



ACADEMIC SUMMER PROGRAMME - APPLICATION FORM

All students need to complete this form and send it to:

By email:

lib-arts@stclares.ac.uk

By mail:

Director - Academic Summer Programme

St. Clare's, Oxford

18 Bardwell Road

Oxford OX2 6SP

Please use CAPITAL LETTERS

PERSONAL DETAILS:

Family name: _____

First name: _____

Sex: Male Female Date of birth: _____

Home address: _____

Telephone: _____

Email: _____

Name and address for accounts (if different) _____

How did you hear about St Clare's? _____

PAYMENTS

- A deposit of £500 is required with this application form.
- You will be invoiced for the balance of the fees.
- We are unable to confirm your reservation on the programme until we receive the deposit.
- The balance of the fees must be paid at least 3 weeks before the programme starts.
- If applying 5 weeks or less before the start of the programme you need to send the full fees.

Card Payment

Please ✓ the appropriate box

Visa MasterCard JCB Switch / Maestro

Please note that a surcharge of 2% will be made for credit card payments above £1000 (one thousand pounds)

Please charge my card with the Programme Deposit of £500

Card number: _____

Name on the card: _____

Expiry date: _____ Security code: (three numbers on the strip on the back of the card) _____

PAYMENT OF FULL FEES

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 ✓ the box.

Please charge my credit / debit card for the balance of my fees 3 weeks before the course starting date.

EDUCATIONAL DETAILS

Name of present university or college: _____

Person in charge of study abroad programmes: _____

Name of academic advisor: _____

What is your declared / intended major: _____

Education level at proposed time of entry to St. Clare's (e.g sophomore, junior, senior): _____

COURSE CHOICES

one course - 3 credits - \$2300
two courses - 6 credits - \$3500

Please tick ✓ which courses you would like to study:

Oxford Art and Architecture (art history, 3 credits)

English Civil War (history, 3 credits)

Terrorism (politics, 3 credits)

European Ideas: Enlightenment to Romanticism (philosophy, 3 credits)

Philosophy of the Imagination in Oxford (philosophy, 3 credits)

Shakespeare (English literature, 3 credits)

Gothic Fiction (English literature, 3 credits)

The Oxford of Literature (English literature, 3 credits)

Travel Writing (English literature, 3 credits)

Eastern Religions (religion, 3 credits)

EDUCATION STATEMENT

To the applicant's Academic Advisor or Study Abroad Coordinator, please endorse the following statement:

I hereby certify that the applicant is a student in good standing and the courses chosen for credit form a satisfactory programme of study.

Academic supervisor name (please print): _____

Academic supervisor signature: _____

Date of signature: _____

TERMS AND CONDITIONS OF ENROLMENT

All applicants need to sign the statement below:

I have read the [St. Clare's Terms & Conditions](#) below relating to fees and additional information supplied and, if accepted onto the St. Clare's Oxford Academic Summer Programme, I agree to abide by the conditions and to pay the fees as specified therein.

Signature of applicant: _____

Date: _____

Please fax or email this application form to:

Fax: +44 1865 553751

Email: lib-arts@stclares.ac.uk

Terms & Conditions – Short Courses

Fees and deposits

- A deposit is required with your application and this is credited towards the full fees.
- If St. Clare's is not able to offer you a place or to arrange accommodation as requested the deposit will be refunded.
- When a completed application form and deposit 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 registration form is submitted less than 5 weeks before the course begins the full fees of the course must be paid at the same time.
- St. Clare's must receive the full amount of 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 begin the course or occupy accommodation 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.
- 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.

Cancellation and refunds

- If St. Clare's cancels the course a full refund of fees will be made.
- If a student cancels their registration it might be possible to make a claim on the travel insurance depending on the circumstances.
- If an insurance claim is not allowed, St. Clare's will consider a refund, provided that written confirmation from the insurance company states that it will not meet the claim.
- Refunds are at the discretion of St. Clare's.
- The deposit will not be refunded unless, in the view of St. Clare's, the circumstances are exceptional.

Curtailement

- Fees are not refunded once a student has started a course or accommodation has been occupied.
- Fees are not refunded if a student is asked to leave St. Clare's because of unsatisfactory behaviour or work. Withdrawal will be charged to the student, parent, or guardian.

Students should read the travel insurance documents and contact the insurance company to establish whether there is a valid basis for any claim.

Travel insurance

The Travel Insurance which is mandatory 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 all trips organised by St. Clare's. Full details of the extent of the cover and the exclusions can be found in the detailed [full Travel Insurance Policy document](#).

Changes to the booking

St. Clare's reserves the right to make an administration charge of £20 for each change to the original registration made by a student.

November 2008