



Family name _____

First names _____

Full name of parent _____

**PLEASE WRITE CLEARLY,
ESPECIALLY YOUR
EMAIL ADDRESS**

Home address _____

First language _____

Telephone _____

Fax _____

Email _____

Nationality _____

M F (please ✓) Date of Birth _____

Course Code	Course title	Course dates: start/finish	Fee (£)
_____	_____	_____	_____
_____	_____	_____	_____

ACCOMMODATION (TEENAGERS ONLY) Please ✓ box required.

- Residential Homestay

LEVEL OF ENGLISH (all courses) Please ✓ one box

- Elementary Lower Intermediate
 Intermediate Upper Intermediate
 Advanced

How did you hear about St. Clare's? Please ✓ one box

- Ex-student (Name) _____
 Friend (Name) _____
 Agent (Name) _____
 Internet search site (Name) _____
 Other _____

Please return this form with deposit and 2 passport size photographs to:

Summer Courses, St. Clare's, Oxford
139 Banbury Road, Oxford, OX2 7AL, UK

Tel: +44 1865 552031 Fax: +44 1865 517386

Email: summer.admissions@stclares.ac.uk Web: www.stclares.ac.uk/summer

Agent Details (if applicable)

Application Form – Summer Course (B)



St. Clare's, Oxford
— An International Education —

Student's full name _____

A deposit of £500 is required with your application. We will confirm your reservation when we receive your deposit. The balance of fees must be paid at least 3 weeks before arrival. Do not delay sending your deposit or you may lose your place on the course or in the accommodation of your choice.

PAYMENT OF DEPOSIT

Total amount of deposit £ _____

Please appropriate box

Credit / Debit Card Payment

Visa Mastercard JCB Delta Maestro Solo

Please note that a surcharge of 2% will be made for payments above £1,000.

Please charge my account with £ _____

(enter amount of deposit or full fees if booking 5 weeks or less before start of course)

My card number is (please enter ALL digits of your card number):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry date

--	--	--	--

Security code

--	--	--	--

Cardholder's name _____

Cardholder's signature _____

Bank Transfer

Payable to: St. Clare's, Oxford,
Account No. 90965383,
Sort Code 20-65-18,
Barclays Bank plc,
Apex Plaza,
Forbury Road, Reading
RG1 1AX, UK.

SWIFT ID: BARCGB22. IBAN number (Europe only) GB94BARC20651890965383.

Payment made by this method should include reference to student name and number. Please tell your bank to charge you with all bank charges so that St. Clare's receives the full amount of the deposit (please enclose a copy of the bank transfer papers with the student's name marked clearly).

CANCELLATION

Please contact us immediately if you have to cancel your registration. The deposit is not refundable, except in special cases. The travel insurance included in your course fees covers costs if you have to cancel for good reasons before you leave home, as long as you have paid your course fees in full. The insurance also covers you if you are unable to complete your course, for good reasons.

Fees are not refunded if you are asked to leave the College because of unsatisfactory work or behaviour. Any additional costs such as an airport transfer or a replacement airline ticket will be charged to the student/parent.

PAYMENT OF FEES

I have read the information relating to the conditions of payment and fees, which I accept. I undertake to pay the balance of fees at least 3 weeks before arrival.

Signature of parent _____

Date _____

If you have paid your deposit by card, then you may also pay the balance of fees by card, 3 weeks before arrival. Please sign below to show your acceptance of this method.

