

Terms and conditions

Arrival and departure:

	Arrival by 16.00 on	Departure by 16.00 on
Course 1	24 July	30 July
Course 2	31 July	6 August
Course 3	7 August	13 August

Note: We ask for rooms to be vacated by 10.00am
Luggage can be stored whilst students attend classes.

Included in the fees

- 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 evening programme (including one excursion per week)
- Travel insurance

Not included in fees

Airport transfers

Personal spending money - allow about £70 per week

Key/damage deposit of £30 payable on arrival.

Personal laundry (Coin-operated machines are available)

Extra excursions – variable cost (£8 – 30 each)

Cost of the following optional activities;

- Swimming (£2.50)
- Ice skating (£5.50)
- Tennis lessons (£14 per 1 hour session)

Airport Transfer service

There is a regular public coach service between Oxford and London Heathrow/Gatwick airports, costing approximately £16/21 return. However if you wish to book airport transfer by private taxi, tick the appropriate boxes in the application form.

Taxi costs per person:

	one - way (arrival only)	two - way (arrival and departure)
London Heathrow	£75	£130
London Gatwick	£105	£185

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 cover will be sent to you with your joining documents. If you wish to make claims on the policy you must contact the insurance company yourself. Details are given on the insurance document.

Conditions

Students attending courses at 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 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

Application procedure

How to apply

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

When to apply

There are no deadlines for applications to the IB Summer Institute courses. However, you should register as soon as possible to be certain that the accommodation and space in the classes 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.

Further information

We will respond to your application straight away, to confirm that we have received your details and deposit, and to confirm that your place has been reserved on the courses you have chosen. We will also send you other information and your receipt and/or invoice for the balance of the fees. In May, you will receive an information pack with all your joining instructions, such as a map and information regarding all the academic and social arrangements.

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

Course fees

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

IB Introduction	(3 week course)	£1980
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IB Review	per 3 week course	£1980
	per week	£ 690

Optional enrichment programme	£140 per week
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Application Form – IB Institute summer courses (A)

Please write clearly, especially your email address.

Personal Details

Family Name _____

Nationality _____

First names _____

First language _____

Name of parent/guardian _____

Telephone _____

Home address _____

Fax _____

Email _____

Male Female (please tick ✓)

Date of birth _____

Diploma details (please include your latest grades)

Higher Level Subjects _____ Grade _____

Standard Level subjects _____ Grade _____

Please name the School where you will take the IB Diploma

Morning programme

IB introduction (all 3 weeks) *please ✓*

IB review *please enter subjects below*

Week 1 (July 24 - 30) _____

Week 2 (April 6 – 8) _____

Week 3 (August 7 – 13) _____

Optional afternoon programme

Please enter the name of the optional enrichment programme you require

Week 1 (July 24 - 30) _____

Week 2 (July 31 – August 6) _____

Week 3 (August 7 – 13) _____

Airport transfers

please ✓ as required. We will ask for flight details later

Outward

London Heathrow to Oxford

London Gatwick to Oxford

Return

Oxford to London Heathrow

Oxford to London Gatwick

Accommodation

please ✓ box required

Residential

Accommodation not required

How did you hear about St. Clare's? *please ✓ one box*

Agent

Internet search

Friend

School

British Council

Other.....

Please return both pages of this form with your deposit and 2 passport size photographs to:
Short Courses Division, St. Clare's Oxford, 139 Banbury Road, OX2 7AL, UK
 Tel: +44 1865 552031 Fax: +44 1865 310002 Email : ib.institute@stclares.ac.uk

For office use only	1	
Date received	2	
Deposit received	3	
Registration number	4	

Application Form – IB Institute summer courses (B)

Student's full name _____

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 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).

If you would like to pay by credit/debit 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)*:

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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.

Please return both pages of this form with your deposit and two passport size photographs to:
Short Courses Division, St. Clare's Oxford, 139 Banbury Road, OX2 7AL, UK
Tel: +44 1865 552031 Fax : +44 1865 310002 Email : ib.institute@stclares.ac.uk

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

- Please send confirmation and forms via email.

For office use only		
Date received		
Deposit received		
Registration number		