



Family name _____

First names _____

Full name of parent _____

**PLEASE WRITE CLEARLY,
ESPECIALLY YOUR
EMAIL ADDRESS**

Home address _____

Nationality _____

First language _____

Telephone _____

Fax _____

Email _____

M F (please ✓) Date of Birth _____

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

ACCOMMODATION (TEENAGERS ONLY) Please ✓ box required.

Residential Homestay

LEVEL OF ENGLISH (all courses) Please ✓ one box

Elementary Lower Intermediate
 Intermediate Upper Intermediate
 Advanced

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

Ex-student (Name) _____
 Friend (Name) _____
 Agent (Name) _____
 Internet search site (Name) _____
 Other _____

Please return this form with deposit and 2 passport size photographs to:

Summer Courses, 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 Web: www.stclares.ac.uk/summer

Agent Details (if applicable)

Application Form – Summer Course (B)



St. Clare's, Oxford
— An International Education —

Student's full name _____

A deposit of £500 is required with your application. We will confirm your reservation when 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

Credit / Debit Card Payment

Visa Mastercard JCB Delta Switch/Maestro Solo

Please note that a surcharge of 2% will be made for payments above £1,000.

Please charge my account with £ _____

(enter amount of deposit or full fees if booking 5 weeks or less before start of course)

My card number is (please enter ALL digits of your card number):

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Expiry date

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Security code

--	--	--	--

Cardholder's name _____

Cardholder's signature _____

Bank Transfer

Payable to: St. Clare's, Oxford,
Account No. 90965383,
Sort Code 20-65-18,
Barclays Bank plc,
Apex Plaza,
Forbury Road, Reading
RG1 1AX, 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).

CANCELLATION

Please contact us immediately if you have to cancel your registration. The deposit is not refundable, except in special cases. 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 an airport transfer or a 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 _____

Date _____

If you have paid your deposit by card, then you may also pay the balance of fees by card, 3 weeks before arrival. Please sign below to show your acceptance of this method.

Signature _____

Summer Courses for Teenagers & Juniors

	Code	Dates	No. of Weeks	Fees (£)
Summer English 15-17 years	GE1S	14 June – 27 June	2	£1276
	GE2S	21 June – 4 July	2	£1276
	GE6S	19 July – 1 August	2	£1276
	GE7S	26 July – 8 August	2	£1276
	GE8S	2 August – 15 August	2	£1276
	GE1L	14 June – 4 July	3	£1848
	GE3L	28 June – 18 July	3	£1848
	GE4L	5 July – 25 July	3	£1848
	GE6L	19 July – 8 August	3	£1848
	GE7L	26 July – 15 August	3	£1848
	LE2	21 June – 18 July	4	£2424
	LE6	19 July – 15 August	4	£2424
Intensive English 15-17 years	IE3	28 June – 18 July	3	£2295
	IE6	19 July – 8 August	3	£2295
English for Examinations 15-17 years	EE4S	5 July – 18 July	2	£1370
	EE6	19 July – 8 August	3	£2055
	EE6L	19 July – 15 August	4	£2740
International Baccalaureate Introduction Courses 15-17 years	IL3	28 June – 18 July	3	£2905
	IL6	19 July – 8 August	3	£2905
International Baccalaureate Review Courses 15+ years	RS4	5 July – 11 July	1	£969
	RS5	12 July – 18 July	1	£969
	RS6	19 July – 25 July	1	£969
	RS7	26 July – 1 August	1	£969
English for Juniors 10-15 years	J4	5 July – 25 July	3	£2310
	J7	26 July – 15 August	3	£2310

Airport Transfers (one way price)

	Heathrow	Gatwick	Luton	Stansted
1 passenger	£90.00	£125.00	£90.00	£145.00
2 passengers	£110.00	£150.00	£110.00	£160.00
3 passengers	£120.00	£165.00	£120.00	£180.00

For full details on airport transfers please go to: www.stclares.ac.uk/summer

TERMS AND CONDITIONS Summer Courses for Teenagers & Juniors

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.

USEFUL INFORMATION Juniors (10-15 years)

- Arrival: Sunday: rooms available from 14.00. Flights should not arrive earlier than 06.00 or later than 21.00
- Departure: Saturday: please leave your room by 10.00. Flights should not depart earlier than 10.00
- Teaching: Teaching takes place Monday – Friday
- Included in course fee:
 - All tuition
 - Study visits as part of tuition programme
 - Teaching materials
 - Student folder
 - Full programme of social, cultural and sporting activities
 - Certificate of Attendance
 - Travel and medical insurance (see Terms and Conditions)
 - Meals (breakfast, lunch and dinner)
 - Bed linen & towels
 - Supervised accommodation
 - Supervision, from arrival to departure
 - Personal laundry
 - All excursions (3 per week) including entry fees
 - All costs for special sports (e.g. ten-pin bowling, cinema visits etc.)
- Fees do NOT include:
 - Personal spending money (e.g. for souvenirs etc we advise £50 per week minimum)
 - Damage deposit of £20 (payable on arrival; refundable at end of stay)

HOMESTAY

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

NON-RESIDENTIAL STUDENT

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

- 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. For full details of the extent of the cover and the exclusions please read the 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.

USEFUL INFORMATION Teenagers (15-17 years)

- Arrival: Sunday: rooms available from 14.00. Flights should not arrive earlier than 06.00 or later than 21.00
- Departure: Saturday: please leave your room by 10.00. Flights should not depart earlier than 10.00
- Teaching: Teaching takes place Monday – Friday
- Included in course fee:
 - All tuition, study materials, student folder
 - Study visits as part of tuition programme
 - Full programme of social, cultural and sporting activities
 - Certificate of Attendance
 - 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 computers, college library and free WIFI access
 - Excursions: one per week of study, of student's choice from list available
- 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
 - Personal laundry
 - Key/damage deposit of £30 (payable on arrival; refundable at end of stay)