

# APPLICATION FORM

## Summer Courses (A)



St. Clare's, Oxford

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

### ACCOMMODATION (16+ COURSES ONLY)

Please  box required.

Residential  Homestay

Accommodation not required

### LEVEL OF ENGLISH (all courses) Please one box.

\*Beginner

Lower Intermediate

Upper Intermediate

Elementary

Intermediate

Advanced

\* Junior/Young Junior courses only.

### 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 517386

Email: [summer.admissions@stclares.ac.uk](mailto:summer.admissions@stclares.ac.uk) Web: [www.stclares.ac.uk](http://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.**

## 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.

## PAYMENT OF DEPOSIT

Total amount of deposit £ \_\_\_\_\_

Please  appropriate box

**Bank Transfer**  
 Payable to: St. Clare's, Oxford, Account No. 90965383, Sort Code 20-65-18, Barclays Bank plc, Oxford Corporate Banking Centre, PO Box 858, Oxford OX2 OXP, UK.  
 SWIFT ID ^ BARCGB22. IBAN number (Europe only) GB94BARC20651890965383.  
 Payment made by this method should include reference to student name and number.  
*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).*

**Cheque**  
 In £ Sterling drawn on a British clearing bank payable to St. Clare's, Oxford.

**Sterling Travellers' Cheques or Cash**

**Credit Card Payment**  
 Visa  Mastercard  JCB  
 Please note that a surcharge of 2% will be made for amounts above £1,000. We do not accept American Express or Diners cards.

**Debit Card Payment**  
 Delta  Switch/Maestro  Solo  Electron

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 \_\_\_\_\_

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 parent (if student is under 18 years)  
 \_\_\_\_\_

Date \_\_\_\_\_

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

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

|     |  |       |  |      |  |
|-----|--|-------|--|------|--|
|     |  |       |  |      |  |
| Day |  | Month |  | Year |  |

Cardholder's signature  
 \_\_\_\_\_

## TERMS AND CONDITIONS SHORT COURSES



Enrolment deposits for tuition and accommodation are required for each course and must accompany the application form. The deposits are credited towards the full fees. If St. Clare's is not able to offer you a place or to arrange accommodation as requested the deposits are refunded.

Registration is by course. Deposits are required for each course for which a registration is being made.

If a student does not take up the accommodation or a place on the course the deposit is not refunded, unless there are exceptional circumstances. Refunds are at the discretion of St. Clare's.

When a completed application form and deposits have been received an invoice will be issued to the student for the balance of fees due. This amount should be paid at least 3 weeks before the course begins. Payment of the balance guarantees the course place and accommodation.

If the application form is submitted less than 5 weeks before the course begins the full fees of the course and accommodation must be paid at the same time.

St. Clare's must receive the full amounts of deposits and fees after all bank charges have been paid. Your bank should be instructed to pay all charges including those for the UK bank. Outstanding bank charges will have to be paid on arrival.

Students will not be permitted to occupy accommodation or begin courses until all fees due have been paid. Where a student wishes to extend a course all additional fees must be paid before commencement.

Fees not paid on time will be surcharged at 1% per month or part month for which they remain unpaid.

Fees are not refunded once a course has been started or accommodation occupied.

Fees are not refunded if a student is asked to leave St. Clare's because of unsatisfactory behaviour or work. Any additional costs associated with an early withdrawal will be charged to the student or parent.

St. Clare's reserves the right to make an administration charge of £20 for any changes to the original registration made by a student. If a student has paid for a course in advance but is unable to attend it may be possible to claim on the travel insurance. Students should read the travel insurance documents and contact the company themselves to establish whether there is a valid basis for a claim. If an insurance claim is not allowed St. Clare's will make the following refunds provided that written confirmation from the insurance company is submitted that it will not meet a claim:

for cancellation more than 3 weeks before the course starting date fees will be refunded, less any bank charges;

for cancellation in the 3 weeks before the starting date, or non-arrival half the fees will be refunded, less any bank charges;

fees will be refunded in full for students who cancel on grounds of illness – a certificate from a qualified medical practitioner is required;

If St. Clare's cancels the course a full refund of fees will be made to students.

