MCA Residential school

ARRIVAL, DEPARTURES, EXTRA-NIGHTS, EXTENSION

1. If students wish we can welcome them at the airport or bus/train station (within Manchester ONLY) and bring you directly to our residential accommodation. This service is available 24h/7. Our private and friendly chauffeur will be at the airport or bus/train station waiting for the **students 1hour after he/she arrives** to give them the time to pick up their luggage.
2. Their name will be on a sign. The price is as follow: One way £70 or £100 return
3. It is the responsibility of the students to remind the Academy Director or Head Teacher about their departure so that our private chauffeur can be booked on time.
4. Students can move in their room on
 - Saturday from 16h00
 - Departure are on Saturday by 11h00

5. Students can arrive before Saturdays or leave after Saturdays. MCA Languages can book a private room, hotel or hostels on their behalf.

6. MCA Languages does NOT offer additional night stay within its premises.

7. If students wish to extend their stay they can do so by giving a 2 weeks' notice before departing. If the room is available student may be able to book:

- Additional 4 weeks for Winter courses
- Additional week (s) for Summer courses

Please refer to our List of prices and Calendar document.

If the room is not available, student will have to leave MCA Language residential.

RESPONSIBILITIES, DAMAGES, CHARGES

1. Charges for any damages to the property as well as to the furniture and fixtures caused by a student/students negligence will be recovered from the student/students staying in the residential school/ room
2. All matters relating to differences among students and complaints about MCA Languages servants shall be brought to the notice of the Academy Director and/or Head Teacher who will take such action
3. No police complaint will be lodged by the students before taking prior permission from the Academy Director or Head Teacher as may be necessary
4. Students are expected to switch off the lights in their rooms every time they go out and take precautions to economies electricity consumption
5. Throwing of water, colour etc. on one another and on the walls (property of MCA Languages) is strictly prohibited
6. Smoking, consumption of alcoholic drinks, drugs and spitting is strictly prohibited in MCA Languages residential premises. Strict action will be taken against defaulter (as per rule)
7. Students are not permitted to stand on the sofa, dining room, kitchen worktop, bedside, cupboard, coffee table or table in their bedrooms.

BEDROOMS AND PERMISSIONS

1. Allocation of the room, furniture etc. will be entirely at the discretion of MCA Languages and no complaint in this regard will be entertained
2. Once place in a room student cannot change it
3. Posters are allowed in bedroom on corkboard or can be put up on wall with white cello tape ONLY no blue/white tack is allowed
4. No poster etc. should be put up anywhere, in lobbies, corridor, bathrooms, kitchen, living room and dining room
5. Students will not enter rooms of other students without permission of the inmates

6. Every student shall keep the room allocated clean and neat. He / She shall take proper care of the furniture and fixtures handed over to him / her
7. Students should let Academy Director, Head Teacher or Receptionist, Security Guard know about any leave due to be taken
8. You will share your bathroom with one or 2 people

SECURITY, BELONGINGS, HEALTH AND SAFETY

1. MCA Languages authorities have the right to enter and inspect the rooms at any time, even in the absence of students Please be aware, CCTV cameras are enable 24/7 throughout the building except in bedrooms and bathrooms
2. A security guard will be based at the entrance from 7pm-7am and a receptionist from 2-7pm will ask your ID or MCA students card at any time
3. The security guard and receptionist will refuse entry to any of your family member, friends or visitors
4. MCA Languages does not hold themselves responsible for the safe custody of the property of the students staying in the Residential school. Students should take proper care of their belongings.
5. Students should not give the key code of their bedroom to anyone or leave it anywhere around. The key code should be kept in a safe place.
6. MCA Languages will not be responsible for the loss of personal belongings of the students.
7. Student should not drive nails, screws etc. into the wall or doors.
8. No repair shall be done by the students themselves. They should approach the Security Guard/Receptionist who will arrange for repairs

END OF STAY

1. Before leaving MCA Residential, student must pay all dues and hand over the charges of rooms and other material in satisfactory condition to MCA Residential
2. If the room is not deemed to be satisfactory, the deposit will not be returned in full
3. If any student is found misbehaving and misconducting himself, he/she will be expelled from MCA Residential immediately and the fees paid by him / her will be forfeited
4. MCA Languages is required to be vacated with luggage and belongings on Saturdays by 11h00
5. Any belongings left will incur a removal charge of **£80**
6. Students are provided with some add on facilities like fridge / TV/ Dishwasher / as per the inventory list provided on day 1.

