

THE ABBEY COLLEGE - APPLICATION FOR ADMISSION - SUMMER AND EASTER COURSES

Accredited by the



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PLEASE WRITE CLEARLY IN BLOCK CAPITAL LETTERS AND KEEP A COPY FOR YOUR RECORDS

WHEN COMPLETED, PLEASE FAX, E-MAIL OR POST TO THE ADDRESS ABOVE. WE ALSO REQUIRE THE APPLICATION FEE OF £50 AND TWO PASSPORT-SIZED PHOTOGRAPHS TO PROCESS THE APPLICATION.
PLEASE NOTE THIS FORM IS **NOT** FOR ACADEMIC OR ENGLISH ALL YEAR APPLICANTS, WHO SHOULD ASK FOR A SEPARATE FORM.

SECTION 1: DETAILS OF THE APPLICANT

Family Name: _____ Other Names: _____

Date of Birth (Day/Month/Year) ____/____/____ Present Age: _____ Male Female Nationality: _____

Religion: _____ Passport number: _____ Place of issue: _____

Home Address: _____

Tel: _____ Mobile: _____ Fax: _____ E-mail: _____

Who will be responsible for paying fees? Please state relationship to student: _____

Please state by what date – and by which method of payment – the full fees will be paid by: _____

Where did you hear about The Abbey College from? _____

Do you have any special dietary (food) requirements? Yes No If Yes, please state what: _____

Do you take medication on a regular basis? If so, please specify: _____

Do you have or have you had any serious illnesses? If so, please specify: _____

Do you require a letter of acceptance for visa purposes? Yes No If Yes, a £20 charge will be added for delivery of the documents.

SECTION 2: COURSE DATES (Please see the back of this form for course dates)

From: (Day/Month/Year) ____/____/____ To: ____/____/____ Duration of stay: _____ weeks

SECTION 3: PROPOSED ARRIVAL AND DEPARTURE (If not yet known these details must follow later)

Date of Arrival: (Day/Month/Year): ____/____/____ Time of Arrival (if known): _____ am/pm Flight No: _____

Arriving from (airport in your country): _____ Landing in (airport in UK): _____

Date of Departure: (Day/Month/Year): ____/____/____ Time of Departure (if known): _____ am/pm Flight No: _____

Departing from (airport in UK): _____ Landing in (airport in your country): _____

I wish for the college to arrange my airport transfers

I will organise my own transport. If this is the case, please let us know your approximate time of arrival at the college: _____ a.m./p.m.

Students must arrive and depart on the travelling day (Sunday). The College requires at least three days written notice to arrange a transfer, thereafter a fee of £50 will be incurred. Transfers are free for all arrivals/departures to London Heathrow between 10:00 and 17:00 on Sundays. Transfers outside of these hours or to different airports will be chargeable.

SECTION 4: ENGLISH LANGUAGE ABILITY

How long have you studied English? _____ years/months (delete as applicable).

What is your present knowledge English? 1. None 2. Very little 3. Elementary 4. Intermediate 5. Good 6. Very Good

SECTION 5: INSURANCE

All students are requested to have adequate insurance cover. We have further advice on the college website. The College is not responsible for **ANY** loss or damage, however caused, and we do strongly advise parents to take up such a policy. **Please tick one of the following boxes:**

I will have arranged adequate insurance cover for the applicant by the time the course commences:

I do **NOT** wish to have this recommended insurance cover, and fully understand the risks and implications of this decision:

SECTION 6: PREFERRED ACCOMMODATION

A. Shared room, shared bathroom B. Single room, shared bathroom C. Shared room, private bathroom

D. Single room, private bathroom E. Upgraded room (ask for details) F. Host family

For some choices students may need to pay an additional charge. Please check Fees List for prices. All rooms are subject to availability.

Single rooms and Superior accommodation are only available to students over 21 years of age during our Summer School.

