

Headington Oxford Booking Form 2015 - Ages 13 to 16

Student Registration Details:

First Name

Boy ☐ Girl ☐

Family Name

Preferred Name / Nickname

Date of birth Age

Nationality

Native Language

Languages Spoken

General level of English? Beginner / Elementary ☐ Pre-Intermediate ☐ Intermediate ☐ Upper Intermediate ☐ Advanced ☐

Booking Contact Information:

Please provide the details of the main contact for this booking.

Title (Mr/Mrs/Dr etc.)	First Name	Family Name
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Relation to the student: ☐ Mother ☐ Father ☐ Other relative / Guardian (please specify)

House Name / Number	Street Name
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Town / City	Country	Postcode
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Preferred phone number 1 (including country code) (Daytime / Evening) mark as appropriate

Preferred phone number 2 (including country code) (Daytime / Evening) mark as appropriate

Email

How did you hear about us?

☐ Your child has stayed with us before ☐ Sibling has stayed with us before

☐ Recommendation from friend / family. If so, who?

☐ Recommendation from child's school. If so, please state the name of the school

☐ Internet search or Google ☐ Other, please give details

Additional Information:

Does your child have any allergies? If yes, please give details ☐ Yes ☐ No

Does your child have any special dietary needs? If yes, please give details ☐ Yes ☐ No

Is your child taking any regular medication? If yes, please give details ☐ Yes ☐ No

If necessary, do we have permission to give your child Paracetamol? ☐ Yes ☐ No

Are there any other medical issues that you would like us to know about? If yes, please give details ☐ Yes ☐ No

Date of your child's last tetanus injection

Accommodation preferences*

*We offer mostly single and twin rooms with some dormitory accommodation. We will try and meet any specific requests about room sharing but we cannot guarantee to meet all room requirements. Our policy is to put children in mixed nationality rooms with children of a similar age. We recommend no more than 2 friends sharing a room.

Next of Kin details:

Please provide the details of the Parent / Guardian to contact in case of an emergency.

Name of Parent / Guardian _____

Emergency contact telephone number for the person named above

Relation to the child (for example Mother / Father / Aunt / Grandparent / Guardian)

Does this Parent / Guardian speak English? ☐ Yes ☐ No

Course Dates & Prices:

Please select your course dates, based on arrival date, departure date and required length of stay.
Please tick one box for your required dates.

Arrival Date	Departure Date	Number of Weeks	Course Price	Select
Monday 13 th July	Monday 27 th July	2 weeks	£2300	<input type="checkbox"/>
Monday 13 th July	Monday 10 th August	4 weeks	£4600	<input type="checkbox"/>
Monday 13 th July	Monday 24 th August	6 weeks	£6900	<input type="checkbox"/>
Monday 27 th July	Monday 10 th August	2 weeks	£2300	<input type="checkbox"/>
Monday 27 th July	Monday 24 th August	4 weeks	£4600	<input type="checkbox"/>
Monday 10 th August	Monday 24 th August	2 weeks	£2300	<input type="checkbox"/>

Course Fees Include:

- Comfortable accommodation and three meals per day
 - 15 hours English tuition each week plus Progress Report and End-of-Course Certificate
 - 2 full day trips each week** plus an evening trip to the cinema, with all transport and entrances included
 - Half day trip into centre of Oxford each week
 - Afternoon Programme plus full Evening Activity Programme
 - Laundry Service
 - UK SIM card
 - Headington Oxford Summer School T-Shirt
 - Insurance - see website for details of the Insurance Policy
- ** except for departure week when there is one full day trip.

Summer Study Course:

Students automatically have 15 hours of English Language lessons each week included in the course price. Students of an Upper Intermediate or Advanced level of English have the option of choosing our SUMMER STUDY course, where students will study a range of subjects such as History, Geography, Science and Creative Writing. This content-based learning approach is engaging and challenging for our higher level students, while also complementing their ongoing language learning.

