



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
 - weekly resident
 - non-resident (living with parents)

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. Shaded boxes indicate that the subject is not available at this level.

Group		Subject(s)	Higher Level CHOOSE THREE	Standard Level CHOOSE THREE
1. Literature	First language/ native language	English Literature		
		German Literature		
		Italian Literature		
		Or any other Literature (write which):		
		English Language and Literature		
2. Language B	Second language	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		Astronomy*		
		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

* Physics and Astronomy may not be studied together. Astronomy and World politics may not be studied together.

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 Switch/Maestro 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: _____

Terms and Conditions – IB and Pre-IB

Application and Acceptance

1. The registration fee must accompany the course application form and is not refundable in any circumstances.
2. Successful applicants will be sent an offer letter and acceptance form for a place on their chosen course (a Place). To secure a place on that course parents (or a registered guardian) of the applicant must sign and return by post or fax the completed acceptance form to the Admissions Registrar of St Clare's and pay the enrolment deposit in full.
3. Receipt of the acceptance form and the full enrolment deposit in cleared funds confirms acceptance by the parents (or registered guardian) of the College's offer of a place on the course specified on the acceptance form and confirms that the both the applicant and the applicant's parents (or registered guardian) have read, understood and accept (a) these terms and conditions and (b) all the College's policies and procedures (College Policies) as set out in the Registration Zone on the College's website.
4. Continuation from Pre-IB to IB1 and from IB1 to IB2 is entirely at the discretion of the College. A student may not progress from Pre-IB to IB1 or from IB1 to IB2 if, in the judgement of the College, the student's academic progress and/or behaviour are unsatisfactory. The College reserves the right to move a student from an IB Diploma Programme to an IB Certificates Programme if the College feels this is the more suitable programme for the student.
5. The College reserves the right to amend the College Policies and these terms and conditions from time to time without notice.
6. The College reserves the right to withdraw any offer of a Place at its sole discretion.

Visas

7. If the applicant does not hold a UK/ EU/ EEA passport, he/ she will need to obtain the appropriate visa to enable him/ her to come to the UK as a student. Whilst the College makes every effort to ensure the accuracy of the information and advice given in its course literature and on its website, it is the applicant's responsibility to check and comply with the visa requirements which apply to the applicant on the Home Office UK Border Agency (UKBA) website (<http://www.ukba.homeoffice.gov.uk/studyingintheuk/>). The College does not accept responsibility for any inaccuracy or error in its information or advice given in its course literature and on its website.
8. Applicants will not be permitted to enrol for a course without the appropriate visa detailed at paragraph 5 above.

Enrolment Deposit

9. The enrolment deposit is payable in British Pounds Sterling (£) by credit card, debit card, bank transfer or cheque as specified in the application form. The College must receive the full value of the enrolment deposit without deduction of bank or other charges. If any bank or other charges are so deducted, the College will not be able to reserve the applicant's place on the course until the outstanding amount has been paid to the College.
10. The College shall hold the enrolment deposit on trust for the deposit payer in accordance with and subject to these terms and conditions. The College and the deposit payer agree that any interest accrued from the enrolment deposit shall be paid to the College.
11. Subject to conditions 12 and 13, the College shall refund the enrolment deposit to the deposit payer within 60 days from the date of the last scheduled day of the course. The College shall be entitled to retain from the enrolment deposit the amount of any outstanding fees or costs incurred.
12. The College shall refund the enrolment deposit in full to the deposit payer within 60 days of the offer withdrawal or receipt of the Visa Notice only in the event that:
 - 12.1. the College withdraws an offer of a Place following formal acceptance of a place and full payment of the enrolment deposit; or
 - 12.2. the applicant (or the applicant's parent or registered guardian) notifies the College in writing that he/ she has not been granted the appropriate visa by the UKBA permitting him/her to undertake a course at the College in accordance with conditions 7 and 8 (Visa Notice), where:
 - (a). The Visa Notice is accompanied by documentary evidence of the refusal by the UKBA to grant the appropriate visa; and
 - (b). the reason for such refusal is not because of any failure by the applicant to comply with the visa application requirements of the UKBA;
13. The College shall not be required to refund any of the enrolment deposit to the deposit payer if:
 - 13.1. the reason for failing to secure a visa is that the applicant has not provided the information required by the UKBA or has not done so in sufficient time to allow that visa application to be processed before the course begins; or
 - 13.2. the applicant does not take up any requested accommodation offered or his/ her place on the course.