TERMS AND CONDITIONS OF USE- MCA LANGUAGES

This page (together with the documents referred to on it) tells you the terms and conditions on which MCA Languages supplies the services listed on and as described on the website www.mcalanguages.com. Please read these terms and conditions carefully and make sure that you understand them, before making any booking in relation to any of the Services. You should understand that by booking for any of the Services, you agree to be bound by these terms and conditions. You should print a copy of these terms and conditions for future reference.

Please click on the button marked "I Accept" or tick the appropriate box in the paper copy of the application form during the booking process if you accept these terms and conditions. Please understand that if you refuse to accept these terms and conditions, your application will be rejected.

I- BEFORE THE COURSE: ADMISSION, PAYMENT, REFUND AND CANCELLATION

1) How to apply

To register, students will need to fill out the MCA Languages' application and submit it online, or via mail, or email no later than 14 days prior to the start of training.

2) Admission

a-Dates

Starting dates are mentioned on the website for our General English, Winter and Summer course. Any alternative starting date will be arranged at MCA Languages' discretion only. A typical week runs from Monday to Friday (besides bank holidays) and there will be no discount if the student wishes to start or end their course on a different day.

b-Age

The minimum age to enrol with MCA Languages is 16 years old. In case of 16 or 17 year-old students, the student's legal guardian must sign a disclaimer acknowledging this agreement. MCA Languages reserves the right to refuse a student's admission if there is a failure of the student's guardian to sign the disclaimer.

c-Restrictions

MCA Languages reserves the right to refuse the registration/application of any candidate that does not meet the academy's criteria, and also to place students into the group level that the academy's staff believes is appropriate.

i) Students requiring a visa to enter the UK

MCA Languages currently cannot sponsor any kind of visas; therefore, students requiring a visa to enter the country will not be able to study with MCA Languages. Citizens of some countries, such as the USA, Canada or Argentina for example, do not require a visa for stays under 6 months. MCA Languages will not refund any money to students who have booked a course and require a visa to enter the UK.

3) Prices

The price of training is expressed in **Pounds Sterling** which is the standard currency for payments. All bank charges must be paid by the student (issuing and receiving bank), so the issuer might need to send more than the total price. If we receive less than the required amount, the student must pay the remaining money when they arrive, at the latest. The courses offered by MCA Languages differ in price, so please be aware of the items you apply for. It is the student's responsibility to ensure that the appropriate course has been booked. We reserve the right to change our prices at any time in line with our costs.

MCA Languages English Courses

The price of the course includes tuition fees. It does not include course books, travel expenses, meals, social events (where fees are charged), rent, accommodation search service, airport transfer, personal and health insurance, or any other services. Purchase of course and exercise books is compulsory for each learning cycle. For the evening classes, the teachers will submit materials.

a-Accommodation

MCA Languages commits to provide a room for the students within its premises. MCA Languages will endeavour to comply with any special requests for accommodation, but cannot guarantee that it will meet any such requests. MCA Languages reserves the right to change the student's chosen accommodation without prior notice due to circumstances beyond its control. This service is offered to full-time MCA Languages students only.

1-Airport Transfer Service

MCA Languages will pick up at the airport, train or coach station students who select the Airport Transfer service. This service is valid for a single journey but can also be purchased as a return journey (for example: bringing the student back to the airport). The student does not need to pay for anything unless it is more convenient for the student to pay for their own fare. Journeys can be made using public transport (bus, tram or train), taxi, or walking. The choice of the appropriate route and means of transport is at MCA Languages' discretion only. The person in charge of the pick-up is a member of the MCA Languages staff or an external person, trusted by MCA Languages. The person in charge of the pick-up will answer to the student's questions and give them relevant information to the best of their knowledge. However, this information is provided for informational purposes only. MCA Languages is not responsible for organizing the student's transport to or from Manchester. Our staff will **always arrive an hour after the arrival time of the student**. Any student arriving after 6pm will be charged an extra £20 (unless delays)

4) Terms of Payment

Our policy is not to provide refunds under any circumstances where a course has already started.

