***Please complete the form below to register with Lyons Languages***

|  |  |
| --- | --- |
| Registration form | |
| Name |  |
| Surname |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| Date of Birth |  |
| Nationality |  |
| Profession |  |
| Emergency contact name and number |  |
| Preferred class time/day |  |
| Why do you want to study  at Lyons Languages? |  |
| Have you attended any other  language course before? |  |
| How did you hear about us? |  |

**CONSENT FORM**

WHY WE ASK FOR YOUR CONSENT:  
Lyons Languages needs your consent to share information about you with others, to take and use photos of you and to arrange a basic tutorial for you. You can say "no" if you want. We will keep this information safe; we will share it with others if you have given us permission, or if we are required to by law. We will store it only for as long as is necessary for legal or regulatory reasons or for legitimate organisational purposes. PLEASE NOTE THAT if you give your consent for us to take and use photos of you, Lyons Languages may use these photos in our marketing material e.g. leaflets, brochures, website, Facebook, twitter, Instagram etc., but we will never use your full name in connection with the photos.

**​Photographs -**We sometimes take photographs of the school and the students. Some students are happy to be in photographs, others are not. Please tell us if you agree that we can take your photo either alone or in a group with other students. We need your consent before we can include you in any photos. Please tell us if you agree.  
**Publicity Photographs –**We would occasionally like to use photos of students in publicity, including putting them on our website. We need your consent before we can use a photo with you in it, in our publicity or on our website. Please tell us if you agree.

Can we take a photo with you in it?  Yes/No (Delete as appropriate)

**TERMS AND CONDITIONS**

Please make sure that you read and understand the information in our Lyons Languages Terms and Conditions below before you book and pay for your courses.

**Terms and Conditions: Part-time Language tuition**

* Students must pay for each half-term (6-week block) in advance. Students who enrol after the start of the course will be charged a fee calculated on the basis of the remaining lessons in the 6-week block.
* Refunds, credits or replacement lessons are not given for classes missed for whatever reason.
* If a student’s circumstances change, and a permanent change to their days of study is requested, the student should speak to their teacher who will refer the request for consideration.
* Casual changes of day are not permitted.
* Admission on to any Part-time Course together with interpretations of student eligibility is at the discretion of Lyons Languages.

I agree to abide with the Terms and Conditions:  Yes/No (Please delete as appropriate)

**Personal Information Data collection, processing and storage**

When you contact Lyons Languages we will collect and process your personal information so that we can assess your application to study with us, recommend suitable courses for you and, if you register with us, monitor your progress and language development while you are studying with us. We will keep this information safe; we will only share it outside Lyons Languages if we are required to by law and we will store it only for as long as necessary for legal or regulatory reasons or for legitimate organisational purposes.

I can email and ask Lyons Languages to delete my personal information at any time. Lyons Languages will delete this information so long as Lyons Languages is not required to keep it for legal or regulatory reasons or for legitimate organisational purposes.

**Lyons Languages will collect, process and store my personal information.**

I understand that Lyons Languages will collect, store and process my personal information and I agree to this:

Yes/No (Please delete as appropriate)

You can find a link to our full Privacy Policy on our website.

If you wish to attend face-to-face courses in Ely, we will need to see a copy of your passport to check that you allowed to study in the UK. You can email us a copy of your passport to info@lyonslanguages.com or bring it to your first lesson at the school. Please make sure that we can see your name and date of birth clearly and, if you have a study visa, that we can see this clearly too.

Thank you for completing the form! We look forward to meeting you.