



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

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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 (£)
<b>Summer English 15-17 years</b>	GE1S	20 June – 3 July	2	£1314
	GE2S	27 June – 10 July	2	£1314
	GE5S	18 July – 31 July	2	£1314
	GE6S	25 July – 7 August	2	£1314
	GE7S	1 August – 14 August	2	£1314
	GE8S	8 August – 21 August	2	£1314
	GE1L	20 June – 10 July	3	£1905
	GE3L	4 July – 24 July	3	£1905
	GE4L	11 July – 31 July	3	£1905
	GE6L	25 July – 14 August	3	£1905
	GE7L	1 August – 21 August	3	£1905
	LE2	27 June – 24 July	4	£2496
	LE6	25 July – 21 August	4	£2496
<b>Intensive English 15-17 years</b>	IE3	4 July – 24 July	3	£2370
	IE6	25 July – 14 August	3	£2370
<b>English for Examinations 15-17 years</b>	EE4S	11 July – 24 July	2	£1412
	EE6	25 July – 14 August	3	£2118
<b>International Baccalaureate Introduction Courses 15-17 years</b>	IL3	4 July – 24 July	3	£3035
	IL6	25 July – 14 August	3	£3035
<b>International Baccalaureate Review Courses 15+ years</b>	RS4	11 July – 17 July	1	£1015
	RS5	18 July – 24 July	1	£1015
	RS6	25 July – 31 July	1	£1015
	RS7	1 August – 7 August	1	£1015
	RS8	8 August – 14 August	1	£1015
<b>English for Juniors 10-15 years</b>	J4	11 July – 31 July	3	£2382
	J7	1 August – 21 August	3	£2382

### Airport Transfers (one way price)

	Heathrow	Gatwick	Luton	Stansted
<b>1 passenger</b>	£95.00	£130.00	£95.00	£150.00
<b>2 passengers</b>	£115.00	£155.00	£115.00	£165.00
<b>3 passengers</b>	£125.00	£170.00	£125.00	£185.00

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

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## 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.

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## 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)