



## APPLICATION FORM 2022 | UK CENTRES

Please return completed form via email to:  
**TLGRegistration@TheLanguageGallery.com**

Agent name/Stamp here

### STUDENT DETAILS

Title  Mr  Mrs  Miss

First name:

Last name:

Date of birth:

Nationality:

Home permanent address:

Post code:

Country:

Home telephone:

Mobile number:

We use your phone number to inform you about changes that may happen to your registered course

E-mail address:

We use your email address in order to contact you with important information about your course and send you online survey to measure your satisfaction and improve our services

**Do you have any medical conditions (including pregnancy) which may affect your attendance?**

If yes, please provide details"

Yes  No

**Is there anything that may affect your studies with us that you feel The Language Gallery should know about?**

If yes, please provide details"

Yes  No

### EMERGENCY CONTACT

Emergency contact name:

Relationship to you:

Languages spoken:

Level of English spoken:

Mobile number:

E-mail address:

### LEVEL OF ENGLISH

**What is your level of English? (See the guide on the last page)**

Starter  Beginner  Elementary  Low intermediate  
 Intermediate  Upper intermediate and above

**Do you have proof of your level of English?**

Yes - please send us your certificate  
 No - please request an online level test

### COURSE DETAILS

School (city) \* :

Course name:

Course intensity (hours) \*\*:  15  19  21

Start date \*\*\*:                      Duration (weeks):                      End date:

\* Nottingham 18+years only

\*\* Nottingham minimum booking 10 weeks

\*\*\*Nottingham start date every first Monday of the month only

### VISA INFORMATION

**Do you need a visa for this course?**

Yes  No

If yes, please specify visa type below

**For the UK**

Short-term Study Visa (STSV)  
 Standard Visitor Visa (SVV)

Passport number:

### ADDITIONAL VISA INFORMATION

Visa holder:  Yes  No

Copy of visa attached:  Yes  No

Require visa application:  Yes  No

Visa extension:  Yes  No

I declare that I have never overstayed on a previous visa I have received to visit, study or work in the UK

### HOW DID YOU HEAR ABOUT US?

Organic Google Search  Google Ad

Organic Facebook  Paid Facebook Ad

Organic Instagram  Paid Instagram Ad

Agency  Friends/Family Referral

Event/Seminar  Other

## ACCOMMODATION

Accommodation required:  Yes  No (Please choose from the options below, and indicate your first and second choices in the boxes provided)

Check in date: \_\_\_\_\_ Check out date: \_\_\_\_\_ Placement fee: GBP £70

Do you have special requests:  Yes  No If yes, please specify: \_\_\_\_\_

Allergies:  Yes  No If yes, please specify: \_\_\_\_\_

If having meals: Do you require a special diet?  Yes  No If yes, please specify: \_\_\_\_\_

All accommodation options are subject to availability.

## LONDON

Accommodation type	Catering	Occupancy	
Homestay	Self catering	<input type="checkbox"/> Single (zone 2)	<input type="checkbox"/> Single (zone 3-4)
		<input type="checkbox"/> Twin (zone 2)	<input type="checkbox"/> Twin (zone 3-4)
	Bed & Breakfast	<input type="checkbox"/> Single (zone 2)	<input type="checkbox"/> Single (zone 3-4)
		<input type="checkbox"/> Twin (zone 2)	<input type="checkbox"/> Twin (zone 3-4)
	Half board	<input type="checkbox"/> Single (zone 2)	<input type="checkbox"/> Single (zone 3-4)
		<input type="checkbox"/> Twin (zone 2)	<input type="checkbox"/> Twin (zone 3-4)
House Share	Self catering	<input type="checkbox"/> Single ensuite (zone 2)	<input type="checkbox"/> Single shared bathroom (zone 3)
		<input type="checkbox"/> Single shared bathroom (zone 2)	<input type="checkbox"/> Twin (zone 3)
		<input type="checkbox"/> Double/ twin shared occupancy (zone 2)	
Halls of Residence	Self catering	<input type="checkbox"/> Double/ twin shared occupancy (zone 2)	
		<input type="checkbox"/> Single room <input type="checkbox"/> Single ensuite room <input type="checkbox"/> Studio	

## BIRMINGHAM

Accommodation type	Catering	Occupancy
Homestay	Bed & Breakfast	<input type="checkbox"/> Single
		<input type="checkbox"/> Twin
	Half board	<input type="checkbox"/> Single
		<input type="checkbox"/> Twin
Halls of Residence	Self catering	<input type="checkbox"/> Single ensuite room <input type="checkbox"/> Studio

