

## 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 21st May 2012.

Any booking made after 21st May 2012 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 invoice.

The booking of a place is regarded as acceptance of our Terms and Conditions.

### Cancellation

All cancellations must be made in writing and take effect from the date we receive such notice. The deposit is refundable up to 60 days prior to the start of the course. After that date the deposit is non-refundable except where a student's visa is refused (see below)

Notice given prior to arrival date	Cancellation Charge
61 days or more	No charge (full refund)
31 – 60 days	£400 (deposit)
15 – 30 days	50% total cost of stay
0 – 14 days	100% total cost of stay
After arrival date	100% total cost of stay

If a student's visa application is refused within the 60 day period prior to the course start date, upon the production of a valid visa refusal letter Summer Boarding Courses Ltd will issue a full refund less a 15% administration fee.

### 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.

However, any student who consistently breaks the course rules, breaks the law or displays aggressive or intimidating or racist behaviour towards another student or member of staff will face instant dismissal from the course and will return home at their own expense.

1. Students are expected to attend all meals, classes and arranged activities and excursions.
2. Students are responsible for keeping their rooms tidy and for making their own beds.
3. All damage to property, equipment and rooms will be charged to the student.
4. Gratuitous or wilful damage to school property, public property or other students' property may result in dismissal from the course.
5. Consumption or possession of alcohol by students of any age is not permitted.

6. Drug-taking or possession of drugs will result in instant dismissal from the course.

7. Smoking is not permitted in any of the school buildings or in the grounds of the school.

8. Racist or intimidating behaviour towards another student or member of staff will result in dismissal from the course.

9. In the boarding houses, girls and boys may only mix in the designated recreation areas.

10. Any student who leaves their house after lights out may be dismissed from the course.

11. Personal mobile phones must be turned off during all lessons and scheduled activities.

### Promotional Materials

At the direction of the Course 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.

### 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.

Please keep a copy of this booking form for your own reference

## Norman Court Booking Form 2012

### 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
Thursday 12 July	Thursday 26 July	2 weeks	£1610	<input type="checkbox"/>
Thursday 12 July	Thursday 9 Aug	4 weeks	£3220	<input type="checkbox"/>
Thursday 26 July	Thursday 9 Aug	2 weeks	£1610	<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 International Summer School T-Shirt
- Norman Court International Summer School Baseball Cap
- 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. Students do not have to choose an English Plus+ Course - this is an optional extra. 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.

Please tick the box if the English Plus+ option is required and then please circle the number of weeks required.

English Plus+ Courses	Price Per Week	Tick If Required	No. of Weeks
Adventure Sports	£190	<input type="checkbox"/>	1 2 3 4
Horse Riding	£190	<input type="checkbox"/>	1 2 3 4
Dance*	£100	<input type="checkbox"/>	2 4

\* English Plus Dance option runs as a 2 week course and cannot be selected for just one week.

### Student Registration Details:

Family name \_\_\_\_\_ Boy  Girl   
 First name \_\_\_\_\_ Preferred name / Nickname \_\_\_\_\_  
 Date of birth \_\_\_\_\_ Nationality \_\_\_\_\_  
 Age \_\_\_\_\_ Native Language \_\_\_\_\_  
 General level of English? Beginner / Elementary  Pre-Intermediate  Intermediate  Upper Intermediate  Advanced

### Parent / Guardian Information:

Title (Mr/Mrs/Dr etc.) \_\_\_\_\_ Parent Family Name \_\_\_\_\_ Parent First Name \_\_\_\_\_  
 House Name / Number \_\_\_\_\_ Street Name \_\_\_\_\_  
 Town / City \_\_\_\_\_ Country \_\_\_\_\_ Postcode \_\_\_\_\_  
 Preferred phone number 1 (including country code) \_\_\_\_\_ (Daytime / Evening) mark as appropriate  
 Preferred phone number 2 (including country code) \_\_\_\_\_ (Daytime / Evening) mark as appropriate

Email

How did you hear about us?

- Your child has stayed with us before  Sibling has stayed with us before  
 Recommendation from friend / family If so, who? \_\_\_\_\_  
 Recommendation from child's school If so, please state the name of the school \_\_\_\_\_  
 Internet search or Google  Other, please give details \_\_\_\_\_

### Additional Information:

Does your child have any allergies? If yes, please give details \_\_\_\_\_  Yes  No

Does your child have any special dietary needs? If yes, please give details \_\_\_\_\_  Yes  No

If necessary, do we have permission to give your child Paracetamol?  Yes  No

Name of Parent / Guardian whom we contact in case of emergency \_\_\_\_\_

Relation to the child (for example Mother/Father/Aunt/Grandparent/Guardian) \_\_\_\_\_

Emergency contact telephone number for the person named above \_\_\_\_\_

Date of your child's last tetanus injection \_\_\_\_\_

If there are any other medical issues that you would like us to know about, please write a brief description here: \_\_\_\_\_

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. We will include these details in a Visa Support Letter which we will provide once we have received payment of the deposit (for more information see Terms and Conditions).

The Visa Support Letter will be sent to you by email. If you require the original version of the letter we can send it by courier at a cost of £60. If you require this extra courier service please indicate below.

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).

There are two options for Transfer:

Option 1 – Taxi Transfer, Option 2 – Parent Transfer.

#### Option 1 – Taxi Transfer

All transfers to and from Norman Court International Summer School are Taxi Transfers. Transfers can be arranged to and from any of the UK airports. Prices are given below for the main airports (Heathrow, Gatwick, Stansted and Southampton), though we can arrange transfers for any other airports or train stations – 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.

#### Option 2 – 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.

Parents collecting their children should aim to arrive at the school in the morning ideally between 09.00 and 11.00.

Transfer Type	Arrival Price	Please Select Arrival Transfer	Departure Price	Please Select Departure Transfer
Taxi Transfer (Heathrow)	£180	<input type="checkbox"/>	£180	<input type="checkbox"/>
Taxi Transfer (Gatwick)	£210	<input type="checkbox"/>	£210	<input type="checkbox"/>
Taxi Transfer (Stansted)	£230	<input type="checkbox"/>	£230	<input type="checkbox"/>
Taxi Transfer (Southampton)	£100	<input type="checkbox"/>	£100	<input type="checkbox"/>
Parent Transfer	No Charge	<input type="checkbox"/>	No Charge	<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 letter. 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 21st May 2012. Bookings made after this date are payable in full within 10 days of invoice.

There are 4 payment methods, some of which incur booking fees – please select your payment method:

- Sterling Cheque - Drawn on a UK bank - (No Fee)  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 above is correct. I agree to the Terms and Conditions of booking as stated on the reverse of this booking form.

Name \_\_\_\_\_ Relation to the child \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_