

Student Registration Form

To book your summer school place please complete this form (this page and overleaf), then send it to the address shown opposite.

Stafford House Study Holidays
Kett House
Station Road
Cambridge, CB1 2JH

Tel: +44 (0)1223 345694
Fax: +44 (0)1223 346181
Web: www.ceg-uk.com
Email: admissions@ceg-uk.com

FOR ACADEMIC ENGLISH & CREATIVE SUMMER PROGRAMMES IN CAMBRIDGE ONLY

Student Details

Please complete this form in CAPITAL LETTERS in black ink.

Family Name
First Name
Nationality
Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth Day Month Year
Home Address
Country
Postcode
Mobile number
Home telephone number
Fax
Email
Medical and dietary information
Medical condition
Medication
Special diet
Please give details

Residential Course Option

Centre Name
Required Course
Preferred Dates
Room Request (room preference may not be available) Shared <input type="checkbox"/> Single <input type="checkbox"/> Ensuite <input type="checkbox"/> Standard <input type="checkbox"/>
English level (Please tick the appropriate box) Beginner (Level 1) <input type="checkbox"/> Elementary (Level 2) <input type="checkbox"/> Pre-intermediate (Level 3) <input type="checkbox"/> Intermediate (Level 4) <input type="checkbox"/> Upper Intermediate (Level 5) <input type="checkbox"/> Advanced (Level 6) <input type="checkbox"/> Proficiency (Level 7) <input type="checkbox"/>
Transfer required? Yes <input type="checkbox"/> Arriving from (town) Departing to (town) No <input type="checkbox"/>
Flight Details (if available)* Arrival flight: From (airport & city) To (airport city and terminal number) Arrival time: Flight Number:
Departure flight: From (airport, city & terminal number) To (airport & city) Arrival time: Flight Number:

* Please note there is an additional charge for transfer costs (as highlighted on centre pages). If you have not yet booked flights, please inform us of these at least 4 weeks prior to arrival. If you do not require a transfer, please provide the name and contact number of the person picking you up. Children under 16 years must be accompanied by an adult and we must accompany you to the airport (£50 is payable for assisted check-in on departure. We cannot let you leave the centre alone.

How did you hear about Stafford House Study Holidays?

Payment

- We require a non-refundable registration fee of £100 plus £200 deposit at the time of booking.
- Payments should be made to the following account by bank transfer or by completing the credit card details below to guarantee your place. This will authorise us to debit your account with £300 as the deposit payment and registration fee. Otherwise, we will await your authorisation after we have confirmed your booking.
- We do not accept American Express or Diners cards.
- Credit card payments are subject to a 2% surcharge.
- The balance must be paid at least one month before arrival.
- Please note that all bookings are subject to Stafford House Study Holidays 2012 Terms and Conditions.
- Your parent or guardian must fill in their details below. We regret that we cannot accept bookings without this.

Parents/Guardian's details (this section must be completed)

Family Name
First Name
Address (if different from overleaf)
Tel
Mobile
Email
Fax
Consent I accept the terms and conditions as provided by Stafford House Study Holidays and enclose payment details/proof of my bank transfer
Signature
Date

Payment

Please pay using one of the following two options:

Option 1: Bank Transfer

Account Name: Cambridge Arts & Sciences Ltd
Bank account number: 59812796
Sort code: 60 04 23
Bank address: National Westminster Bank PLC Cambridge Market Street Branch 23 Market Street Cambridge, CB2 3PA England
IBAN Number: GB42NWBK60042359812796
Swift/BIC Code: NWBKGB2L

Option 2: Credit Card

Please complete your credit card details if you wish to pay by credit card

Card Type	Mastercard	Visa	Switch/Maestro
Card Number			
Start Date	Expiry Date		
Issue Number	Security Code		
Name (as printed on card)			
Card Holder's address		
Country	Post Code		

Booking facts

Course price list includes:

- Full tuition as stated, course materials and end of course certificate
- Accommodation and all meals
- Activities and excursions as stated
- Use of sports facilities where available (as part of a scheduled programme).

Course price does not include:

- Transfers to and from the centres
- Examination fees
- Optional excursion fees
- Registration fee of £100
- Medical/travel insurance.

How to Book:

Please complete the registration form ensuring that every relevant box is ticked and all questions are answered in full. Then email, fax or send it to the address at the top of the form.

You have two payment options:

a) you pay the full fees at the time of booking,

or

b) you pay the deposit to confirm your booking and the remainder at least one month before the start of the course.

Flight Arrangements:

Once you have booked your course, please send us details of your flight/travel arrangements, at least one month before you are due to arrive.

TERMS & CONDITIONS

1. Code of Conduct and Health and Safety

Students must comply with the rules and code of conduct of the school. Any breach of these rules may result in the student being suspended or, in extreme cases, expelled.

We enrol students on the assumption that they are in good health. Any pre-existing conditions and/or special dietary requirements must be communicated to us before arrival. All unaccompanied students under 16 years of age must book the supplement for check-in assistance on departure.

Students cannot leave the premises or be absent from any lesson, activity or excursion without permission from the Centre Director and must adhere to our policies and procedures in terms of code of conduct and night time supervision.

2. Loss, damage and insurance

We strongly advise that all customers appropriately insure themselves against the usual risks associated with overseas travel, e.g. personal accident or injury, ill-health (medical/hospital fees), cancellation, delay, loss of baggage or property etc., i.e. comprehensive travel insurance. We do not accept responsibility for any loss of, or damage to, any property of students.

Whilst every help and assistance is given to ensure that students' property is safe at all times and collected before departure, we do not accept any responsibility for any loss or expense due to changes in public transport, weather, quarantine, sickness, strike or any other cause. All course participants are required to pay a £20 (\$150 in US) Damage Deposit on arrival. This deposit will be returned upon departure, subject to any damage caused to the school or its property.

3. Cancellation, refund policy and complaints

Prices are correct at time of going to print and are subject to change without notice. All courses, course components and specialist sport supplements operate subject to demand.

On registration, we require either full payment or a non-refundable £200 deposit and the non-refundable

registration fee of £100.

In the event of a cancellation more than 30 days before the start of the course, then all fees paid (except registration fee and deposit) will be refunded.

If a course is cancelled within 30 days and 15 days before the start of the course, then 50% of fees paid will be refunded.

If a course is cancelled within 15 days of the start of the course or if the student fails to start or complete the course booked, then zero fees will be refunded. Our Full Terms, conditions and procedure for complaints can be found on our website:

www.studyholidays.com