However MCA Languages is happy to postpone courses at its own discretion.

In case of non-receipt of full payment by the payment deadline, MCA Languages reserves the right to cancel the student's registration. For security reasons, we only accept payments by bank transfer, debit/credit card, by telephone or PayPal

a. Students

i) Students need to pay a deposit of 50% of the total price of the training as per their invoice. **It is compulsory** to send a copy of **your remittance advice** to info@mcanguages.com for proof of payment. The remanding balance is due at the latest 14 days before the course starts. If a student wish to register 1 or 2 week(s) before arrival the full balance is due on receipt of the invoice.

4) Cancellations and postponements

a. By MCA Languages

MCA Languages reserves the right to cancel, move or merge any class where there is insufficient demand or any other justifiable reason to do so. The minimum class size refers to the number of students required to run a group course. The minimum class size for General English, Evening Classes and Discovery package is 5, with the exception of the General English Modules where the minimum class size is 3. The vast majority of the courses meet this requirement, but some courses don't. In these instances, it is at MCA Languages' discretion whether the course will run. MCA Languages always aim to run all courses as advertised, but cannot guarantee that this will be possible where the minimum class size is not met. If the minimum class size of a course is not met, MCA Languages will offer a solution to the student, which may include: postponing the course, replacing the course with an equivalent one, merging several courses. No additional compensation will be paid to the applicant. The decision of replacing or postponing a course is to the complete discretion of MCA Languages.

b. By the Students

It is strongly recommended that students take out insurance to cover fees and all costs in case of cancellation or leaving early, as MCA Languages will not refund any of the fees under any circumstances. The exceptions may be:

i) Students booking a course

Students booking a course have **7 consecutive days** from the date the **deposit** has been made in order to cancel their order. This is called a cooling off period. This cooling off period does not apply for students who have purchased a course starting less than 7 days after the date of payment.

MCA Languages will refund the total amount minus:

- 20% of The monthly accommodation
- The airport transfer paid for
- £100.00 fee for the cancellation

Only the deposit can be refunded. Once the full payment has been made, MCA languages cannot refund students under any circumstances.

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c. Cancellation of a course by MCA Languages

If a course is cancelled by MCA Languages and a replacement solution cannot be arranged, MCA Languages will refund the total amount to the student.

II. DURING THE COURSE: INSURANCE, SCHOOL POLICY

1) Insurance and Liability

It is mandatory for all participants to be covered by liability insurance, regardless of their age. Individual insurance protecting the student in the event of an accident and is highly recommended. MCA Languages cannot be held responsible for any accidents outside the academy's premises. Any student under-18 is covered by the insurance of their legal guardian. Students should make sure that they organise their own travel insurance to cover medical costs and repatriation costs in the case of an illness or accident. By booking a course, the student agrees to abide by the school rules posted in each training centre.

MCA Languages cannot be held responsible in case of theft or damage to items left unattended in rooms and throughout the student's apartment. This condition also applies to public and private places when students go on school trips or activities. MCA Languages is not responsible for the safe keeping or delivery of any post sent to the students at the school's address.

2) Class size

The minimum and maximum class size refers to the number of students required to run a group course. The minimum class size for General English and Module classes is 5. The maximum class size is 10 for all groups.

3) Programme

MCA Languages' programme follows two different series of books. Each cycle lasts 12 weeks and follows one series which can accommodate different levels. These two series of books are used alternately all year round.

4) Expulsion

Students whose behaviour cause inconvenience, offence or distress to other students or School staff will be excluded from lessons. MCA Languages reserves the right, after at least two warnings, to expel a student from a course for disciplinary or non-compliance with the School Rules. MCA Languages also reserves the right to expel any student who has not paid for their training in full. In the case of expulsion by MCA Languages, no refund will be given.

