Application Form – IB Institute Easter Revision Courses (B)

Student's full name

……....

A deposit of £200 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 three weeks before arrival. Do not delay sending your deposit or you may lose your place on the course.

Payment of deposit

Total amount of deposit £ ……

Please ✓ appropriate box

☐ I enclose a Bankers' cheque in £ pounds Sterling for the deposit payable in the UK 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, England
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

Please ✓ the card you would like to use.
☐ Visa ☐ Mastercard ☐ Delta ☐ Switch ☐ JCB

Please charge my account with £ ……

(*enter the amount of deposit or full fees if booking three weeks or less before the start of course*)

My card number is (*please enter all digits*):

Valid from ……

Expiry date……

Cardholder's name……

Cardholder's signature……

NB. Please note that a surcharge of 2% will be made for 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 less than three weeks before the course starts. 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

We have read the information relating to the conditions of payment and fees, which we accept. We undertake to pay the balance of fees at least three weeks before arrival.

Signatures *(both the student and a parent or guardian should sign below)*

Student ……

Parent/Guardian ……

Date……

If you have paid your deposit by credit card, then you may also pay the balance of fees by credit card, 3 weeks before arrival. If you wish to do so, please sign below.

Please charge my credit card for the balance of fees on the following date:

☐☐ Day ☐☐ Month ☐☐ Year

Cardholder's signature……

Confirmation letters and receipts

If you are happy to receive course details, confirmation letters and receipts electronically ✓ the box below. All documents will be sent in pdf format. To read the document on any computer you will need the free Acrobat reader from www.adobe.com

☐ Please send confirmation and forms via email