Signature _____

Summer Courses for Teenagers & Juniors

	Code	Dates	No. of Weeks	Fees (£)
Summer English 15-17 years	GE1S	20 June – 3 July	2	£1314
	GE2S	27 June – 10 July	2	£1314
	GE5S	18 July – 31 July	2	£1314
	GE6S	25 July – 7 August	2	£1314
	GE7S	1 August – 14 August	2	£1314
	GE8S	8 August – 21 August	2	£1314
	GE1L	20 June – 10 July	3	£1905
	GE3L	4 July – 24 July	3	£1905
	GE4L	11 July – 31 July	3	£1905
	GE6L	25 July – 14 August	3	£1905
	GE7L	1 August – 21 August	3	£1905
	LE2	27 June – 24 July	4	£2496
	LE6	25 July – 21 August	4	£2496
Intensive English 15-17 years	IE3	4 July – 24 July	3	£2370
	IE6	25 July – 14 August	3	£2370
English for Examinations 15-17 years	EE4S	11 July – 24 July	2	£1412
	EE6	25 July – 14 August	3	£2118
International Baccalaureate Introduction Courses 15-17 years	IL3	4 July – 24 July	3	£3035
	IL6	25 July – 14 August	3	£3035
International Baccalaureate Review Courses 15+ years	RS4	11 July – 17 July	1	£1015
	RS5	18 July – 24 July	1	£1015
	RS6	25 July – 31 July	1	£1015
	RS7	1 August – 7 August	1	£1015
	RS8	8 August – 14 August	1	£1015
English for Juniors 10-15 years	J4	11 July – 31 July	3	£2382
	J7	1 August – 21 August	3	£2382

Airport Transfers (one way price)

	Heathrow	Gatwick	Luton	Stansted
1 passenger	£95.00	£130.00	£95.00	£150.00
2 passengers	£115.00	£155.00	£115.00	£165.00
3 passengers	£125.00	£170.00	£125.00	£185.00

For full details on airport transfers please go to: www.stclares.ac.uk/summer

TERMS AND CONDITIONS Summer Courses for Teenagers & Juniors

Fees and deposits

- A deposit is required with your application and this is credited towards the full fees.
- If St. Clare's is not able to offer you a place or to arrange accommodation as requested the deposit will be refunded.
- When a completed application form and deposit have been received an invoice will be issued to the student for the balance of fees due. This amount should be paid at least 3 weeks before the course begins.
- Payment of the balance guarantees the course place and accommodation.
- If the registration form is submitted less than 5 weeks before the course begins the full fees of the course must be paid at the same time.
- St. Clare's must receive the full amount of fees after all bank charges have been paid. Your bank should be instructed to pay all charges including those for the UK bank. Outstanding bank charges will have to be paid on arrival.
- Students will not be permitted to begin the course or occupy accommodation until all fees due have been paid.
- Fees not paid on time will be surcharged at 1% per month or part month for which they remain unpaid.
- The Governors of St. Clare's reserve the right to alter the fees if increases in cost make this necessary.
- Acceptance and entrance to St. Clare's constitute a contract to pay all fees and associated charges due.

Cancellation and refunds

- If St. Clare's cancels the course a full refund of fees will be made.
- If a student cancels their registration it might be possible to make a claim on the travel insurance depending on the circumstances.
- If an insurance claim is not allowed, St. Clare's will consider a refund, provided that written confirmation from the insurance company states that it will not meet the claim.

USEFUL INFORMATION Juniors (10-15 years)

- Arrival: Sunday: rooms available from 14.00. Flights should not arrive earlier than 06.00 or later than 21.00
- Departure: Saturday: please leave your room by 10.00. Flights should not depart earlier than 10.00
- Teaching: Teaching takes place Monday – Friday
- Included in course fee:
 - All tuition
 - Study visits as part of tuition programme
 - Teaching materials
 - Student folder
 - Full programme of social, cultural and sporting activities
 - Certificate of Attendance
 - Travel and medical insurance (see Terms and Conditions)
 - Meals (breakfast, lunch and dinner)
 - Bed linen & towels
 - Supervised accommodation
 - Supervision, from arrival to departure
 - Personal laundry
 - All excursions (3 per week) including entry fees
 - All costs for special sports (e.g. ten-pin bowling, cinema visits etc.)
- Fees do NOT include:
 - Personal spending money (e.g. for souvenirs etc we advise £50 per week minimum)
 - Damage deposit of £20 (payable on arrival; refundable at end of stay)

HOMESTAY

Some homestay accommodation is available, at the same price as college residential accommodation: one week's notice is required of any change from homestay, otherwise a cancellation charge applies.

