

**St. Clare's, Oxford**

— An International Education —

# **International Baccalaureate Diploma Preparatory IB**

Application Booklet

[www.stclares.ac.uk/ib](http://www.stclares.ac.uk/ib)

---

## How should I apply to St. Clare's?

---

If you want to apply for the IB or the Pre-IB please send us the following:

- A completed Application Form (4 pages)
- School reports for the last two years of your studies
- If you are not a native English speaker, evidence of your level of English e.g.
  - a copy of an English language examination certificate such as Cambridge Examinations, IELTS or TOEFL
  - a letter from your English teacher stating your level
- 4 recent passport-size photographs
- The Registration Fee of £100

When we have received all of the above:

- We will invite you and your family to visit St. Clare's for an interview. If this is impossible, we may be able to interview you by telephone
- We may request a confidential reference from your current school
- If your school reports, interview and reference are satisfactory, we will offer you a place at St. Clare's

When you accept the offer of a place at St. Clare's you will need to pay a deposit of £2,500 to the College.

### **Please send all correspondence to:**

Chris Osbourn  
Admissions Office  
St. Clare's, Oxford  
139 Banbury Road  
Oxford OX2 7AL  
UK  
[admissions@stclares.ac.uk](mailto:admissions@stclares.ac.uk)  
Tel: +44 (0) 1865 517304  
Fax: +44 (0) 1865 513359

# International Baccalaureate Diploma and Preparatory IB APPLICATION FORM

Please complete form in CAPITAL letters

Today's date: 

D	D	M	M	Y	Y

## Student's Details

Family Name: \_\_\_\_\_ Date of Birth: 

D	D	M	M	Y	Y

First Name: \_\_\_\_\_

Sex: M  F

Nationality: \_\_\_\_\_

First Language: \_\_\_\_\_

Passport No.: \_\_\_\_\_

## Contact Details of Parent(s) or Guardian(s)

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Country: \_\_\_\_\_

Home telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Work telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile telephone: \_\_\_\_\_

Parent's/Guardian's First Name and Family Name: \_\_\_\_\_

Parent's/Guardian's Profession: \_\_\_\_\_

Name and Address for Invoices: \_\_\_\_\_  
*(if different from above)*

**Student's name:** \_\_\_\_\_

**Current School**

Head Teacher/Director (Please provide title and full name): \_\_\_\_\_

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

When did you enter your present school: (month/year)?

How did you hear about St. Clare's? \_\_\_\_\_

**Current Academic Programme**

What is your current class or year at school? (Year 11, 10th Grade etc) \_\_\_\_\_

How many years of pre-university education would you have to complete after next September, if you remained at your current school? \_\_\_\_\_

What are your intentions for university/career? \_\_\_\_\_

Please provide copies of grades or reports showing the subjects you have been studying for the past 2 years, with your most recent results (eg. B+, 7/10, 65%) and their dates (month/year).

**Accommodation**

- Would you like to be:
- fully resident
  - weekly resident
  - non-resident (living with parents)

**Additional Information:** do any of the following apply? If yes, please give details below

YES NO

Do you have any special educational needs (eg. Dyslexia, ADHD)?

Do you have any allergies, medical conditions or have been hospitalised in the last 5 years?

Do you have any specific religious needs?

Do you have any particular dietary needs?

Please give details: \_\_\_\_\_

Student's name: \_\_\_\_\_

**Choice of Course**

Which course do you wish to study? IB  Pre-IB

Proposed date of entry: \_\_\_\_\_ (month) \_\_\_\_\_ (year)

How long do you wish to study? \_\_\_\_\_ (terms) or \_\_\_\_\_ (years) (usually, the IB is for 2 years, and Pre-IB for 1, 2 or 3 terms)

**Subject choices for IB (to be completed ONLY by applicants for IB):** Choose one subject from each group by writing a tick (✓) in the appropriate boxes