5) First day of the course

The official starting dates are every first and second Monday of each month (or Tuesday if Monday is a bank holiday). The official presentation will be held on the Monday where students will take their entry test. If the student wishes to start on a different day, or cannot attend the induction day, no replacement will be arranged and the student will take their entry test then and join the class directly the day after or two days after they have taken their entry test.

6) Implementation and completion of Training

Students cannot choose the level at which they want to study as this will be determined by the teaching team. Students understand that if they are not at the recommended level of English for a particular course or particular stage of the course they may be asked to repeat or extend a level. Students will not be able to move up or down a class until the end of a cycle, according to their advancement test results. All students will get at least a Letter of Completion at the end of their course, providing that their attendance is above 85%. Students with less than this level of attendance will not automatically receive a Letter of Completion. The student may request a letter which will state the actual level of attendance achieved. Not all students will receive a School Certificate or Teachers Report. All students will take an entry level test, but not all students will take an exit level test. Students are advised to check the description of their course to find out more about these matters.

7) Attendance

a. Absence

MCA Languages expects all students to attend all classes. Students may also be asked to repeat a level or extend if they have low attendance. If the student is absent for a week or more and can provide a doctor's certificate, they may request a course extension, however, periods of absence due to accident, sickness or other emergencies are non-refundable under any circumstances. Students are strongly

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advised to take out insurance. The 1st time the student's attendance is less than 85% without good reason, they will receive a verbal warning. The 2nd time, they will receive a 1st written warning. The 3rd time, they will receive a 2nd written warning and then after that MCA Languages will ask them to leave the school without any refund.

b. Lateness

Students will not be allowed into class if they are late. These missed hours will not be made up and it is the responsibility of the student to be on time. All students and all teachers are expected to be on time for classes. Students will be marked as late if they are more than 5 minutes late. If they are more than 5 minutes late, the teacher will ask the student to wait until the following break. If you are late on a regular basis, you will receive a verbal warning followed by a written warning.

8) Holidays and School Closure

a. Public Holidays and School Closure

MCA Languages respects the British holiday schedule. In case of public holidays, school will be closed, and the student will not be able to postpone the class. The school will be closed to the public during the last week of December and the first week of January. These two weeks will be added on to the course. There are no discounts in tuition fees for courses that include public holidays at any other times. If the school is closed due to circumstances outside of their control, such as extreme weather, power failure or security incidents; we will try to minimize disruption. However, if the school is forced to close for a period of time, students cannot be reimbursed for the time missed.

b. Students Holidays

Long term students may take one extra week as holiday for every 8 weeks studied if their attendance is above 80% and their progress will not suffer as a result of the holiday. Students wanting to book a holiday must give 2 weeks' notice to the staff and receive a letter that is signed by the Academy General Manager or Director to authorise this holiday. Course fees are not refunded for these holiday periods but extra weeks can be added to the end of the course if places are available. If you are taking an unauthorized holiday, you will be charged for the weeks you have taken and you will not be able to add extra weeks to the end of your course. Please note that the minimum valid length is one week, and any holidays for less than one week will not be postponed.

9) Teaching Staff

All the full-time language teachers in MCA Languages are qualified to teach English or other languages as a foreign language. Occasionally, self-employed teachers, teaching assistants, activity leaders or other external collaborators will be participating.

10) Book Loan

MCA Languages operates a book loaning scheme. The fee is flat, regardless of the course and its length. At the end of their stay, students will have to give back the course and exercise books (if applicable) in good condition to receive the new course and exercise books (if applicable) associated to their new level. At the end of the course, MCA Languages will refund the deposit if all the books are given back in good condition and the rooms left undamaged. £125 is a general deposit given against damaged items and book loan.

11) Intellectual Property

Books, documents, course materials and other educational resources available to students are protected by copyright. Any reproduction, distribution, adaptation, modification, translation, communication and marketing without the prior written consent of MCA Languages are restricted and punishable.