SUMMER STUDY is taught for a maximum of 4 weeks and students who do not choose this will automatically be registered onto the general English Language course.

Please tick the box if the Summer Study course is required and then write the number of weeks required.

Summer Study Course	Price Per Week	Tick If Required	How Many Weeks?
	£145	<input type="checkbox"/>	<input type="text"/>

English Plus+ Courses:

English Plus+ courses take place on 2 afternoons each week. Those students who do not choose an English Plus+ course will follow the Multi-Activity programme. Students may only choose **one** English Plus+ course per week. Students may choose a different English Plus+ course each week. SBC will allocate English Plus+ spaces according to availability.

Please tick the box if the English Plus+ option is required and then write the number of weeks required.***

English Plus+ Courses	Price Per Week	Tick If Required	How Many Weeks?
Adventure Sports	£195	<input type="checkbox"/>	<input type="text"/>
Horse Riding	£195	<input type="checkbox"/>	<input type="text"/>
Dance***	£110	<input type="checkbox"/>	<input type="text"/>
Music***	£110	<input type="checkbox"/>	<input type="text"/>
Tennis	£110	<input type="checkbox"/>	<input type="text"/>
Intensive English: Writing	£110	<input type="checkbox"/>	<input type="text"/>
Intensive English: Speaking	£110	<input type="checkbox"/>	<input type="text"/>

*** English Plus Dance and English Plus Music can be selected for 2 or 4 weeks.

Visa Information:

Does your child require a visa to travel to the UK? ☐ Yes ☐ No

If a visa is required, you must provide your child's passport details. Once we have received the deposit payment we will include these details in a Visa Support Letter (for more information see Terms & Conditions). This will be sent to you by e-mail.

Passport Number: _____ Date of issue Date of expiry

Do you require the original visa letter sent by courier? (£60 charge): ☐ Yes ☐ No

Transfer Information:

For an additional fee, SBC can arrange an Airport Transfer Service for students attending the Summer School (travel to and from the UK is to be arranged independently by you).

Please read the information below and then select one of the options by ticking one box for arrival and one box for departure.

Option 1 – Parent Transfer

Please select 'Parent Transfer' if you do not require SBC to arrange an airport transfer and you will make your own arrangements to bring your child to the school on arrival and to collect your child on departure. For arrival, we ask that parents arrive at the school between 11.00 and 14.00. For departure, we ask that parents collect their children from the school between 09.00 and 11.00. Please note, in advance of the departure day, we kindly ask you to provide the name of the parent/guardian collecting the child from our care.

Option 2 – Coach Transfer Service

Arrivals - The Coach Transfer Service is available for flights arriving at HEATHROW Airport on the published Arrival Dates between 09.00 and 17.00. For students arriving between 09.00 and 17.00, the coaches depart Heathrow at approximately 12.00 / 15.00 / 18.00

Departures - The Coach Transfer Service is available for flights departing HEATHROW Airport after 10.30. We recommend booking flights to depart between 10.30 and 17.00. Coaches will arrive at Heathrow at 08.30 / 10.30 / 13.00 / 15.00 allowing for a minimum of 2 hours at the airport before the scheduled departure time.

Option 3 – Taxi Transfer Service

Arrivals - The Taxi Transfer Service is available for flights arriving at HEATHROW Airport before 09.00 or after 17.00. Children on HEATHROW flights arriving between 09.00 and 17.00 will be able to use the Coach Transfer Service. The Taxi Transfer Service is also available for flights arriving at all other UK airports.

Departures - The Taxi Transfer Service is available for flights departing HEATHROW Airport before 10.30. Children on HEATHROW flights departing after 10.30 will be able to use the Coach Transfer Service. The Taxi Transfer Service is also available for flights departing from all other UK airports.

Taxi prices quoted below are based on one child travelling, accompanied by our staff. If your child is travelling with a sibling or friend, the Taxi Transfer price will be as quoted below plus £30 for each additional child.