## NOTTINGHAM

Accommodation type	Catering	Occupancy
Homestay	Bed & Breakfast	<input type="checkbox"/> Single
		<input type="checkbox"/> Twin
	Half board	<input type="checkbox"/> Single
		<input type="checkbox"/> Twin
Halls of Residence	Self catering	<input type="checkbox"/> Single ensuite room <input type="checkbox"/> Studio

## AIRPORT TRANSFER

Would you like an airport transfer on arrival:  Yes  No

On departure:  Yes  No

Airport: \_\_\_\_\_ Terminal: \_\_\_\_\_

Flight number: \_\_\_\_\_ Arrival date/ time: \_\_\_\_\_

Departure date/ time: \_\_\_\_\_

Contact number: \_\_\_\_\_

## TOTAL FEES (GBP £)

Course fee:

Registration fee: (GBP £70)

Accommodation fee:

Accommodation placement fee: (GBP £70)

Airport transfer fee:

Courier charge (if delivery of documents by courier is required, GBP £35):

**Total:**

## Your Information - Our Fair Processing Notice to You

All information received from you in connection with your application will be processed in accordance with the documented purposes as defined below.

The Accent Language Ltd trading in the name of The Language Gallery ("we" or "us") is a part of the Global University Systems group of companies (the GUS Group). The information you provide on this application form will be processed in accordance with GUS Group's Privacy Notice which can be found on our website. A copy can be requested from our Admissions team.

### Data Controller

For the purposes of your application, we are a data controller. We are a limited company registered in England and Wales with company number 06658727. You can contact us at [dpo@thelanguagegallery.com](mailto:dpo@thelanguagegallery.com). Our data protection officer can be contacted at [dpo@thelanguagegallery.com](mailto:dpo@thelanguagegallery.com) or by writing to the The Language Gallery Data Protection Officer, 30 Holborn, London, EC1N 2LX.

Where we work with partner institutions to deliver a course, we are classed as joint data controllers. Details of our partner institutions are included on the application form should you wish to contact them. You may also locate further detail as to how they collect and process your personal data by viewing their privacy notice which is available on their website.

### Purpose of the Processing

(i) Processing your application:  
We will use the details provided by you in this application to consider and process your application. We share your application and the personal data supplied in it with Global University Systems which carries out part of the application process for us. We enter into a contract with them which prohibits them from using your data for any purpose other than to perform the contract with us.  
The above processing of your personal data is justified under article 6 (1) (b) - necessary for the performance of a contract or in order to take steps at your request prior to entering into a contract.

(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:  
In addition, if you wish, you can tick the boxes below to opt in to receive, from time to time, other materials relating to exciting offers, newsletters, events, scholarships and bursaries which we believe might be of interest to you (including from the wide range of universities in the GUS group).

The above processing of your personal data is justified under article 6 (1) (a) - consent. (Your consent options are detailed at the end of this form).

### Categories of Personal Data

(i) Processing your application:  
We do not need to tell you the categories of personal data we process for the purposes of processing your application because you have personally provided all the data yourself and so you are aware of this.

(ii) Keeping you informed of other relevant courses and programmes that you might be eligible for:  
For the purposes of future marketing information that you may opt into at the end of this form, we will only hold your name, email address and phone number. At any time you can tell us to stop holding this information. You can do this by emailing us at [dpo@thelanguagegallery.com](mailto:dpo@thelanguagegallery.com).

If you choose not to receive this information from us, you will not find out about other relevant courses or programmes for which you might be eligible. However, your decision to object to marketing materials does not affect your application in any way.

### Recipients of your Data

In the case of some applications, we may need to share your application with some or all of the following:

- The regulator of that particular industry, such as the Solicitors Regulatory Authority or Department for Education
- The relevant awarding body, such as the Association of Chartered Certified Accountants (ACCA) or Pearson
- Student funding organisations, such as the Student Loans Company
- The Partner Institution (joint data controller) who we work with to deliver the course and/or services requested
- Your recruitment agent

For more detailed information please read our Privacy Notice on our website:

<https://www.thelanguagegallery.com/privacy-policy>

The full list of our group companies can be found at this address:

[www.globaluniversitysystems.com/our-institutions](http://www.globaluniversitysystems.com/our-institutions)

We do not share your personal data with any third party outside of the GUS group of companies for marketing purposes.

### Transfers to Countries outside EEA

We are a global business and it is likely that certain applications, or the data contained in them, may be shared with other GUS group companies which are not located in the EEA. However this transfer would only take place if you consented to receive marketing emails from the GUS group of companies about their courses that you might be eligible for or if your application is for a course offered by that overseas entity.

