

Application Form

for St. Clare's Workshops for Experienced IB Teachers (1/2)

Please write clearly, especially your email address

Please return both pages of this form with full payment of all fees due 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.teacher@stclares.ac.uk

Sex M / F

Family name _____

Date of Birth ____ DAY ____ MONTH ____ YEAR

First names _____

Nationality _____

Home address _____

First language _____

Telephone _____

Fax _____

Email _____

At which school do you teach on the IB Diploma? _____

Please the course(s) which you would like to attend

Course One

Sun 22 to Wed 25 June (3 nights)
 (£375 or £340 early bird plus accommodation)

English B

Chemistry

Course One PLUS Optional Enrichment Programme

Sun 22 to Sat 28 June (6 nights)
 (£675 or £640 early bird plus accommodation)

British Theatre and Classic Society & Culture

Language Through Learning™ and Global Citizenship

Course 2

Sun 29 June to Wed 2 July (3 nights)
 (£375 or £340 early bird plus accommodation)

Economics

History (Europe)

Business & Management

History (Americas)

Course Two PLUS Optional Enrichment Programme

Sun 29 June to Sat 5 July (6 nights)
 (£675 or £640 early bird plus accommodation)

British Theatre and Classic Society & Culture

Language Through Learning™ and Global Citizenship

Accommodation : Please indicate first preference with a **1**, second preference **2**, etc

[please see the information on accommodation options]

St. Clare's Residential Single ensuite

St. Clare's Residential Shared ensuite

St. Clare's Residential Single standard

St. Clare's Residential Shared standard

St. Clare's Accommodation		
Per Night	Ensuite	Standard
Single	43	35
Shared	34	29

I will arrange my own accommodation / accommodation not required

B&B/Guest House through St Clare's

Hotel through St Clare's

[Note: there is a £10 charge for this service]

(£30/£40 - £70: Preferred budget: _____) (£70 - £200: Preferred budget: _____)

My card number to reserve the room booking:

St. Clare's can only book a B&B or Guest House or Hotel on your behalf with your credit card number (to confirm the booking)

(Please enter ALL digits of your card number)

Valid from /

Expiry date /

Cardholder's name _____

Cardholder's signature _____

For Office Use Only	C	I	X	N	B
Date Received /	1				
Deposit Received /	2				
Registration Number	I = IB wksp X = IB + Option N = nights B = Bkg fee due				

St.Clare's Summer Workshops for Experienced IB Teachers (2/2)

Participant's Full Name

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

Confirmation letters / receipts

If you are happy to receive course details, confirmation letters and receipts electronically, then tick the box. All documents will be sent to the email address you have given, and will be in Adobe Acrobat portable document format (PDF). To read the documents (on any computer) you will need the free Acrobat reader from www.adobe.com.

Please send confirmation and forms via email

Course fees are payable in full at the time of booking.

We are unable to confirm your reservation until we receive your payment.

Do not delay sending your fees or you may lose your place on the course.

Payment of fees

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 participant'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 payable)

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.

Please invoice my school or employer. The purchase order or purchase authority is: _____

The invoice should be addressed to: _____

Please indicate if the invoice can be sent by email as a PDF attachment by adding the email address here:

Email Address for Invoice: _____

Cancellation

Please contact us immediately if you have to cancel your registration. Fees are 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.

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.

Participant's signature _____

Payment 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.

When should I apply?

There are no deadlines for applications to the Summer Workshops for Experienced IB Teachers. However, you should register as soon as possible to be certain that the accommodation and space in the courses you have chosen are 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 straight away, to confirm that we have received your details and full payment of fees, and to confirm that your place has been reserved on the courses you have chosen.

We recommend that you **do not book your flights until you have received final confirmation** of your place on the course. We will also send you other information and your receipt and/or invoice for the course fees.

In May, you will receive an information pack with all your joining instructions, such as a map, information on all the academic and social details.

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

Course Fees

Summer Workshops for Experienced IB Teachers		£375
The full IBO Teacher Workshop as set out in the brochure/website including meals and trips as stated		
Summer Workshops for Experienced IB Teachers - Early Booker Rate*		£340*
Summer Workshops for Experienced IB Teachers	PLUS St Clare's Extra	£675
The full IBO Teacher Workshop as set out in the brochure/website including meals and trips as stated, plus the extra programme (either British Theatre and Classic Society & Culture or Language Through Learning™ and Global Citizenship)		
Summer Workshops for Experienced IB Teachers	PLUS St Clare's Extra	
	- Early Booker Rate*	£640 *

* Early Booker Rates apply to workshop places booked and paid in full before Easter 2003.