Group		Subject(s)	Higher Level CHOOSE <b>THREE</b>	Standard Level CHOOSE <b>THREE</b>
1. <b>Language A1</b>	First language/ native language	English A1		
		German A1		
		Italian A1		
		Or any other first language, write which: .....		
2. <b>Language B</b>	Second language	English A2 – for fluent second language speakers		
		English B		
		French B		
		German B		
		Spanish B		
		Chinese Beginners		
		Spanish Beginners		
3. <b>Individuals &amp; Societies</b>		Business & Management		
		Economics		
		Geography		
		History		
		Psychology		
3. or 4.		Ecosystems & Societies		
4. <b>Experimental Science</b>		Biology		
		Chemistry		
		Physics		
5. <b>Mathematics</b>		Mathematics Higher		
		Mathematics Standard		
		Mathematical Studies		
6. <b>Arts &amp; electives</b>	<b>Either</b>	Choose <b>another</b> Language B, or <b>another</b> Individual and Societies subject, or <b>another</b> Science. Indicate which using the boxes above.		
	<b>Or</b>	Music		
		Theatre Arts		
		Visual Arts		

At this stage, choices are provisional and will be discussed in more detail at interview. We try to allow students their chosen subjects, but cannot offer every possible combination. Subjects with fewer than 6 enrolments may not be offered. More detailed information on the subjects can be found in the IB Guide or online at [www.stclares.ac.uk/ib](http://www.stclares.ac.uk/ib)

**Student's name:** \_\_\_\_\_

**Payment of Registration Fee** (please refer to Financial Information page for payment details)

I agree to pay the registration fee by the following method: (please tick appropriate box)

**A Bank Transfer:** please specify your name or the name of the student on any bank transfer

**B Cheque**

**C Sterling Travellers' Cheques or Cash**

**D Credit Card Payment:**

Please tick which card you wish to use: Visa  Mastercard  JCB

**E Debit Card Payment:**

Please tick which card you wish to use: Delta  Maestro  Electron  Solo

**Credit/Debit cards:**

The card number is: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

3-digit security code: (last 3 numbers on the back of your card): \_\_\_\_\_

Valid from: \_\_\_\_\_ / \_\_\_\_\_ Expiry date: \_\_\_\_\_ / \_\_\_\_\_

Cardholder's name: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent Declaration and Signature**

I acknowledge that I have read the Terms and Conditions as set out in this Application Booklet and agree to be bound by them.

In cases where fees are to be paid by a company or individual other than the person completing this form, a written statement accepting responsibility for payment is required.

Name of Parent or Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## International Baccalaureate Diploma and Preparatory IB courses

### FINANCIAL INFORMATION

#### PLEASE RETAIN FOR REFERENCE

Payment may be made by:

#### A. 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 - GB94BARC20651890965383

#### PAYMENTS MADE BY THIS METHOD SHOULD INCLUDE A REFERENCE TO THE STUDENT'S NAME

Please ensure that if you are paying by bank transfer, your bank charges you any fees that are incurred by the transfer such that St. Clare's receives the full amount due.

#### B. Cheque:

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

#### C. Cash

#### D. Credit Card Payment:

We accept the following cards - Visa, Mastercard and JCB. Please note that a surcharge of 2% will be made for amounts above £1000. We do not accept American Express or Diners Club cards.

