

Application Form

for St.Clare's IB Summer Institute (1/2)

Please write clearly, especially your email address

Please return both pages of this form with deposit and 2 passport size photographs to:
 Short Courses Division, St.Clare's, Oxford,
 139 Banbury Road, Oxford, OX2 7AL, UK
 Tel:+44 1865 741911 Fax:+44 1865 310002
 Email:ib.summer@stclares.ac.uk

Family name _____

Sex Girl Boy Age on 1st Jan 2004 _____

First names _____

(Min 16)

Name of parent/guardian _____
 (to whom invoices/receipts should be sent)

Date of Birth ____ DAY _____MONTH ____YEAR

Home address _____

Nationality _____

First language _____

Telephone _____

Fax _____

Email _____

Please list the subjects you plan to take for your IB Diploma (including your latest grades)

Higher Level	Grade	Standard Level	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At which school will you take your IB Diploma? _____

Morning Classes - Which classes do you want to take on the summer course?

IB Review OR IB Introduction (3 week course = £1950)

IB Review only : see brochure for subject choices available, and tell us whether you want Higher (H) or Standard (S) level

Any special subject areas?

Please continue on a separate sheet, if necessary

Week 1 [26Jul-1Aug] _____

H S

Week 2 [2-8 Aug] _____

H S

Week 3 [9-15 Aug] _____

H S

NB If you have chosen Mathematics at Standard Level, please tell us whether you are taking Maths Methods or Maths Studies.

1 week = £675 2 weeks = £1350 3 weeks = £1950

Afternoon Classes

Please indicate your choices in the boxes below. See brochure for subject choices available.

Please note that some courses are only suitable for IB Review students, and some only for IB Introduction students

Week 1 £140 _____ Week 2 £140 _____ Week 3 £140 _____

Extra Option

Extended Essay Advice (£90 ea) Subject _____

Extra Activities

Please note, maximum of 2 hours extra activities in total per week

I wish to reserve:

Tennis lessons at £14 per hour

Horse riding lessons at £35 per hour

Accommodation : Please box required

Residential Accommodation not required

(Most students stay in St Clare's Residential accommodation)

For Office Use Only

Date Received /

Deposit Received /

Registration Number

	A	P	X
1			
2			
3			

St.Clare's IB Summer Institute Application Form (2/2)

Student's Full Name

Please repeat the name here, in case the pages get separated: _____

Joining documents / receipts

Please tick the box if you prefer to receive documents by email. We can send you course details, confirmation letters and receipts more quickly by email (to the address you have given), in portable document format (PDF). To open the documents (on any computer) you will need Acrobat reader. If not already installed on your computer, you can get this reader free from www.adobe.com.

Please send confirmation and forms via email

A deposit of £400 for each course is required with this registration form. You will then be invoiced for the balance of fees nearer the time. **We are unable to confirm your reservation until 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.

Payment of Deposit

I would like to pay the deposit: £ 400 or I would like to pay the balance of all fees due now

Please appropriate box

I enclose a UK Bankers' cheque in £ pounds Sterling for the deposit, payable to St.Clare's, Oxford.

I have transferred this amount to:

St.Clare's, Oxford, Barclays Bank plc, Oxford Corporate Banking Centre, PO Box No.858, Oxford, OX2 0XP, UK
Account Number 90965383, Sort Code 20-65-18

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)

I would like to pay by credit card or I would like to pay by debit card

Please the card you wish to use.

Visa Mastercard Delta Switch JCB

Please charge my account with £ _____

(enter amount of deposit, or full fees if booking 3 weeks or less before start of course)

My card number is:

(Please enter ALL digits of your card number)

Valid from /

Expiry date /

Cardholder's name _____ Cardholder's signature _____

NB. Please note that a surcharge of 2% will be made for all credit card payments above £1000.

Cancellation

Please contact us immediately if you have to cancel your registration. The deposit is not refundable, except in special cases. Fees will not be returned once a course has started. 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 airport transfer and replacement airline ticket will be charged to the student/parent.

Payment of Fees and Terms and Conditions

- I have read and accept the terms and conditions, and the information relating to the conditions of payment and fees.
- I agree for emergency medical treatment to be given to my son/daughter if required and recommended by a qualified medical practitioner.
- I undertake to pay the balance of fees at least 3 weeks before arrival.

Student's signature _____ Parent's/Guardian's signature _____

Paying the Balance Due: If you have paid your deposit by credit or debit card, then you may also arrange now to pay the balance of fees by credit or debit card, 3 weeks before arrival. If you wish to do so, please sign below.

Please charge my credit card for the balance of fees 3 weeks before the course starting date.

Cardholder's signature _____

How to apply

- 1) Select your course carefully.
- 2) Fill in the application form to register for a course.
- 3) Return the application form with your deposit to our Short Courses Division.
Please enclose 2 passport size photographs with your application form.

When should I apply?