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?

- All input and contact sessions as set out in the outline programme in the brochure / website
- An IBO workshop pack for each participant
- Meals where specified on the programme from dinner on the day of arrival to breakfast on the day of departure (all meals are included for participants staying in St Clare's own accommodation).
- Use of Academic Resources Centre (language laboratory, computers, library)
- Use of internet, email
- Programme of activities, visits and functions as stated in the brochure / website
- Travel insurance (i.e. medical and personal possessions cover). See below for further details.

Not included in fees:

- Accommodation - see over the page for details of accommodation options
- Course Dinner in an Oxford University College. Further details will be sent to course participants.
- Any money for personal expenses or purchases.
- Airport transfers
- Personal laundry (Coin-operated washing machines are available)

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, but broadly it covers you from when you leave home until your return, provided neither journey takes more than 48 hours and you come directly to St Clare's, Oxford and go home directly. If you wish to make any claims on the policy you must contact the insurance company yourself. Details are given on the insurance document.

Arrival and departure days:

You arrive on Sunday , attend a welcome reception and dinner on Sunday, and start your course at 09h00 on Monday. If you have difficulty booking a flight, accommodation may be available from Saturday onwards. Please contact us to find out.

Departure is as stated in the programme for each course as set out in the brochure / website

Airport Transfer Service

There is a regular coach service between Oxford central bus station and London Heathrow/Gatwick airports, costing approximately £14/21 return, plus a taxi journey from the bus station to St Clare's (should be no more than £5). The journey takes approximately 1.5/2.5 hours. However, if you would like us to arrange a personal airport transfer for you, please contact us for further details.

Conditions

Participants attending St. Clare's, Oxford 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 participant 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 participant themselves.

Accommodation and meals

Accommodation is not included in the course price. There are three accommodation options which St. Clare's can help you with, plus the option of booking accommodation yourself, using the chart of accommodation options listed below.

Option One - St. Clare's Student Accommodation

- Spacious, attractive, full-board, residential accommodation is available in single or shared rooms in St. Clare's, own residences, either ensuite or standard.
- Some of St. Clare's residences are converted Victorian family homes and others are purpose built.
- Includes breakfast and evening meals in the college.
- Key/damage deposit of £30 (payable on arrival; refundable at end of stay)

Other Options

There is a range of different other accommodation in Oxford, ranging from economical bed and breakfast and guest houses through to very high quality hotels. Further information on the choice available is provided on the Daily Information website, at <http://www.dailyinfo.co.uk/listings/accommodation/hotels/hotels.html> If you are interested in booking accommodation other than at St. Clare's, then we really recommend that you book directly with the hotel or guest house.

However, if you prefer, we can do this for you.

Option Two - Guest House Accommodation booked for you by St Clare's

- There are many different Bed and Breakfast and Guest Houses near to St. Clare's, and we will be happy to book accommodation on your behalf, as long as you can give us an idea of your price range.
- Prices range between £30/£40 and £70 per night.
- St. Clare's will book a room on your behalf and confirm the details of the booking, along with directions to your accommodation. Please note that we cannot guarantee availability of the accommodation option or price of your choice, particularly for late bookings (after May).
- Please note that there will be a £10 administration charge for this service.

Option Three - Hotel Accommodation booked for you by St. Clare's

- There are also many different Hotels in Oxford. St. Clare's is 1 mile from the centre of Oxford, but most of the hotels are on the St. Clare's side of Oxford, and it is therefore possible to walk to St. Clare's from most venues. There are also many buses, and the route is very simple, as St. Clare's lies on a direct route to the centre of the city. Again, we will be happy to book accommodation on your behalf, as long as you can give us an idea of your price range.
- Prices range between £70 and £200 per night.
- St. Clare's will book your accommodation and confirm the details of the booking back to you, along with directions to your accommodation. Please note that we cannot guarantee availability of the accommodation option or price of your choice, particularly for late bookings (after May).
- Please note that there will be a £10 administration charge for this service.

Self-Booking Option

Please feel free to contact any guest houses, bed and breakfast or other hotels, directly yourself.