The Travel Insurance Premium, which is mandatory and included, covers travel directly to and from St. Clare's and whilst at St. Clare's. The cover for the journey to and from St. Clare's is limited to 48 hours in each direction. Cover is provided for medical expenses, rescue, evacuation and repatriation, cancellation or curtailment, personal accident, personal property and money, delay abandonment and missed departure and personal liability claims. It covers trips organised by St. Clare's, including those involving outdoor activity pursuits. For full details of the extent of the cover and the exclusions see the Certificate of Insurance, the Summary of Cover and the Frequently Asked Questions document, which are available from the Sales and Registration Office, or at [www.stclares.ac.uk](http://www.stclares.ac.uk)

The Governors of St. Clare's reserve the right to alter the fees if costs make this necessary.

Acceptance and entrance to St. Clare's constitute a contract to pay all fees and associated charges due.

## USEFUL INFORMATION JUNIOR COURSE

- Arrival:
  - Saturdays: rooms available from 1400 hrs. Flights should not arrive earlier than 06.00 or later than 2100
- Departure:
  - Fridays: please leave your room by 1000 hrs. Flights should not depart earlier than 1000
- Teaching
  - Teaching takes place Monday-Friday, except the week of departure, when last teaching day is Thursday
- Included in course fee
  - \* All tuition
  - \* Study visits as part of tuition programme
  - \* Teaching materials
  - \* Student folder
  - \* Full programme of social, cultural, sporting activities
  - \* Certificate of Attendance (awarded if student has attended a minimum 80% of classes)
  - \* Travel and medical insurance (see Terms and Conditions)
  - \* Full board (3 meals a day)
  - \* Bed linen & towels
  - \* Supervised accommodation
  - \* Supervision, from arrival to departure
  - \* Personal laundry
  - \* All excursions (3 per week) including entry fees
  - \* Airport transfers from London Heathrow at specified times
  - \* All costs for special sports (eg ice-skating, cinema visits etc.)
- Fees do NOT include
  - \* Personal spending money (eg for souvenirs etc.,. We advise £50 per week minimum)
  - \* Damage deposit of £20 (payable on arrival; refundable at end of stay)

## USEFUL INFORMATION YOUNG ADULTS 16+

- Arrival:
  - Saturdays: rooms available from 1400 hrs. Flights should not arrive earlier than 0600 or later than 2100
- Departure:
  - Fridays: please leave your room by 1000 hrs. Flights should not depart earlier than 1000
- Teaching
  - Teaching takes place Monday-Friday, except the week of departure, when last teaching day is Thursday
- Included in course fee
  - \* All tuition
  - \* Study visits as part of tuition programme
  - \* Teaching materials
  - \* Student folder
  - \* Full programme of social, cultural, sporting activities
  - \* Certificate of Attendance (awarded if student has attended a minimum 80% of classes)
  - \* Travel and medical insurance (see Terms and Conditions)
  - \* Supervised accommodation in a St. Clare's house from day of arrival to morning of departure
  - \* Bed linen and towels
  - \* Meals (breakfast, lunch, dinner) from dinner on day of arrival to breakfast on day of departure
  - \* Use of Academic Resources Centre: (language laboratory, computers, library)
  - \* Excursions: one per week of study, of student's choice from list available
  - \* Theatre visits on Shakespeare course
- Fees do NOT include
  - \* Excursions, in addition to those included in the tuition fees: cost varies between around £8-£30
  - \* paper and pens/pencils
  - \* Personal spending money; we advise £70 per week for personal expenses and extra excursions

- \* Additional activities:
  - eg 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)
- Airport transfers 16+
  - \* A regular coach service operates between London Heathrow/Gatwick and Oxford (approx. 1.5 hours)
  - \* A personal airport transfer can be arranged, if you prefer; transfer costs are:

Arriving at London Heathrow

Single: £75                      Return: £130

Arriving at London Gatwick

Single: £130                      Return: £185

- \* Transfers must be booked and paid for at least 2 weeks in advance

## NON-RESIDENTIAL STUDENTS

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

## YOUNG ADULTS 16+ NON-RESIDENTIAL STUDENTS

Some homestay accommodation is available, at the same price as residential accommodation: one week's notice is required of any change from homestay, otherwise a cancellation charge applies.