

**CIIE OXFORD**  
College of International Education

**ENROLMENT FORM**

# ENROLMENT FORM

Thank you for booking a course at CIE Oxford.

Please complete the form, watch our pre-arrival information video, read the payment instructions and online placement test instructions below.

All our staff and teachers look forward to seeing you soon.

\*Please let us know if you would like to receive a hard copy of the enrolment form. Please contact us by email: [enquiries@cie-oxford.com](mailto:enquiries@cie-oxford.com)

CIE Oxford Team

Any Files that are uploaded will not be shared outside of the organisation they belong to.

## \* Required

1. Start Date: \*

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*Example: January 7, 2019*

2. End Date: \*

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*Example: January 7, 2019*

3. Do you require a homestay from CIE? \*

*Tick one*

YES

NO

4. If you are arranging your own accommodation, please provide the address below:

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Personal details

5. Student Name: \*

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6. Date of Birth: \*

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*Example: January 7,  
2019*

7. Country of Nationality: \*

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8. Tel. Number ( In your country ) : \*

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9. Contact Email: \*

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10. Address in home country: \*

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### Emergency details

CIE requires the name and telephone number of a parent, guardian or next of kin who can be contacted 24hours a day in event of an emergency.

11. Name: \*

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12. Relationship to student: \*

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13. Level of English: \*

*Tick one*

- A1 Beginner
- A2 Elementary
- B1 Intermediate
- B2 Upper Intermediate
- C1 Advanced
- C2 Proficiency
- Native Speaker

14. Telephone contact: \*

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15. E-mail: \*

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Student's ID details

16. Passport / ID Number: \*

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17. Please provide a copy of your passport or ID \*

18. Expire Date : \*

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*Example: January 7, 2019*

19. Country of Nationality: \*

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MEDICAL DETAILS & CONSENT FORM

20. 1. Do you have a condition or illness that requires medical treatment? If yes, please give details \*

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21. 2. Do you suffer from any allergies? If yes, please give details \*

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22. 3. Are you taking any medication at present? If yes, please give details \*

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23. 4. Do you have any existing issue regarding mental health (anorexia, depression...)? If yes, please give details \*

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24. 5. I agree that in the case of illness I should be attended to by a doctor or hospitalised or operated on in an emergency, and may be given medication according to a qualified doctor's advice in an emergency \*

*Tick only one*

YES

NO

25. 6. I agree to inform the school of any change in my medical condition before my arrival at the school. \*

*Mark only one oval.*

YES

NO

26. 7. Please make sure that you bring with your medical insurance to school. The school would be required the information at the first day of your class.

27. COMMENTS: any additional requests (including social, welfare and/or learning needs)?

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CIE may sometimes use photographs/videos of student's for promotional purposes.

28. Do you agree to this? \*

*Tick one*

YES

NO

## Terms & Conditions

29. By ticking this box I state that I have read and agree to the Terms and Conditions.  
<https://cie-oxford.com/terms-and-conditions/> \*

*Tick one*

- I agree  
 I disagree

30. Student's signature

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On your first morning, please arrive and wait at reception for 8:45 a.m.  
Address: CIE Oxford, Bocardo House, 24B St Michael's street, Oxford OX1 2EB

When you arrive, you will have a short induction. We will explain your course, show you our kitchen and introduce you to your teacher. You will also receive a welcome pack with all the information you need about your stay here. We will also ask to see your passport. You should have done your level test before arriving, so you can join your class at 9 am.

### 1. Pre-Arrival Information:

Here is some useful information, which will help you prepare for your stay and ensure you get the most out of your time in Oxford.

<https://cie-oxford.com/wp-content/uploads/2021/02/Pre-arrival-Info-for-all-Students-version-2021.pdf>

### 2. Induction video for the first day:

Please following this link to watch our induction video.

**Scan here to watch our induction video!**





# Payment Instructions

Once you submit the enrolment form, the deposit would be required to arrange to school. (Your invoice will be sent by email from school so please arrange the deposit or full payment to confirm your booking.)

**Deposit:**

A deposit of £100 (NB. If you need a Visa to enter in UK for studying, the deposit will be a minimum of £500.)

**Balance payment:**

The full payment is required 4 weeks before the student arrives.

You can choose one of two options to arrange your payment to school.

1. Flywire: You can pay it by their own currency by debit card, credit card or bank transfer. <https://payment.kywire.com/pay/payment>  
(You can find your student ID on your invoice sent by school.)

2. Bank Transfer: Account holder: College of International Education. Account number: 87339714. Sort code: 54 21 23. IBAN number: GB 25 NWBK 54 21 23 87339714. Swift Code: NWBKGB2L. Bank name: NatWest Bank. Bank address: 32, Cornmarket Street, OXFORD, OX1 3HQ, United Kingdom