Options	Transfer Type	Arrival Price	Please Select Arrival Transfer	Departure Price	Please Select Departure Transfer
Option 1 Parent Transfer	No Transfer Required	-	<input type="checkbox"/>	-	<input type="checkbox"/>
Option 2 Coach Transfer Service	Coach (Heathrow)	£85	<input type="checkbox"/>	£85	<input type="checkbox"/>
Option 3 Taxi Transfer Service	Taxi (Heathrow)	£195	<input type="checkbox"/>	£195	<input type="checkbox"/>
	Taxi (Gatwick)	£240	<input type="checkbox"/>	£240	<input type="checkbox"/>
	Taxi (Stansted)	£260	<input type="checkbox"/>	£260	<input type="checkbox"/>
	Taxi (Luton)	£210	<input type="checkbox"/>	£210	<input type="checkbox"/>

Taxi Transfers to / from train stations or UK airports not listed can be arranged – prices available on request.

Payment Details:

Upon receipt of your booking, we will issue you with an invoice and confirmation e-mail. A deposit of £400 is payable within 10 days of invoice. Please do not send payment until you have received your invoice. The balance of payment is due before Monday 18th May 2015. Bookings made after this date are payable in full within 10 days of invoice. There are 3 payment methods, some of which incur booking fees – please select your payment method:

- ☐ UK Bank Transfer - (No Fee)
- ☐ International Bank Transfer - (£15 Admin Fee*)
- ☐ Credit Card - (2% fee)

*£15 admin fee for International Bank Transfers is to cover UK bank charges.
Please ensure that you cover any bank charges you incur from your bank when making payment.

Agreement:

The information written overleaf is correct. I agree to the Terms and Conditions of booking, as stated below.

Name _____ Date _____

Please keep a copy of this booking form for your own reference

Terms & Conditions

The summer school is operated by Summer Boarding Courses Limited: Registered in England 6697050.

Booking

It is advised that you make your booking as early as possible as places on the course are strictly limited. Please note that no course payment should be made to Summer Boarding Courses Ltd prior to the receipt of the invoice and written confirmation of a place on the course. Confirmation of a booking is subject to a deposit of £400. The balance of fees is payable before Monday 18th May 2015. Any booking made after 18th May 2015 must be paid in full within 10 days of invoice.

Any course payments made will require you to quote your unique booking reference, given on your statement. The booking of a place is regarded as acceptance of our Terms and Conditions.

The Directors of Summer Boarding Courses Ltd reserve the right to accept an application for a student whose birthday falls within 12 months of the advertised age range, if it is felt by the Directors and the parents, that the school in question would be the most suitable for them.

Cancellation

All cancellations must be made in writing and take effect from the date we receive such notice. Where a cancellation is made more than 30 days prior to the arrival date, there will be a refund of all course fees paid, minus the course deposit (£400). Where a cancellation is made less than 30 days prior to the arrival date, there will be no refund, except in the case of valid visa refusal (see details below). Where a booking is amended less than 30 days prior to the arrival or after the arrival date, there will be no refund for any missed course attendance.

Visa Support and Visa Refusal

Should a student require a visa to travel to the UK, Summer Boarding Courses Ltd will, upon receipt of the deposit payment (or receipt of full course fees if booking is made after Monday 18th May 2015) issue a Visa Support Letter for a Short Term Study (Child) visa application. Please note we require a copy of the student's passport and visa.

If the Short Term Study (Child) visa application is refused, then provided we receive a valid visa refusal letter, a full refund will be issued, less a £185 administration fee. No refund will be given in the instance where one or more of these criteria is not met:

- The visa application must be made with sufficient time prior to the arrival date to allow for the length of application time as indicated by UK Visas and Immigration (UKVI)
- All necessary documentation must be provided as indicated by UK Visas and Immigration (UKVI)
- The parent/guardian must be able to demonstrate that all necessary steps were taken to obtain the correct visa.

