



Student Registration Form

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

Stafford House Study Holidays
19 New Dover Road | Canterbury | Kent CT1 3AH
Phone: +44 (0)1227 787730 | Fax: +44 (0)1227 787740
Email: studyholidays@staffordhouse.com
Web: www.studyholidays.com

This form is for all courses in this brochure, EXCEPT FOR our courses at CATS College Cambridge, CATS College Canterbury, CATS Academy Boston and CSVPA (the courses on pages 8-9). If you wish to apply for these courses, please complete the form on pages 25.

Student Details

Please complete this form in CAPITAL LETTERS in black ink.

Family Name	
First Name	
Nationality	
Passport number	
Date of Birth	Gender
Day Month Year	Male <input type="checkbox"/> Female <input type="checkbox"/>
Home Address	
Country	
Postcode	
Home telephone number	
Student's mobile number	
Medical and dietary information	
Do you have any medical or dietary requirements?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	
Please give details	
How did you hear about Stafford House Study Holidays?	

Parent/Guardian's details (mandatory)

Family Name
First Name
Address (if different from overleaf)
Home telephone number
Mobile number
Email address

Course Required

Centre Name
Course Title
Preferred Dates
Room Request (room preference may not be available)
Single <input type="checkbox"/> Shared <input type="checkbox"/> Ensuite <input type="checkbox"/> Standard <input type="checkbox"/>

* Please note that there are additional charges for transfers (see transfer price list).
If you do not require a transfer, please provide the name and contact number of the person / company doing the transfers. Children under 16 years must be accompanied to/from the airport by an adult (£50 is payable for assisted check-in on departure). We cannot let you arrive at or leave the centre alone
If you have not yet booked flights, please inform us of these at least 4 weeks prior to arrival.

Canterbury only:	
Residential accommodation <input type="checkbox"/>	Homestay <input type="checkbox"/>
Arsenal Soccer School only: Please tick (✓) required kit size	
Chest Size	Waist Size
<input type="checkbox"/> Child Extra Small (61-64 cm)	<input type="checkbox"/> Child Extra Small (Up to 51 cm)
<input type="checkbox"/> Child Small (66-69 cm)	<input type="checkbox"/> Child Small (Up to 56 cm)
<input type="checkbox"/> Child Medium (71-74 cm)	<input type="checkbox"/> Child Medium (Up to 61 cm)
<input type="checkbox"/> Child Large (76-79 cm)	<input type="checkbox"/> Child Large (Up to 66 cm)
<input type="checkbox"/> Child Extra Large (81-87 cm)	<input type="checkbox"/> Child Extra Large (Up to 73 cm)
<input type="checkbox"/> Adult Small (89-94 cm)	<input type="checkbox"/> Adult Small (71-76 cm)
<input type="checkbox"/> Adult Medium (96-102 cm)	<input type="checkbox"/> Adult Medium (79-84 cm)
<input type="checkbox"/> Adult Large (104-109 cm)	<input type="checkbox"/> Adult Large (86-92 cm)
<input type="checkbox"/> Adult Extra Large (112-117 cm)	<input type="checkbox"/> Adult Extra Large (94-99 cm)
Flight Details (if available)	
Arrival flight:	
From (airport & terminal)	To (airport & terminal)
Arrival time:	Flight Number:
Transfer required? *	Yes <input type="checkbox"/> No <input type="checkbox"/>
Departure flight:	
From (airport & terminal)	To (airport & terminal)
Departure time:	Flight Number:
Transfer required?	Yes <input type="checkbox"/> No <input type="checkbox"/>

NOW PLEASE COMPLETE THE PAYMENT FORM ON THE NEXT PAGE

Payment

- For UK centres, we require a non-refundable deposit of £200 plus registration fee of £100 at the time of booking. Bookings are not confirmed until this has been received.
- For US centres, we require a non-refundable deposit of \$300 plus registration fee of \$150 at the time of booking. Bookings are not confirmed until this has been received.
- Payments should be made to the following accounts by bank transfer or by completing the credit/debit card details below. This will authorise us to debit your account with £300/\$450 (the deposit payment and registration fee).
- 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 2015 Terms and Conditions.
- Your parent or guardian must complete their details on the previous page. We cannot accept bookings without this information.

Consent

I accept the terms and conditions as provided by Stafford House Study Holidays and enclose payment details or proof of my bank transfer.

Signature

Date

Please pay £300/\$450 using one of the following two options:

Option 1: Bank Transfer

Account Name: Stafford House Study Holidays Ltd

Bank address: National Westminster Bank PLC
City Centre Branch
11 The Parade
Canterbury
Kent CT1 2DT
United Kingdom

GBP £ payments	US \$ Payments
Bank account number: 46129766	Bank account number: 140/00/93512252
Sort code: 60 04 27	Sort code: 60 04 27
IBAN Number: GB68NWBK60042746129766	IBAN Number: GB39NWBK60730193512252
Swift/BIC Code: NWBKGB2L	Swift/BIC Code: NWBKGB2L

Option 2: Debit/Credit Card

Please complete your card details if you wish to pay by credit or debit card.	
Card Type	Debit <input type="checkbox"/> Credit <input type="checkbox"/>
Card Number	
Start Date	Expiry Date
Issue Number	Security Code
Name (as printed on card)	
Card Holder's address	
Country	
Post Code	
Telephone no (US\$ payments only)	
Email address (US\$ payments only)	

Booking facts

Course price 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
- Optional excursion fees
- Medical/travel insurance.
- Examination fees
- Registration fee of £100/\$150

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:

- you pay the full fees at the time of booking, or
- you pay the deposit to confirm your booking, then pay the balance 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 and 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 campus or be absent from any lesson, activity or excursion without permission from the Centre Director and must adhere to our policies and procedures and student code of conduct.

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.

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 responsibility for any loss of, or damage to, any property of students. 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 deposit of £200/\$300 and the non-refundable registration fee of £100/\$150.

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 (except reg fee and deposit) 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, then zero fees will be refunded. Our full terms, conditions and procedure for complaints can be found on our website: www.studyholidays.com

For cancellation charges for US centres, please request at time of booking.

4. Publicity

By enrolling on a course, the student, parents, guardians or carers for the student, and the person responsible for the payment of fees, consent to the reasonable use of the student's details and achievements, including images or recordings of the student howsoever made, for emergency or promotional purposes.