NON-RESIDENTIAL STUDENT

It is usually possible to take non-residential students on our Teenager courses. Please contact us for tuition-only fees.

- Refunds are at the discretion of St. Clare's.
- The deposit will not be refunded unless, in the view of St. Clare's, the circumstances are exceptional.

Curtailement

- Fees are not refunded once a student has started a course or accommodation has been occupied.
- Fees are not refunded if a student is asked to leave St. Clare's because of unsatisfactory behaviour or work. Withdrawal will be charged to the student, parent, or guardian.

Students should read the travel insurance documents and contact the insurance company to establish whether there is a valid basis for any claim.

Travel insurance

The Travel Insurance which is mandatory covers travel directly to and from St. Clare's and whilst at St. Clare's. The cover for the journey to and from St. Clare's is limited to 48 hours in each direction. Cover is provided for medical expenses, rescue, evacuation and repatriation, cancellation or curtailment, personal accident, personal property and money, delay abandonment and missed departure and personal liability claims. It covers all trips organised by St. Clare's. For full details of the extent of the cover and the exclusions please read the Travel Insurance Policy document.

Changes to the booking

St. Clare's reserves the right to make an administration charge of £20 for each change to the original registration made by a student.

USEFUL INFORMATION Teenagers (15-17 years)

- Arrival: Sunday: rooms available from 14.00. Flights should not arrive earlier than 06.00 or later than 21.00
- Departure: Saturday: please leave your room by 10.00. Flights should not depart earlier than 10.00
- Teaching: Teaching takes place Monday – Friday
- Included in course fee:
 - All tuition, study materials, student folder
 - Study visits as part of tuition programme
 - Full programme of social, cultural and sporting activities
 - Certificate of Attendance
 - Travel and medical insurance (see Terms and Conditions)
 - Supervised accommodation in a St. Clare's house from day of arrival to morning of departure
 - Bed linen and towels
 - Meals (breakfast, lunch, dinner) from dinner on day of arrival to breakfast on day of departure
 - Use of computers, college library and free WIFI access
 - Excursions: one per week of study, of student's choice from list available
- Fees do NOT include:
 - Excursions, in addition to those included in the tuition fees: cost varies between around £8 - £30
 - Paper and pens/pencils
 - Personal spending money; we advise £70 per week for personal expenses and extra excursions
 - Personal laundry
 - Key/damage deposit of £30 (payable on arrival; refundable at end of stay)



PLEASE READ AND RETURN TO US IF YOUR CHILD IS 15

Dear Parent / Guardian

We have recently reduced the minimum age on our teenager summer courses from 16 to 15 years. We have taken this decision because in recent years increasing numbers of parents with 15 year old children have specifically requested this course instead of our Junior course.

Students attending these courses are treated as young adults and are therefore allowed a considerable degree of independence. They are allowed, for example, to go to the city centre alone and therefore unsupervised, however they must sign back into their residence by 2300 hrs from Sunday to Thursday and at midnight on Friday and Saturday nights.

Please can you sign below to confirm that you fully understand the level of supervision on these courses and that you accept full responsibility for your child's behaviour whilst acting independently.

Please **FAX or POST** this form back to:

Short Courses Office
St. Clare's, Oxford
139 Banbury Road
Oxford OX2 7AL
UK

Fax: +44 1865 517386

Name of student:

.....

Name of Parent / Guardian:

.....

Signature:

.....

Date:

.....



Personal Information Form: Older Teenagers

Please complete this form, save the changes to your computer and email it to:
charlotte.thompson@stclares.ac.uk

Family Name: _____ First Name: _____

Date of Birth: _____

Legal responsibility / next of kin

Please give the name of the student's next of kin or person with legal responsibility for the student.

Name: _____ Relationship to student: _____

Emergency contact details

Please list full details of people to be contacted in case of emergencies.