We ensure that none of the GUS group of companies will use your personal data or the data on your application form for any purpose other than as set out in this note or in our Privacy Notice. We tell them not to share that data with any third party and we also seek to ensure that all GUS group companies meet standards of security and organisational and technical measures which satisfy European standards of data protection.

By signing this form, you give your consent to the sharing of your application information in this way. You have the right to withdraw your consent for this processing at any time. However you should know that this would mean the processing by the overseas entity would stop and you would no longer receive relevant materials about courses and programmes for which you may be eligible.

### Retention of your Application

Under certain circumstances, by law you have the right to:

- Request access to your data.
- Request correction of the data that we hold about you.
- Request erasure of your data. You also have the right to ask us to delete or remove your data where you have exercised your right to object to processing (see below).
- Object to our processing of your data. This is an absolute right if we are using your data for direct marketing.
- Request the restriction (or suspension) of processing of your data.
- Request the transfer of your data to another party.

To exercise any of these rights, please contact [dpo@thelanguagegallery.com](mailto:dpo@thelanguagegallery.com) in writing. No fee is usually required unless your request for access is unfounded or excessive. If we are working with a partner to deliver the course you can also exercise these rights by contacting them directly.

### Your Opt In Consents

If you don't check the relevant box below, we will not send you marketing information about courses or programmes for which you may be eligible. We will not share your details outside of the GUS group of companies for marketing purposes.

### Please check below as applicable:

- I am happy to receive marketing information from The Language Gallery Limited and other GUS group institutions
- I do not want to receive marketing information from The Language Gallery Limited and other GUS group institutions

If you change your mind at any time and no longer want to receive our marketing information you can withdraw your consent given here by emailing us at [dpo@thelanguagegallery.com](mailto:dpo@thelanguagegallery.com) or by using the Unsubscribe link on future emails.

### Submitting your application:

In order to proceed, please now ensure you understand and accept all applicable terms and then check the boxes below:

- I declare that the information given in the application is true, complete and accurate and no data requested has been omitted.
- I confirm that I have read, understood and agree to abide by the terms and conditions of registration (including important information and policies on attendance, cancellations, deferrals and refunds) which are available at [www.thelanguagegallery.com/about-us/terms-conditions](http://www.thelanguagegallery.com/about-us/terms-conditions). ( choose the Terms and Conditions of your school location)
- I accept the terms of this Fair Processing Notice and the The Language Gallery and GUS Privacy Notice which supplements it <https://www.thelanguagegallery.com/privacy-policy>

**Print name:**

**Signature:**

**Date:**

**If you choose to type your name in the space reserved for your signature, instead of signing, you hereby agree that: Your printed name has the same binding legal force as your signature. Please include your name on both the Print Name and the Signature lines.**

**NOTE: By signing this form, you are confirming that you are authorised to do so. Please note that this form will not be processed without your signature. It is a criminal offence: to sign this form if you are not the signatory to this application and/ or have provided false or misleading information.**

### If you do not know your level of English please see which information below describes you the best:

#### STARTER - Pre A1 OF CEFR

I have no knowledge of English or just a few simple words.

#### BEGINNER - A1 OF CEFR

I can understand and use familiar and simple every day expressions like greetings, days of the week, numbers. I know the alphabet can spell my name and other simple words. I can interact in a simple way provided the person talks slowly and clearly.

#### ELEMENTARY - A2 OF CEFR

I can understand and take part in a basic conversation. I can describe in simple terms my background and immediate environment. I can understand basic instructions in class and I can write short simple texts like a thank you email.

#### LOW INTERMEDIATE - B1 OF CEFR, IELTS 4.0-4.5

I can understand the main points of clear standard conversation on familiar matters. I can describe experiences and events and briefly give reasons and explanations for opinions using simple language such as "I don't agree". I can write short texts such as 'my last holiday'.

#### INTERMEDIATE - B1+ OF CEFR, IELTS 4.5-5.0

I can follow the main points of extended discussion. I can cope flexibly with problems in everyday life and deal with most situations and enter unprepared into conversations on familiar topics. I can write a basic email/letter of complaint requesting action and respond to and comment on other people's personal updates on a social media website.

#### UPPER INTERMEDIATE - B2 OF CEFR, IELTS 5.5-6.5

I can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in my field of specialisation I can give clear a presentation on a familiar topic, and answer predictable or factual questions and can discuss topics currently in the news. I can write a letter including non-standard responses.

#### ADVANCED C1 OF CEFR, IELTS 7.0-7.5

I can understand a wide range of demanding, longer texts, and recognise implicit meaning. I can use language flexibly and effectively for social, academic and professional purposes.