

## English UK Membership Application Form

PLEASE TYPE OR USE BLACK BLOCK CAPITALS, COMPLETING ALL APPLICABLE SECTIONS AND RETURN TO  
ENGLISH UK, 219 ST JOHN STREET, LONDON EC1V 4LY

**A Membership Application Form should be returned for each separately accredited centre. Please  
make additional copies as required of this form.**

### 1. Establishment Information

<b>Full title of establishment as accredited by the British Council:</b>	
<b>Premises address:</b>	
<b>Tel no:</b>	
<b>Fax no:</b>	
<b>Email (as used on promotional materials):</b>	
<b>Website address:</b>	
<b>How registered or incorporated (Company, Trust etc.) and give company or charity number:</b>	
<b>Names of owners, directors or Trustees, or (for state institutions) the parent institution:</b> <i>(Add additional paper if necessary)</i>	
<b>UKBA sponsor license number (or date of application), if applicable:</b>	

### 2. British Council Details

<b>Date of most recent British Council inspection:</b>	
<b>Date of letter confirming British Council accreditation:</b>	
<b>Names and addresses of all centres submitted to the British Council for inspection under this accreditation. Please indicate if they are seasonal centres:</b>  <i>(Add additional paper if necessary)</i>	(i) Name:  Address:   (ii) Name:  Address:

### 3. Account Information

<b>Company Name for invoicing purposes</b> (if different to title of establishment as accredited by the British Council):	
<b>Address to which invoices should be sent</b> (if different from premises address):  <b>Contact name for payment queries:</b> <b>Position:</b> <b>Telephone no:</b> <b>Fax no:</b> <b>Email:</b>	
<u><b>Private sector only:</b></u> <b>During the period 1/1/11 – 31/12/11 the total number of student weeks*</b> (as defined in English UK Rules for subscriptions) <b>of English language tuition in your establishment:</b>	
<u><b>State sector only:</b></u> <b>During the previous complete academic or calendar year the total teacher timetabled hours of English language tuition<sup>†</sup></b> (as defined in English UK Rules for subscriptions) <b>in your establishment:</b>	
<b>Purchase order number</b> to be used on English UK subscription fee invoice:	

\*One student week is calculated as one student undergoing not less than TEN hours of tuition in ONE week. Note periods of tuition less than ten hours i.e. 600 minutes per week are excluded from the calculation. This figure is used to calculate liability for supplementary subscriptions.

<sup>†</sup> Liability for supplementary subscription is based on a proxy measure of student-weeks thereof based on teacher timetabled hours and a conversion factor for class size, related to all foreign students who underwent English Language tuition on eligible courses.

### 4. Contact / Personnel Information

<b>Contact details of proposed Nominated Representative</b> (individual with voting rights at English UK general meetings and main contact for all English UK mailings):	Name:  Position:  Email:  Phone:
<b>Contact details of individual(s) interested in joining English UK email discussion forum:</b>  <i>Regrettably, generic emails such as info@ cannot be added to this forum.</i>	(i) Name:  Position:  Email:  Phone:

	(ii) Name: Position:  Email:  Phone:
<b>Details of any additional staff who wish to receive the monthly English UK e-newsflash</b> (nominated representatives automatically receive this)	(i) Name: Position: Email: Phone:  (ii) Name: Position: Email: Phone:
<b>Contact details of Principal/Head of ELT department</b> (if not the proposed Nominated Representative):	Name: Position: Email: Phone:
<b>Contact details of Director(s) of Studies /Academic Manager(s)</b> (if not the proposed Nominated Representative):	(i) Name: Email: Phone:  (ii) Name: Email: Phone:
<b>Contact details of person responsible for marketing:</b>	Name: Position: Email: Phone:

## 5. English UK Group Member Applications

<b>Are you applying to be considered as part of a Group for English UK membership purposes?</b> (If "no" please go to section 6)	
<b>If applicable, the address of your Group headquarters:</b>	
<b>Tel no:</b>	

<b>Fax no:</b>	
<b>Contact details of the person with daily responsibility for the Group (i.e. proposed or existing English UK Group Representative):</b>	Name: Email: Position: Phone:
<b>Please list the other centres in this Group:</b>  <i>(Add additional paper if necessary)</i>	i.  ii.  iii.

## 6. Further Details for English UK Promotional Material

The information provided in this section will be used for the establishment's initial basic entry on the English UK website. Please only provide details of British Council Accredited courses. Please assign a price band from the table below to each relevant course listing. Choose only one price band per course listing, giving the most representative figure for the course where multiple prices exist. **Prices refer to the cost per week and for tuition only.**

Code	Price banding	Code	Price banding
1	Under £100	5	£450 – £599
2	£100 – £199	6	£600 – £749
3	£200 – £299	7	£750 – £999
4	£300 – £449	8	£1000 and over

If your membership application is accepted, you will receive log-in details to access the members' pages of the website where you will be able to enhance your centre entry further. For example, by adding translated centre descriptions, a picture and information on course duration, class size, age range, months open etc and more detailed information about courses marked with a \* in the table below.

Course code	Price Band (using one code per course from the above table)
A. Adult Vacation	
B. Courses for Teachers of English	
C. English for Academic Purposes	
D. English for Business/Executives	
E. English for Specific Purposes*	
F. English Plus*	
G. Examination Courses*	
H. Foundation Courses	
J. General and Intensive English	
K. Home Tuition	
L. Young Learner Courses*	
M. One-to-One	



Disabled access facilities for visually impaired or blind people..... YES  ..... NO

## 7. Applicant's Declaration

1. I hereby certify
  - (a) that the Organisation is of sound financial status and I affirm confidence in this organisation's ability to continue trading for 2012;
  - (b) that the commercial and financial affairs of the Organisation are conducted in a legal and proper manner;
  - (c) that the Organisation fulfils, in respect of all its course centres, all statutory obligations with regard to tax (including VAT and PAYE), insurance, (including National Insurance, Public Liability and Employers' Liability) and other relevant central or local government regulations (planning, building, fire, safety, health etc);
2. I undertake that I will not state or imply, or permit employees, agents or representatives to state or imply, membership of English UK unless or until such membership has been confirmed in writing by the Association and the basic subscription duly paid.
3. If accepted into membership, I undertake to abide by the Association's Rules and Memorandum & Articles of Association, which I have read.

I confirm that the information on this form, and in all supporting documents, is true and accurate and undertake to inform English UK of any changes in the information given and of any change in ownership or structure.

Signature: .....

Full Name of Signatory: .....

Position/ Title: .....

Date: .....

I enclose 2 copies of current brochure (or last year's plus details of changes) and any other relevant publicity information relating to the organisation

**You are advised to keep a copy of your completed form.**