

St. Clare's, Oxford

— An International Education —

**International Baccalaureate Diploma
Preparatory IB**

Application Booklet

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
- 2 recent passport-size photographs
- The Registration Fee of £100

When we have received all of the above, we will assess your school reports. If these are satisfactory:

- We will invite you and your family to visit St. Clare's for an interview
- We may request a confidential reference from your current school

If your 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
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	<input type="checkbox"/>
weekly resident	<input type="checkbox"/>
non-resident (living with parents)	<input type="checkbox"/>

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: _____

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)

Choice of subjects for IB Diploma applicants. (To be completed only by applicants for the two year IB Diploma. Applicants for the Pre-IB need not complete this section):
Choose one subject from each group by writing a tick (✓) in the appropriate boxes

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

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:

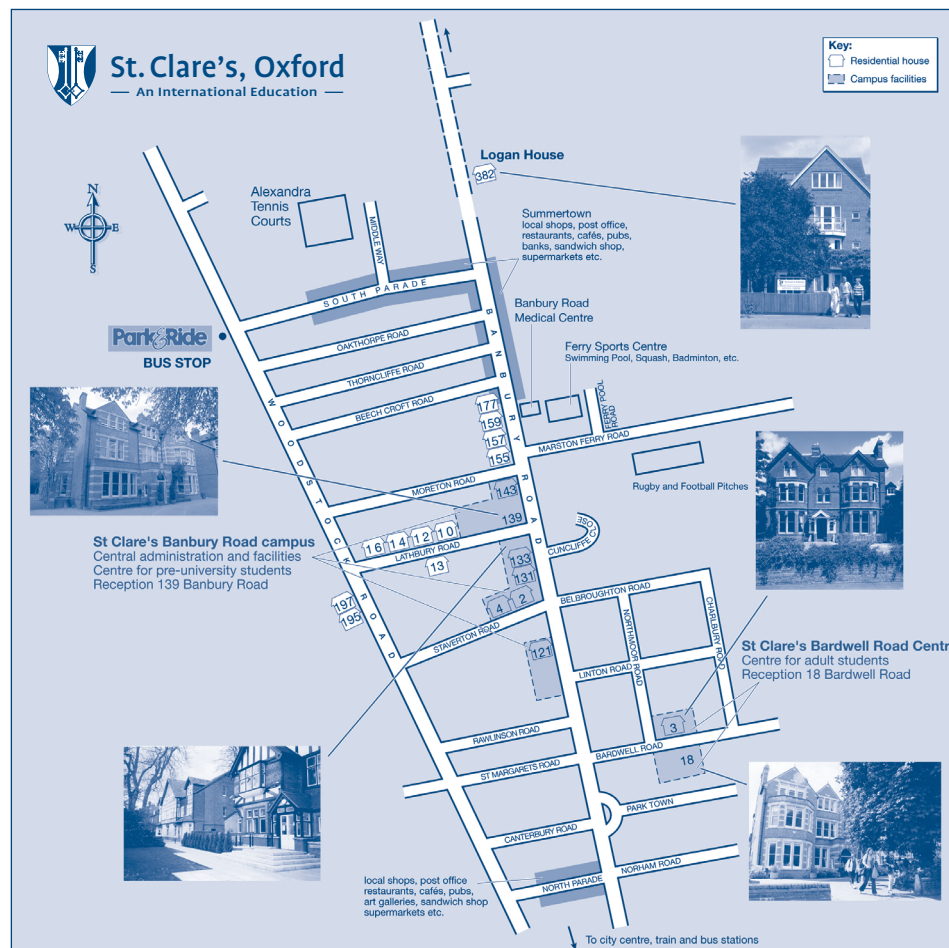
We accept the following cards - Visa, Mastercard and JCB. Please note that a surcharge of 2% will be made for amounts above £1000. We do not accept American Express or Diners Club cards.

E. Debit Card Payment:

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

Terms and Conditions – International Baccalaureate Diploma and Preparatory IB

1. The Registration Fee must accompany the course application form, and is non-refundable.
2. 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.
3. If St. Clare's withdraws an offer following formal acceptance of a place and payment of the deposit the deposit will be refunded.
4. Students will be sent an offer letter for a place on a course. To confirm a place on the course parents must return the acceptance form enclosed with the offer letter. By returning the acceptance form parents confirm that they accept all St. Clare's policies and procedures as set out in the 'registration zone' on the College's website and accept that these policies and procedures are subject to change from time to time by the College.
5. 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.
6. 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.
7. 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.
8. 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.
9. Students will not be permitted to occupy accommodation or begin courses until all fees due have been paid.
10. Fees not paid on time will be surcharged at 1% per month or part month for which they remain unpaid.
11. 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.
12. Fees are not refunded once a course has been started or accommodation occupied.
13. The accommodation provided will be as stated in the offer letter. Any changes will be entirely at the discretion of the College.
14. The subject choices will be as stated in the offer letter. Any changes will be entirely at the discretion of the College.
15. 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.
16. St. Clare's reserves the right to make an administration charge for any changes to the original registration made by a student.
17. 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.
18. 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.
19. 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.
20. The Governors of St. Clare's reserve the right to alter the fees if increases in cost make this necessary.
21. 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

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Nicholas Morris, Chair of Governors

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