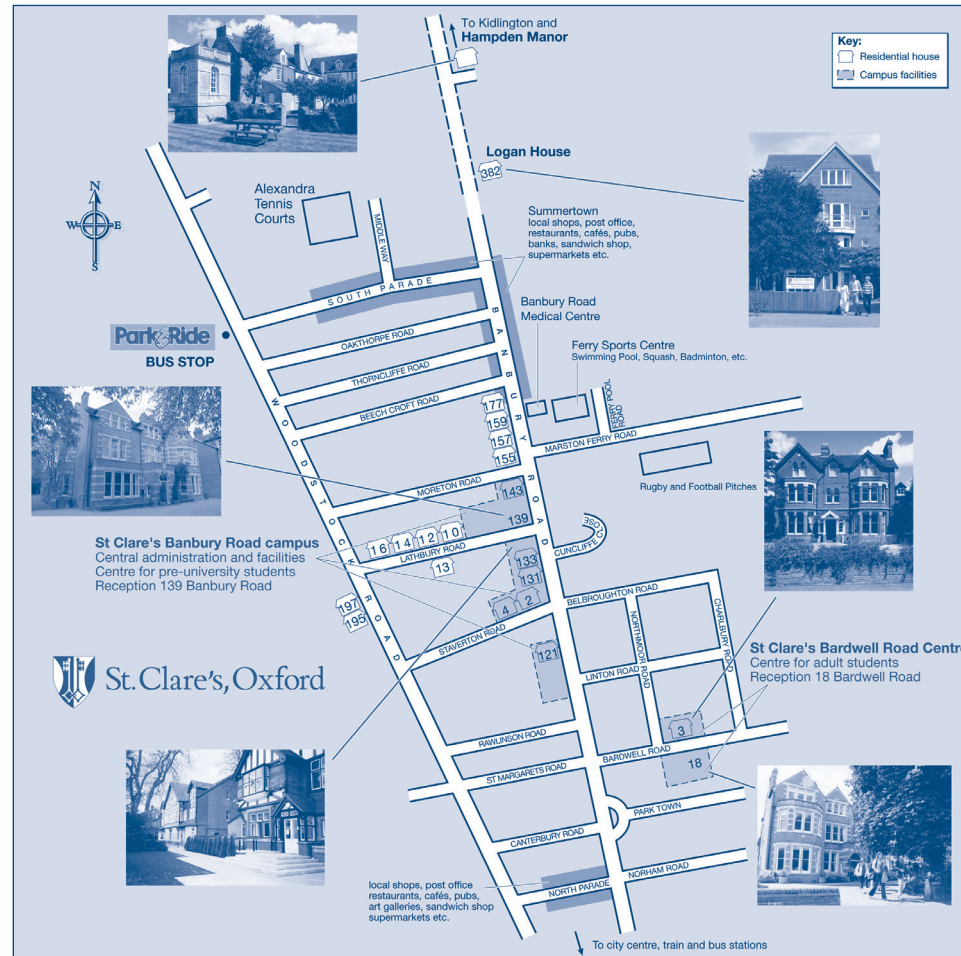
#### E. Debit Card Payment:

We accept the following cards - Delta, Maestro, Solo and Electron.

### Terms and Conditions – International and Baccalaureate Diploma and Preparatory IB

The Registration Fee must accompany the course application form, and is non-refundable.

- The enrolment deposit must be paid on formal acceptance of an offered place on the course. The deposit is refundable after the end of the course. If St. Clare's is not able to offer you a place or to arrange accommodation as requested the deposits are refunded.
- 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.
- Fees are payable in two equal parts. The first part is due for payment in full 3 weeks before the start of the Autumn term and the second part is due for payment 3 weeks before the start of the Spring term.
- If the application form is submitted less than 5 weeks before the course begins the registration fee, enrolment deposit and the full costs 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.
- Fees not paid on time will be surcharged at 1% per month or part month for which they remain unpaid.
- Parents wishing to withdraw a student from St. Clare's must give at least one full term's notice in writing to the Principal, or forfeit or be liable for payment of the following term's fees. This applies to withdrawals both during and at the end of an academic year and also to temporary withdrawals. In determining fees owed or to be refunded in cases of withdrawal, fees for each of the three terms are calculated according to their relative length.
- Fees are not refunded once a course has been started or accommodation occupied.
- Fees are not refunded if a student is required 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 for any changes to the original registration made by a student.
- The full range of subjects offered is indicated in the prospectus. Tuition cannot be guaranteed in a subject for which there is insufficient demand. In some cases, with certain languages or remedial lessons organised for students who join classes late for example, a special arrangement can be made. This is only done after discussion at interview or in correspondence with parents. Such costs, which will be variable, will be charged to a student's account.
- The Fees Protection Scheme, which is mandatory, provides for proportional repayment of fees by St. Clare's to parents or students (whoever paid the fees) in cases of absence due to ill health for more than one academic week. A form may be obtained from the Bursary when the student has recovered from the illness. This should be completed by the student's doctor (whether at home or at school), and returned to the Bursary. St. Clare's will make a claim on its insurers and, if successful, will make a refund of fees to the parents or student.
- The Travel Insurance Premium, which is mandatory, includes cover for travel directly to and from St. Clare's and whilst at St. Clare's, including half term breaks. The cover for the journey to and from is limited to 48 hours in each direction. Travel at half term breaks is limited to Europe and a maximum period of 10 days. There is no cover for the Christmas and Easter breaks other than the journeys to and from St. Clare's. 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. 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 Admissions Office.
- The Governors of St. Clare's reserve the right to alter the fees if increases in cost make this necessary.
- Acceptance and entrance to St. Clare's constitute a contract to pay all fees and associated charges due.



St. Clare's, Oxford  
 139 Banbury Road  
 Oxford, OX2 7AL  
 England

Tel: +44 (0)1865 517304  
 Fax: +44 (0)1865 513359