



## Application form - University Foundation Course

Please use CAPITAL LETTERS

### PERSONAL DETAILS:

Family name \_\_\_\_\_

First name \_\_\_\_\_

Male  Female  Nationality \_\_\_\_\_ Date of birth \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

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

Ex-student/Friend (Name) \_\_\_\_\_

Agent (Name) \_\_\_\_\_

Internet search site (Name) \_\_\_\_\_

Other \_\_\_\_\_

Name of your last school \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Name of Principal/Head of the School \_\_\_\_\_

Title of final examination \_\_\_\_\_

Final result \_\_\_\_\_ Date of examination \_\_\_\_\_

English Language qualifications (e.g. IELTS) \_\_\_\_\_

Result(s) if known \_\_\_\_\_ Date(s) of examination(s) \_\_\_\_\_

### COURSE REGISTRATION

When do you wish to join St. Clare's? \_\_\_\_\_

Which module do you wish to study? Please tick  International Affairs  Business Studies

### REGISTRATION PROCEDURE

Please supply the following with this registration form:

1. A copy of any school certificates or diplomas with grades
2. A copy of any English Language certificates or diplomas, for example IELTS
3. A copy of any recent transcripts or school reports
4. Registration fee of £100

**Completion of this application form does not guarantee acceptance on this course.**

**METHODS OF PAYMENT** Please  the appropriate box Registration fee £100

**Credit Card Payment**  Visa  Mastercard  JCB

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

**Debit Card Payment**  Delta  Maestro  Solo

Card number

Expiry date     Security code

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

Cardholder's signature \_\_\_\_\_ Date \_\_\_\_\_

**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 0XP, UK

Swift ID: BARCGB22

IBAN number (Europe only) GB94BARC20651890965383.

Payment made by this method should include reference to student name and course. Please tell your bank to charge you all the bank charges so that St. Clare's receives the full amount due. Please enclose a copy of the bank transfer papers with the student's name marked clearly.

## TERMS AND CONDITIONS

I have read the Terms and Conditions of enrolment which I accept. I undertake to pay the balance of the fees at least 3 weeks before arrival. If the fees are being paid by a Company or individual other than the person completing this form, a written statement accepting the responsibility for payment is required.

Signature of student \_\_\_\_\_

Post or fax this form to: St. Clare's, Oxford, 18 Bardwell Road, Oxford OX2 6SP, England

Telephone +44-1865-517700

Telephone +44-1865-517706

Fax +44-1865-553751 Email [english.admissions@stclares.ac.uk](mailto:english.admissions@stclares.ac.uk)

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

Agent Details (if applicable)

## TERMS AND CONDITIONS University Foundation Course

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. It is refundable after the end of the course. If a student accepts a place but 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.

When a completed application form and deposits 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.

Course fees are payable in two parts. The first part is due for payment in full 3 weeks before the start of the course and the second part is due for payment 3 weeks before the start of the Spring semester.

If the application form is submitted less than 5 weeks before the course begins the registration fee and the full costs of the course and accommodation for the first semester 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.

Students wishing to withdraw from St. Clare's during the course must give notice in writing to the Principal by the end of the half term in the Autumn semester for withdrawal at the end of the Autumn semester.

If St. Clare's cancels the course a full refund of fees will be made to students.

Fees for each semester are not refunded once the semester has been started or accommodation occupied.

If a student has paid for a course in advance but is unable to attend, it may be possible to claim on the travel insurance. Students should read the travel insurance documents and contact the company to establish whether there is a valid basis for a claim. If an insurance claim is not allowed St. Clare's will make the following refunds provided that written confirmation from the insurance company is submitted that it will not meet a claim:

- for cancellation more than 3 weeks before the starting date, full fees will be refunded, less the deposits and any bank charges;
- for cancellation in the 3 weeks before the starting date, or non-arrival, fees will be refunded, less two weeks' tuition and accommodation fees and any bank charges;
- fees and deposits will be refunded in full for students who cancel on grounds of illness - please note that a certificate from a qualified medical practitioner is required.

Fees are not refunded if a student is asked 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.

A student wishing to change accommodation, cancel meals, or move out of St. Clare's accommodation must give four weeks' written notice. A charge is made for changes or cancellations made without giving the required notice period.

St. Clare's reserves the right to make an administration charge of £20 for any changes to the original registration made by a 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 semester breaks. The cover for the journey to and from is limited to 48 hours in each direction. Travel at semester breaks is limited to Europe and a maximum period of 10 days. There is no cover for the Christmas and Spring 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. It covers trips organised by St. Clare's, including those involving outdoor activity pursuits. 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: [english.admissions@stclares.ac.uk](mailto:english.admissions@stclares.ac.uk)

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.