There are no deadlines for applications to the IB Summer Institute courses. However, you should apply as soon as possible to be certain that space in your chosen classes and accommodation is still available. If you apply less than 3 weeks before the start of the course, you should send the full fees with your Application Form.

When will you send me further information?

We will respond to your application immediately, to confirm that we have received your details and deposit, and to confirm that your place has been reserved. We will also send you other information and your receipt and/or invoice for the balance of the fees.

In May, you will receive a pack of information with all your joining instructions, such as a map, information on how to get to St Clare's, and information on all the social and academic programmes.

We look forward to welcoming you to St.Clare's.

Course Fees

Deposit (N.B. This forms a part of the overall fee) £400

3 week IB Review or IB Introduction Morning Programme £1950
Three week's tuition (51 hours), accommodation, activities programme, meals & supervision

IB Review (per single week) per week £675

It is possible to attend just for one or two weeks on the IB Review Course, though we recommend the full three week programme for the maximum benefit.

Please note that some course options may not be available on all weeks. Please check before booking.

Single weeks are not possible on the IB Introduction Course.

One week's tuition (18 hours), accommodation, activities programme, meals & supervision

Afternoon Programme (6 hours each week) Each week £140

You can take up to 3 afternoon options over the three weeks of the course)

Extra Option

Extended Essay Advice (up to 2 hours, spread over several individual tutorials) £90

NB It is usually possible to take non-residential students on any of our courses. Please contact our Short Courses Division for tuition only fees.

St.Clare's reserves the right to cancel a course type if enrolment is too low, and will offer a place on an alternative course, where possible

What is included in the course fees?

- Tuition as specified
- Supervised accommodation in a St.Clare's house from the day of arrival to the morning of departure
- Bed linen and towels
- Meals (breakfast, lunch, dinner) from dinner on the day of arrival to breakfast on the day of departure
- Use of Academic Resources Centre (language laboratory, computers, library)
- Use of internet, email
- Full activity programme (one excursion per week included)
- Travel insurance (i.e. medical and personal possessions cover). See next page for further details.

Not included in fees:

- Excursions, in addition to those included in tuition fees - variable cost (£8 -£30 each)
(Theatre trips are included for English courses).
- Personal spending money - we advise you to allow about £70 per week for personal expenses and extra excursions.
- Cost of the following activities:
 - Horse riding lessons (£35 per 2 hour session)
 - Swimming (approximately £2.20)
 - Tennis lessons (£14 per 1 hour lesson)
 - Ice-skating (approximately £5.50 per session)
- Airport transfers
- Personal laundry (Coin-operated washing machines are available)
- Key/damage deposit of £30 (payable on arrival; refundable at end of stay)

Arrival and departure days:

You arrive on Saturday , attend an orientation programme on Sunday, and start your course at 09h00 on Monday.

The last teaching day for summer courses is Thursday of the last week of your course.

There are no classes on the last Friday, your departure day.

You leave on Friday , and we ask you to leave your room by 10h00.

Special Note for IB Review Students

If you are attending week 1 or week 2 only (i.e. **not attending week 3**) of the IB Review course, then there will be teaching for your class on the last Friday. You will need to leave your room by 10h00 on Friday morning (as we have to prepare the rooms for students arriving on the following day), but you can leave your luggage in a safe place and attend your class before you leave for the airport. We therefore recommend that you try to arrange your flight for a late afternoon or early evening departure.

If this is not possible, then we can sometimes arrange for you to stay for one extra night, but this is subject to availability. Alternatively, if you have to leave early on the Friday, then please be aware that you will miss the final class in your IB Review course.

Airport Transfer Service

There is a regular coach service between Oxford and London Heathrow/Gatwick airports, costing approximately £14/21 return. The journey takes approximately 1.5/2.5 hours. However, if you would like us to arrange a personal airport transfer for you, the prices for one person are as follows:

Airport of arrival	One way transfer (on arrival only)	Return transfer (arrival & departure)
London Heathrow	£75	£130
London Gatwick	£105	£185

Please note that all airport transfers must be booked and paid for at **least two weeks** in advance. We will send you a transfer booking form and full information on booking your transfer with your joining documents. On this form you must fill in your exact flight details and return it to St.Clare's Short Courses Division, with the payment. We will then book you an airport transfer.

NB: Information on transfer prices for students travelling together or arriving at other London airports or destinations can be provided if required.

Travel Insurance

Your fees include comprehensive travel insurance including medical and personal possessions cover with an independent insurance company organised by St.Clare's brokers. Details of the insurance cover will be sent to you with your joining documents. If you wish to make any claims on the policy you must contact the insurance company yourself. Details are given on the insurance document.

Conditions

Students attending St Clare's, Oxford courses must comply with the directions given to them and abide by the rules of each course. St Clare's, Oxford reserves the right to ask any student whose behaviour we deem to be unacceptable to leave the college. In this event, fees will be forfeited and all travel and ancillary costs borne by the student/parent.