12) Personal Information and Photographs

Students may from time to time be photographed and recorded moving images. Photographs and videos may be used in the MCA Languages promotional / publicity material. MCA Languages reserves the right to all photographs which may be used in any way the Academy sees appropriate in promoting itself. The copyright to all photographs shall belong to the School. By enrolling on a course with MCA Languages, the student agrees to this policy. It is the policy of MCA Languages not to divulge any personal details of students to a third party, other than to the appropriate authorities, without the student's prior consent.

III. ACCOMMODATION, AIRPORT TRANSFER

All Students are advised to carefully read the section I. paragraphs 3) a. and b. to make sure they understand what the accommodation and airport transfer services are. By accepting our Terms and Conditions, the student accepts our Student Accommodation Policy.

1) Accommodation

i) Terms of Payment

The accommodation is stated on our list of prices and calendar document. Student can ONLY book an English course if they take the accommodation room as well. MCA Residential School is only for their students and does not cater for external students.

ii) Deposit

Students will have a £125 deposit. This deposit will be refunded after the check-out has been completed by MCA Residential staff member. The deposit is a guarantee against rental book and eventual items that belong to MCA Languages which have been damaged by the student.

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iii) Terms and conditions

Students who book a course and accept the general terms and conditions are agreeing with the **RULES AND DISCIPLINE ACCOMMODATION-MCA RESIDENTIAL SCHOOL** document.

a. Disputes and complaints

i) Complaints Procedure

Any complaints or suggestions in regards to the accommodation must follow a standard procedure. In case of a dispute in regards to the student's accommodation, MCA Languages is committed to make reasonable effort to resolve the issue. However, MCA Languages cannot guarantee to satisfy every student's request.

1-Students need to speak to the receptionist/security guard and fill up a complaint form

2-This complain form will be pass on to the Academy Director who will get back to the students no later than 48hours

3-A meeting will then be arranged between the student, Manager and/or Academy Director in order to resolve the issue

ii) Change of Accommodation

It is not possible for the student to be placed into a different accommodation unless there is a major problem with their current accommodation which makes it uninhabitable. When and if possible, if the student wishes to change accommodation, please note that a 4 weeks' notice applies as well as a £150 accommodation transfer fee, which will be paid by card or by bank transfer. There will be no refund of the rent in any case when the rent has been paid. The move will be the student's entire responsibility and MCA Languages will not cover any costs involved.

2) Airport Transfer

a. Students taking on a General English

If the Airport Transfer service has been selected, MCA Languages agrees to welcome the student upon arrival at the airport, train or coach station in Manchester from 9h00 to 18h00, Monday through Sunday. Outside of these hours, please note that MCA Languages will not be able to accommodate the student, except otherwise agreed upon prior to arrival. The reception and access to the student's home will be possible on Saturdays from 16h00. In case of arrival outside of these hours the price of the Airport Transfer service remains the responsibility of the student and no discount will be offered. It is the student's responsibility to inform MCA Languages of accurate arrival details. If incorrect details are supplied and the airport transfer cannot be arranged, MCA Languages will not refund the fees. In case of problems with the flight, train, coach or any mode of transport, and the student's arrival is delayed, a minimum notice of two hours must be given to MCA Languages to rearrange a pickup. If this two hour notice is not respected, MCA Languages will charge an extra £50 to rearrange the pickup.

IV. FORCE MAJEURE

A party is not liable for failure to perform the party's obligations if such failure is as a result of Acts of God (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), civil war, rebellion, revolution, insurrection, military or usurped power or confiscation, terrorist activities, nationalization, government sanction, blockage, embargo, labour dispute, strike, lockout or interruption or failure of electricity or telephone service. No party is entitled to terminate this Agreement in such circumstances.

If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

Registration and all situations/events shall be exclusively governed by English law. Any disputes which may arise between a student and MCA Languages during registration or thereafter, are the exclusive jurisdiction of the British Judicial system.

By signing, the applicant agrees to all conditions stated in the contract. By accepting the terms of registration, the applicant declares training to be given and declares there is no physical defect that would prevent them from participating in the training MCA Languages .