

Student Registration Details:

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

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

☐ Internet search or Google ☐ Other, please give details

* All rooms are dormitories. 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.

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

Course Dates and 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 6 th July	Monday 20 th July	2 weeks	£2040	<input type="checkbox"/>
Monday 6 th July	Monday 3 rd August	4 weeks	£4080	<input type="checkbox"/>
Monday 20 th July	Monday 3 rd August	2 weeks	£2040	<input type="checkbox"/>

Course Fees Include:

- Comfortable accommodation and three meals per day, plus juice and biscuits before bedtime
- 15 hours English tuition each week plus Progress Report and End-of-Course Certificate
- 2 full day trips each week** with all transport and entrances included
- Afternoon Activity Programme plus full Evening Activity Programme
- Laundry Service
- Norman Court Summer School T-Shirt
- Insurance - see website for details of the Insurance Policy

** except for departure week when there is one full day trip.

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?
Showtime***	£110	<input type="checkbox"/>	<input type="text"/>
Adventure Sports	£195	<input type="checkbox"/>	<input type="text"/>
Horse Riding	£195	<input type="checkbox"/>	<input type="text"/>

*** English Plus Showtime runs as a 2 week course and cannot be selected for only 1 week.

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

Parents are welcome to bring their children to Norman Court International Summer School on arrival days. We ask that parents aim to arrive at the school between 13.00 and 16.00. For departure, parents collecting their children should aim to arrive at the school in the morning ideally 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. Please select 'Parent Transfer' in the box below if you will be making your own transfer arrangements and do not require our Airport Transfer Service.

Option 2 – Taxi Transfer Service

All organised airport transfers to and from Norman Court Summer School are Taxi Transfers. Transfers can be arranged to and from any of the UK airport. Prices are given below for the main airports though we can arrange transfers for any other airport or train station – prices available on request.

Please note, prices quoted below are for one child requiring the Taxi Transfer Service. If your child is travelling with a sibling or friend the price quoted below will be charged plus an additional £30 per child sharing the same transfer.

Options	Transfer Type	Journey Price Arrival OR Departure	Please Select Arrival Transfer	Please Select Departure Transfer
Option 1 Parent Transfer	No Transfer Required	-	<input type="checkbox"/>	<input type="checkbox"/>
Option 2 Taxi Transfer Service	Taxi Heathrow	£190	<input type="checkbox"/>	<input type="checkbox"/>
	Taxi Gatwick	£220	<input type="checkbox"/>	<input type="checkbox"/>
	Taxi Southampton	£120	<input type="checkbox"/>	<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 child 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 Child Visitor Visa application. Please note we require a copy of the students passport and visa.

If the child visitor 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 the UKBA.
- All necessary documentation must be provided as indicated by the UKBA.
- 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. Consumption or possession of alcohol by students of any age is not permitted and will result in dismissal from the course.
5. Drug-taking or possession of drugs will result in instant dismissal from the course.
6. Smoking is not permitted in any of the school buildings or in the grounds of the school.
7. Racist or intimidating behaviour towards another student or member of staff will result in dismissal from the course.
8. In the boarding houses, girls and boys may only mix in the designated recreation areas.
9. Any student who leaves their house after lights out may be dismissed from the course.
10. Personal mobile phones must be turned off during all lessons and scheduled activities.

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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www.summerboardingcourses.co.uk www.normancourtsummerschool.co.uk