

Application Form - Summer Courses (A)

Please write clearly, especially your email address

Family name _____

First names _____

If under 18, full name of parent _____

Home address _____ First language _____

_____ Telephone _____

_____ Fax _____

_____ Email _____

Nationality _____ Boy Girl (please tick) Date of birth _____

Course code	Course title	Course dates: start/finish	Fee (£)
_____	_____	_____	_____
_____	_____	_____	_____

Airport Transfers

Please ✓ as required. We will ask you for your full flight details later.

Outward

from London Heathrow to Oxford

from London Gatwick to Oxford

Return

from Oxford to London Heathrow

from Oxford to London Gatwick

Level of English (all courses) Please ✓ one box.

*Beginner

Lower Intermediate

Upper Intermediate

Elementary

Intermediate

Advanced

* Junior/young junior courses and specified 16 years+ 2-week general English courses only (see page 6).

Accommodation (16+ courses only)

Please ✓ box required.

Residential Homestay

Accommodation not required

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

Agent

Friend

British Council

Internet search

School

Other _____

Please return 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 552031 Fax: +44 1865 513359 Email: summer.admissions@stclares.ac.uk Web: www.stclares.ac.uk

For Office Use Only	
Date Received	
Deposit Received	
Registration Number	

Agent Details (if applicable)

Application Form - 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 3 weeks before arrival. **Do not delay sending your deposit or you may lose your place on the course or in the accommodation of your choice.**

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 OXP, 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 student's name marked clearly).

I would like to pay by credit 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)*:

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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.

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

I have read the information relating to the conditions of payment and fees, which I accept. I undertake to pay the balance of fees at least 3 weeks before arrival.

Signature of student, or parent if under 18 years

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:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day		Month		Year	

Cardholder's signature _____

Terms and Conditions

Arrival and departure

- Arrival day is Saturday and rooms are available from 14.00 hrs
- Departure day is Friday and you must leave your room by 10.00 hrs
- Teaching takes place Monday to Friday, except the week of departure, when the last teaching day is Thursday. There are no lessons on the last Friday
- Prices include travel insurance ie medical and personal possessions cover

What is included in the course fees?

For all courses fees include:

- All tuition
- Study visits as part of the tuition programme
- Student folder
- Teaching materials
- Full programme of social, cultural and sporting activities
- Certificate of Attendance (issued as long as student has attended a minimum of 80% of classes)
- Travel and medical insurance

Fees for certain courses include additional features eg. theatre trips on English plus Shakespeare.

For courses for young adults 16 years+, fees include:

- 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)
- Excursions of the student's choice, within the list available, the equivalent of one excursion for each week of study

NB. Students may choose to stay in homestay accommodation (see page 12).

Homestay accommodation is the same price as residential accommodation.

If you are staying in a St. Clare's homestay and wish to change your accommodation, one full

week's notice is required, otherwise a cancellation charge will apply.

Not included in fees:

- Excursions, in addition to those included in tuition fees - variable cost (£8 - £30 each) (Some theatre trips are included for certain courses)
- Personal spending money - we advise you to allow about £70 per week for personal expenses and extra excursions
- Additional activities e.g. horse riding, tennis lessons, ice-skating
- Examination fees (included for Intensive English courses)
- Airport transfers
- Personal laundry (coin-operated washing machines are available)
- Key / damage deposit of £30 (payable on arrival; refundable at end of stay)

For junior and young junior courses fees include:

- Full board (three meals each day) plus morning and afternoon refreshments
- Supervised accommodation
- Supervision from arrival right up until departure
- Personal laundry
- ALL excursions including admissions fees (3 per week)
- Airport transfers to/from London Heathrow between specified times on arrival/departure
- All costs for special sports (eg. ice-skating), cinema visits etc.

Not included in fees:

- Personal spending money for souvenirs, postcards etc. - we advise £35 per week minimum
- Damage deposit of £20 (payable on arrival; refundable at end of stay)

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.

Airport transfer service 16+ courses

There is a regular coach service between Oxford and London Heathrow/Gatwick airports, costing approximately £14/21 return. The journey takes approximately 1 1/2 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 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.

Conditions

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

NB. *Information on transfer prices for students travelling together or arriving at other London airports or destinations will be provided with your joining documents. All transfers for students on junior and young junior courses, arriving/departing between stated times, from Heathrow only, are included in the course price.*