Summer Boarding Courses Ltd reserves the right to cancel a booking if a copy of the visa has not been received 4 weeks before the course start date.

Course Rules

We expect and hope that all students registered with Summer Boarding Courses Ltd will have a summer to remember and make every effort to show respect at all times to fellow students and members of Summer Boarding Courses Ltd staff.

The course rules outlined below are designed to ensure that all the students and staff of Summer Boarding Courses Ltd are able to enjoy the summer free from any unpleasant, intimidating or aggressive behaviour and in safety.

The breach of any course rule stated below may result in dismissal from the course. Furthermore, any student who breaks the law or displays aggressive, intimidating or racist behaviour will face instant dismissal from the course. Should a student face instant dismissal, the student will be withdrawn from the course with immediate effect and will need to return home at the parent's expense at the earliest possible opportunity.

1. Students are expected to attend and engage in all meals, classes and arranged activities and excursions.
2. All damage to property, equipment and rooms will be charged to the student.
3. Gratuitous or wilful damage to school property, public property or other

students' property may result in dismissal from the course.

4. Theft or suspected theft of college equipment or another student's possessions may result in dismissal from the course.
5. Consumption or possession of alcohol by students of any age is not permitted and will result in dismissal from the course.
6. Drug-taking or possession of drugs will result in instant dismissal from the course.
7. Smoking is not permitted in any of the school buildings or in the grounds of the school.
8. Racist or intimidating behaviour towards another student or member of staff will result in dismissal from the course.
9. In the boarding houses, girls and boys may only mix in the designated recreation areas.
10. Any student who leaves their house after lights out may be dismissed from the course.
11. Personal mobile phones must be turned off during all lessons and scheduled activities.
12. SBC reserve the right to search a student's room if it is suspected they are breaking any of the course rules.

Promotional Materials

At the discretion of the Summer School Director, photographs or videos may be taken of the students on the course. Summer Boarding Courses Ltd reserves the right, unless we are advised to the contrary by the parent/guardian in writing, to use these photographs or video clips as part of future Summer Boarding Courses Ltd promotional material.

Students and parents will be asked to fill out an end of course questionnaire at the end of the course. Summer Boarding Courses Ltd reserves the right to use this material in future promotion, unless otherwise stated by the parent.

Visiting a Student

Parents, guardians and friends are welcome to visit students on a summer course. 24 hours notice must be given in writing, prior to any visit to the summer school. If a student is to be taken out of the school or out of the care and responsibility of our staff during an excursion, the parent or guardian must provide written permission by signing an absence form.

Travel Arrangements

All travel details need to be confirmed in writing as do any changes that may occur. The cost of excess baggage is entirely the responsibility of the student and Summer Boarding Courses Ltd will not pay this charge under any circumstances. Please check the airline's policy before travelling. If Parent Transfer is chosen, students must be accompanied to the school by a Parent or Guardian and collected by a named person on the day of departure.

Insurance

All students attending a course with Summer Boarding Courses Ltd must have comprehensive travel insurance. Summer Boarding Courses Ltd, in association with Gibbs Denley Insurance Services, provides all students with travel insurance. Students will automatically be included on the insurance policy from the date of booking until the course departure date, unless the parent/guardian expresses they do not wish to be included or if a student has booked through an agent who provides separate travel insurance.

Liability & Changes

Summer Boarding Courses Ltd has public liability Insurance. Nothing in these terms and conditions shall operate to exclude any liability of Summer Boarding Courses Ltd for personal injury or death caused by the negligence of the company or those employed by the company.

The details of the programme have been published in good faith.

We reserve the right to make any changes or alterations to any aspect of the course, in the event of unsuitable weather conditions or other factors beyond our control.

English Law

English Law shall apply to the contract, and the parties agree to submit to the non-exclusive jurisdiction of the English Courts.

For all enquiries and bookings:

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