SECTION 7: DECLARATION BY PARENT/GUARDIAN OR SPONSOR

I apply to enrol the student named in Section 1 of this form and agree that he/she will obey the rules and regulations governing the conduct of students at The Abbey College. I undertake to pay all fees and charges on or before the date on which they become due and hereby give permission for the student to participate in the full range of sports and social activities offered at The Abbey. I agree for the College Nurse/Matron to administer any injections and medicines he/she may consider necessary or desirable and to authorise any emergency medical treatment. I understand that all medication must be deposited with the Matron or Nurse on arrival and that, if under 18, passports and tickets must be handed in and retained by the College. I have read, fully understood and accept all details, terms and conditions in the brochure, on the back of this form and in the document entitled 'Frequently Asked Questions', or as amended on the College website. If in doubt about any issue, I will ask for clarification prior to booking.

NAME IN FULL OF PERSON SIGNING: _____ (Parent/Guardian) SIGNATURE: _____

DATE: _____ ADDITIONAL SIGNATURE BY STUDENT: _____ DATE: _____

COURSE DATES

Courses **begin and finish every Sunday** (the travelling day) between the dates listed below (day/month/year):

2010 Easter School: 21/03/10 – 18/04/10 Summer School: 13/06/10 – 12/09/10

Students are expected to arrive after 14:00 on the travelling day. The first meal is served on the evening of the travelling day. Check-out time is 10:00. Note that courses for groups can be arranged at any time throughout the year.

FEES LIST – SUMMER & EASTER SCHOOL / VACATION COURSES – ALL AGES

Length of stay	Compulsory Charges (includes shared room, shared bathroom on campus)		Optional Extras		
	Registration Fee	Course Cost per week (all inclusive)	Private Bathroom (per week)	Host Family (per week)	Extra Tuition (per hour)
2 – 4 weeks	£50	£650	Range £110 - £150	£115	£35
5+ weeks	£50	£610	Range £110 - £150	£115	£35

- Adults over 21 receive a single room at no extra charge.

Accommodation requests cannot be guaranteed as they are issued on a first come, first served basis, and are SUBJECT TO AVAILABILITY.

DEPOSITS - A deposit of £10 is required for room keys and meal cards issued to students. These are returned when the items are returned upon departure. **In addition**, ALL students are required to pay a £40 deposit on arrival, to cover potential damage, theft and exceptional cleaning. Occupants of rooms in houses on-campus are jointly and severally liable for their rooms/houses. These deposits are returned on departure if no damage has been done.

HOW TO PAY

All fees are normally payable 30 days prior to the start of the course except in the case of agreed late bookings. Any other arrangement needs to be agreed by the College beforehand in writing. Your place cannot be finalised until payment is received. **NO STUDENT WILL BE PERMITTED TO START CLASSES OR TO USE ANY FACILITIES UNLESS THE REQUIRED FEES ARE PAID IN FULL.** Unless agreed otherwise, fees are only accepted as having been paid when they have cleared The Abbey College's account. We reserve the right to charge interest on late payments. Payment may be made by the following methods:

BANK TRANSFER - Please give your bank the invoice number together with the student's name and course dates so that we can trace the payment, then inform us by faxing proof of payment, adding £9 bank transfer fees, plus any relevant bank charges in your own country.

Abbey College Account Details: Branch Address: National Westminster Bank plc, 30 Church Street, Malvern, WR14 2AY

Account Name: TAC Account Number: 89276353 Sort Code: 53-81-33

CHEQUE - Fees may be paid by £ Sterling cheque drawn on the UK branch of a UK bank and made payable to 'The Abbey College'. Please send the cheque directly to our address, NOT to our bank.

CREDIT / DEBIT CARD - Fees may be paid by credit card, subject to a 3% surcharge. Debit cards are not normally subject to a booking fee. Credit card details are required to confirm bookings.

TRAVELLER'S CHEQUES - In £ Sterling (subject to prior arrangement).

CASH - In £ sterling (subject to prior arrangement). Proof of income may be required for large sums.

