



King's College
Saint Michaels

Photograph

SUMMER SCHOOL BOOKING FORM

Child Details

Surname:	First Name:	Other Names:
Passport Number:	Expiry date:	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth:	Country of Birth:
Nationality:	First Language:	
Home Address:	Students mobile number:	
City:	Postcode:	Country:

Course Details

Summer school runs for 7 weeks over July and August

Course Length: _____ weeks (minimum 2 weeks, maximum 7 weeks)	
Arrival Date: Sunday _____ July / August	Departure Date: Sunday _____ July / August
Students level of English: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced	
Optional Activities:	
Horse riding (£40) - <input type="checkbox"/> 06 th July <input type="checkbox"/> 27 th July	
Paint Ball (£35) - <input type="checkbox"/> 13 th July <input type="checkbox"/> 03 rd August	
Go Karting (£35) - <input type="checkbox"/> 20 th July <input type="checkbox"/> 10 th August	

Father / Guardian Details

Surname
First Name
Nationality
Personal Address (if different from student)
Email
Telephone Number
Mobile Phone Number

Mother / Guardian Details

Surname
First Name
Nationality
Personal Address (if different from student)
Email
Telephone Number
Mobile Phone Number

In case of divorce/separation/deceased parent(s) please provide details of who is the student's legal guardian:

How did you hear about King's College Saint Michaels? Internet/Website Agent Friends Other:

Agent Details (if applicable)

Agent Company Name:	Agent Contact:
Agent Contact email:	Agent Contact Telephone:

Student Medical Information



A matron or a suitably trained member of staff is on duty throughout the course to treat your child and administer any necessary over the counter medications.

Please tick if you are not happy for this treatment to be given and explain your reason

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Please note that all medication brought on campus must be given to the houseparent upon arrival.

For reasons of safety, there are strict regulations for the management of medicines. We are only able to accept responsibility for drugs licensed in the UK. Please do not send medicines with your child unless prescribed by a doctor together with an English translation.

Has your child suffered in the past from any major illness or injury?

Yes No Details:

Does your child suffer from any current medical issues or disability?

Yes No Details:

Is your child currently taking any long-term or repeated medication?

If yes, please state the name, dosage and time for the medication to be administered.

Yes No Details:

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Does your child have any allergies?

Yes No Details:

and do they carry an epipen? Yes No Details:

Does your child have any specific dietary requirements?

Yes No Details:

Please inform us immediately if any of this information changes.

This information will be accessed and used by staff who are responsible for looking after the welfare of your child.

TERMS AND CONDITIONS

King's College Saint Michaels, Oldwood Road,
Tenbury Wells, Worcestershire, WR15 8PH, United Kingdom.
Tel: +44 (0) 1584 811300, Email: smc.admissions@kingsgroup.org,
Web: uk-stmichaels.kingscollegeschools.org/



- 1) Pupils joining the summer school are charged a non-returnable deposit of £100 per pupil payable upon enrolment to the summer school. This fee is then deductible against the first week's fees. No reimbursement will be made in case of cancellation of a place at any time.
- 2) A place will not be confirmed until the booking form is fully completed with parental signatures and the deposit has been received.
- 3) Summer School fees must be paid by bank transfer and will be subject to a £20 fee to cover UK bank charges for overseas accounts. An invoice for the remaining balance will be raised and presented on payment of deposit, and must be paid at least 8 weeks before the student is due to arrive. Fees are paid in advance for the length of the stay. Prices are normally revised in September for the next summer school.
- 4) Cancellations 5 weeks prior to the course will result in an 80% refund of total costs. No refund will be issued on later cancellations. If the cancellation is due to a visa application being rejected, we will refund 80% of the total cost fees. This will only be issued upon receipt of a copy of the visa rejection letter from the British Consulate.
- 5) Visas will be required for students of some nationalities. A letter of acceptance will be provided once we have received the deposit. On receipt of full payment a visa support letter will be issued to assist with visa applications.
- 6) Students are strongly advised to take out their own personal insurance to cover illness, accident or theft or loss of personal possessions. We do not include this in the fees.
- 7) The College has insurance which covers accidents which occur to students whilst on any College activity. The insurance policy does not cover loss of personal property and any claim must be made as soon as practicable.
- 8) Parents/guardians agree to inform the College immediately of any change of home address or contact details, including email, home telephone and mobile telephone numbers.
- 9) Students travelling as unaccompanied minor will incur an additional fee.
- 10) Parents agree to support the internal regulations of the College concerning general discipline on campus and during off campus excursions.
- 11) Parents are liable for any deliberate damage caused by their child to College property or to that belonging to teachers, employees or other students.
- 12) Parents or guardians give their full consent for the student to attend activities and excursions organised by the College that take place off campus and to pay any additional costs associated with such activities/excursions
- 13) All College premises inside and outside are non-smoking and students may not smoke whilst on site. Students may not consume alcohol on College premises or on excursions. Bringing into the College or possession of any type of drugs or weapons is strictly prohibited and renders a student liable to permanent exclusion and the corresponding judicial consequences.
- 14) Students will not be allowed to leave College on their own unless accompanied by a member of staff or group leader.
- 15) The College reserves the right to exclude temporarily or permanently students whose behaviour merits this in the view of the Summer School Manager. The cost of returning the student home will be the responsibility of the parents.
- 16) Students are expected to hand in their own passport, flight tickets, pocket money and valuable possessions on arrival at the school for safekeeping.
- 17) Pocket Money is not supplied by the school and students should bring their own pocket money to spend during their time in the summer school. The school do offer a Safety Deposit Box for the safe keeping of such funds during the pupil's stay with us, by which a sign in/out form is required to be completed each time the student would like to "withdraw" funds. Any remaining monies will be returned to the pupil at the end of their stay with us, along with a copy of the withdrawal information.