First person to contact	
Name: _____	Relationship to student: _____
Address: _____	

Tel: Home: _____	Work: _____
Fax: Home: _____	Work: _____
Email: _____	

Second person to contact	
Name: _____	Relationship to student: _____
Address: _____	

Tel: Home: _____	Work: _____
Fax: Home: _____	Work: _____
E-mail: _____	



Medical and Welfare Questionnaire for Older Teenagers

Family Name: _____ First Name: _____

1. Medical History

a) Do you have any medical conditions? Please indicate in **bold** and give dates and details below or enclose a separate sheet.

Asthma	Blood disorder	Cardiac disease
Diabetes	Epilepsy or fits	Kidney / urinary problems
Physical disabilities	Sensitivity or allergy to medicines	Other

Details: _____

b) When was your last Tetanus vaccination? _____
Please list and date any other vaccinations you have had in the last 10 years, i.e. meningitis.

Details: _____

c) Are you at present taking any medication, tablets or having any medical treatment? Yes No

If yes, please give details and dosage rates below:

Details: _____

Please note: we advise students to bring with them their own medication for common colds (e.g. paracetamol based products) as this is likely to be less costly than purchasing locally, and will not be covered by the medical insurance excess charge.

2. Special Requirements

Please give details of any special dietary requirements or food allergies, e.g. vegetarian, nut allergy, diabetic.

Details: _____

3. Religious Observance Please give details of any needs connected to religious observance

Details: _____

4. Parental Declaration

I have read and completed the above information and understand that in enrolling my son/daughter on a St. Clare's summer course I agree to the following:

- Permission for my child to receive emergency medical or dental treatment if necessary.
- 2 days' advance notice in writing if, at any time, I want my child to stay overnight away from the college.
- Participation in all aspects of the course, including swimming and other sports.
- Permission for my child to appear in photographs which from time to time may be used in brochures or other publicity materials.
- Failure to return this signed form will be taken as parental consent to this form.

If you **do not** agree to any of the above you must inform us in writing at least one week before the course start date.

_____ Date _____



EducoTeam

Bul. kralja Aleksandra 136/1 11 000 Beograd PIB: 104129527
Tel/Fax: +381 (0) 11 344 78 41 Mob: +381 (0) 64 21 99 431
e-mail: office@educoteam.rs web: www.educoteam.rs

PRIJAVA/ENROLMENT FORM

PREZIME: _____ **IME:** _____

KUĆNA ADRESA: _____

GRAD i POŠT.BROJ: _____ **TELEFON:** _____

E-MAIL ADRESA: _____

DATUM ROĐENJA: _____ **POL:** _____

IME I PREZIME OCA: _____ **MAJKE:** _____

TELEFON (RODITELJA) NA POSLU: _____ **MOBILNI:** _____

CENTAR - GRAD I ŠKOLA : _____

TIP KURSA: _____

DATUM POLASKA: _____ **DATUM POVRATKA:** _____

DUŽINA BORAVKA: _____ **BROJ ČASOVA:** _____

TIP SMEŠTAJA: PORODICA INTERNAT/KOLEDŽ OSTALO _____

TIP SOBE: _____ **ISHRANA** _____
/opcije samo u slučaju kada škola nudi mogućnost izbora/

SPECIJALNI ZAHTEVI: dijeta, alergije, bolesti, kućni ljubimci: _____

POSEBNE NAPOMENE U VEZI EVENTUALNIH ZDRAVSTVENIH PROBLEMA:

ŽELIM PORODICU: PUŠAČE NEPUŠAČE

ŽELIM TRANSFER: DA OW RT NE

(AVIO) PREVOZ: INDIVIDUALNI POSREDSTVOM EDUCOTEAM-A

OVIM POTVRĐUJEM DA SU SVI GORE NAVEDENI PODACI TAČNI I DA SAM U CELOSTI UPOZNAT/A I PRIHVATAM PROGRAM I OPŠTE USLOVE (TERMS & CONDITIONS) ŠKOLE ZA KOJU SE PRIJAVLJUJEM I OPŠTE USLOVE POSLOVANJA EDUCOTEAM DOO, BEOGRAD

**POTPIS STUDENTA/RODITELJA
I BROJ LIČNE KARTE**

POTPIS PREDSTAVNIKA EDUCOTEAM-a

MESTO I DATUM