CANCELLATIONS, ALTERATIONS AND WITHDRAWALS

If a course is cancelled 28 days or more before the course begins then any fees paid will be refunded in full less the Registration Fee and any out of pocket expenses. When a course is cancelled 27-15 days before the course begins there is a 50% cancellation charge. Where a cancellation is made less than 15 days before the course starts, no refund can be made. Once an enrolment has been confirmed course dates and other details can only be altered in advance, with the College's approval, subject to availability. Once the course has started, fees are non-returnable. In cases where a visa has been refused all course fees except the Registration Fee and an additional £50, will be refunded subject to receiving proof of the refusal and the original Letter of Acceptance. No refund whatsoever will be made if a visa has already been issued for study at The Abbey College. We recommend all students take out appropriate insurance to cover against loss of fees. **Note that our policy on the cancellation of courses for groups is different to the above; please ask us for a copy.**

SUSPENSION AND EXPULSION

Students are admitted to the College on the understanding that they obey the Rules and Regulations governing student behaviour. In cases where a student repeatedly refuses to obey these rules, the College reserves the right to remove a student from classes, suspend or expel the student. In such cases, no refund of fees will be made and the student will be charged for any expenses incurred by the College.

Where a student has vandalized or intentionally damaged college property, an invoice for repairs will be issued which must be paid by the student or parents within 48 hours or before the student leaves the College, whichever is the sooner.

OTHER TERMS AND CONDITIONS

1. The College reserves the right at their absolute discretion to reject any application for enrolment at any stage of the application or booking process and shall be under no obligation whatsoever to give reasons for its decision. An applicant whose application/enrolment is rejected shall be entitled to a refund of fees paid less any actual costs incurred by the College. 2. The College reserves the right to withhold the provision to the student of lessons, accommodation, meals, airport transfers and any other services contracted in cases where the appropriate total fees due have not been received in full. 3. If a student fails to complete a course, for any reason, no refund of fees, activities/excursions paid for in advance or reduction in fees payable shall be made. 4. A student who fails to attend any part of his/her course due to illness or any other reason whatsoever, whether within or outside the student's control, shall not be entitled to a refund of any fees paid (nor to attend any classes in place of those missed). 5. The College reserves the right to charge a fee to any student who uses facilities reserved for other students, such as books or bedding. 6. The College reserves the right to alter the fees, provisions, organisation and/or structure of any course at any time, whether during the course or before its commencement. In such circumstances, the College will endeavour to notify affected students but shall not have any liability if unable to do so. 7. The College has no residential responsibility for students living outside the College campus other than liaising with host families. 8. The College reserves the right, if necessary, to test students for drugs or alcohol and to search their rooms without prior notice. 9. No student shall be entitled to use the name The Abbey College under any circumstances or at any time, whether as a trademark, company or trading name or otherwise. 10. Students and parents agree that a student's image, details, written comments and achievements can be used for promotional purposes without written consent or notification. 11. The college accepts **no liability** for any services booked by the college on behalf of students. This includes all transportation, host families, hotels and all other services outside of the college. The college will always endeavour to provide a secure environment for the services of security it offers, but is not responsible or liable for any items (including money, tickets and passport) that may be held on behalf of students in the event of theft, fire or any other such circumstance. In all cases, insurance is recommended. 12. Students agree to keep the college indemnified against all actions, proceedings, costs, claims and expenses arising from any losses of any kind. 13. Irrespective of whether an enrolment is made by an individual or an agent, agency or other third party, the relevant and only Offer for contractual purposes (and any of its terms and conditions) in relation to enrolments shall be that made and contained in that party's completed Application Form. 14. No parental permission will be accepted in any circumstance to allow a child to do something contrary to the College rules as published in the student handbook. 15. Meals will only be provided to students arriving on the travel day if their flight lands before 17:00. On the date of departure only breakfast will be provided. 16. All fees, terms and conditions outlined here are valid as of 01/11/06 and supersede all previously published fees, terms and conditions. 17. In cases of dispute English Law shall apply.