- 18) All items of clothing must be marked with the student's full name.
- 19) All students must provide their own writing material (pens, pencils, rulers etc.). These items are not included in the cost of College materials. The College provides text and exercise books and other materials.
- 20) Form of Indemnity:

The College will make arrangements for and authorise members of staff of the College to take students on activities and excursions including educational and cultural trips outside the premises of the College. Parents or guardians of students agree to indemnify the College and such members of staff against:

- a) Any claims, damages or cost which they or any one of them may be or become liable to pay in consequence of any injury or damage to or illness of the student occurring during or as a result of any of the said activities or excursions.
- b) Any claims by a third party which may be made against them or any of them in consequence of any act or default of the student during or as a result of said activities or excursions.
- c) Any other costs and expenses reasonably incurred by them or any of them on behalf of the student during or as a result of any of the said activities or excursions.

Provided that the indemnity herein shall not extend to any claims, damages, costs or expenses in respect of and to the extent to which the College and member(s) of staff shall be entitled to be indemnified under any policy of insurance.

- 21) Any personal data collected and stored by the College is managed in compliance with the Data Protection Act (see www.legislation.gov.uk/ukpga/1998/29/contents) and the Kings Group Data Protection Policy (see www.kingsgroup.org/data-protection-policy/). The College has adopted all necessary technical and organisational means in order to guarantee the security and integrity of personal data that is concerned, as well as to avoid the loss, alteration and/or access of unauthorised third parties.
- 22) In compliance with the Organic Law of 1/1982, the parents or guardian of students enrolled at the College give their full consent for the College to use free of charge, worldwide and for the maximum term allowed by law the image of the students taken in photographs and video recordings while taking part in College activities, extra-curricular activities, or optional classes for internal use. Additionally, as long as the parents or guardian have not previously specifically expressed their opposition to this, the photographs and video recordings may be used in promotional materials such as the College website. The College will inform parents of any promotional use in which they intend to use the student's image. The consent granted hereby may be withdrawn by the student or by their parent or guardian by writing to the College at any time.
- 23) Families are referred to the Declaration they signed on the summer school Application Form stating that they would abide by the conditions of the School, including the payment of fees and charges.
- 24) The college takes our students' health and safety seriously and will always try to contact a parent in a medical emergency with the utmost priority and within a maximum of 24 hours. If however, a decision regarding the student's medical treatment is required urgently and the parent/guardian is unreachable, the college will assume the authority to seek and administer medical treatment to the student.
- 25) Payment of any additional government medical charges will be settled by the parent/guardian of the respective student.

As of 01/01/2018 the UK's Department of Health introduced new charges for any temporary overseas residents. As a result additional charges may need to be settled by the parent/guardian for any student requiring NHS medical attention when attending Summer School.

DECLARATION

I have read the College's general terms and conditions of enrolment and accept them as well as the educational and general policy established by the College Council and Board of Directors. I understand that the College may cancel this application for enrolment at any time if these regulations are not kept and if my child does not follow and maintain the established rules for students.

I confirm that I am interested in securing a place for my child(ren) at King's College Saint Michaels and that the information provided is accurate:

Signed Date

Applicant's: Mother Father Legal Guardian