Course Fees

14. Acceptance of the College's offer of a place on the course in accordance with condition 3 shall constitute a binding contract between the College and the parents (or registered guardian) of the applicant, under which the parents (or registered guardian) undertake and agree to pay all fees for tuition and accommodation (Course Fees) and associated charges when due in respect of the applicant.
15. All Course Fees shall be payable in British Pounds Sterling (£) by credit card, debit card, bank transfer or cheque as specified in the application form and may be inclusive of VAT where it applies. The College must receive the full value of the Course Fees without deduction of bank or other charges. Any deducted bank or other charges must be paid by the applicant.
16. The Course Fees will be the amount set out in Fees and Term Dates document included with the prospectus sent out to fee payers before the course begins. Fees will be payable in two equal instalments.
17. The first instalment of the Course Fees is due for payment in full no less than 3 weeks before the start of the course in the Autumn term and the second part is due for payment 3 weeks before the start of the Spring term.
18. If the application form is submitted less than 5 weeks before the date of the first day of the course, the registration fee, the enrolment deposit and the first instalment of the Course Fees must be paid by the deadline stated in the offer letter.
19. The College reserves the right to refuse admission to a course or permission to occupy accommodation to any applicant in respect of whom the first instalment of the Course Fees has not been paid in full and received by the College in cleared funds prior to the start of the course. The College also reserves the right to exclude students from the course and from occupying accommodation if the second instalment of Course Fees or other charges are not paid in full in cleared funds when due.
20. Fees not paid on time will be surcharged at 1% per month or part month for which they remain unpaid.
21. Parents (or registered guardians) wishing to withdraw a student from the College, for whatever reason, must give at least one full term's notice (i.e. notice to be given before the beginning of the preceding term) in writing to the Principal of the College. If the parents (or registered guardian) fail to give the required notice of withdrawal, they will remain liable to pay the full amount of the Course Fees payable for the following term. . This condition applies to withdrawals made both during and at the end of an academic year and also to temporary withdrawals. In determining the amount of Course Fees owed to the College or to be refunded by the College in cases of withdrawal, a term's notice will be deemed to be the longer of the length of the following term and twelve weeks.
22. Course Fees paid to the College will not be refunded:
 - 22.1. once a course has been started or accommodation occupied by the student; or
 - 22.2. if a student is required to leave the College as a result of a breach of any of the College Policies, including but not limited to unsatisfactory behaviour (including non-attendance), unsatisfactory progress or unsatisfactory effort. The College will determine what constitutes "unsatisfactory" in all such cases. Any additional costs associated with an early withdrawal will be charged to the parent (or registered guardian) of the student.
23. It is mandatory for fee payers to join the College's Fees Protection Scheme which provides insurance cover for a student's absence due to illness. Details of the cover provided and how to make a claim are given in the IB Registration Zone on the St. Clare's, Oxford website.
24. The Governors of the College reserve the right to increase the amount of the Course Fees from time to time.

Course Subjects and Materials

25. The full range of subjects offered on the course is indicated in the application booklet. Tuition cannot be guaranteed in a particular subject for which there is insufficient demand. Special arrangements regarding certain subjects or extra classes may be made at the sole discretion of the College after discussion at interview or in correspondence with parents or registered guardians. The College reserves the right to charge additional fees for making such special arrangements, which will be charged on a case by case basis to the student's account. The student and the student's parents (or registered guardian) acknowledge that the College has no responsibility to provide such special arrangements.
26. The subject choices allocated to the applicant will be as stated in the offer letter. . Final subject allocations rest with the College and any changes to the choice, allocation or availability of subjects will be entirely at the sole discretion of the College.
27. Ownership of and copyright in all course materials and documents shall remain the property of the College. Applicants may use such material and documents only for their personal non-commercial use and such material and documents shall not be copied, republished, downloaded, posted, broadcast copied, given, sold, assigned or otherwise transferred in whole or in part to any third party without the express written consent of the College.
28. **Travel Insurance** In addition to the College's Fees Protection Scheme, there is a mandatory premium payable for Travel Insurance. This provides cover for students travelling to and from St. Clare's, Oxford to attend courses, as well as while they

are on any trips or excursions organised by the College. Details can be found on the IB Registration Zone of the St. Clare's, Oxford website.

General

29. The College's prospectus and other marketing material, both printed and in electronic form, do not form part of the contract with the fee payer.
30. Communications by one parent will be deemed to be from both parents unless both parents have indicated to the contrary in writing to the College. Where students have been referred to the College by an agent, the College reserves the right to send communications concerning the student to the agent unless instructed to the contrary in writing by the parents.
31. No party to this agreement shall be held in any way responsible for any failure to fulfil its obligations under these terms and conditions other than for payment of any fees, if such failure has been caused (directly or indirectly) by circumstances beyond the control of the defaulting party. This shall include but not be limited to war, riots, acts of terrorism, industrial action, accident or equipment failure (except where such accident has been caused by the negligence of the defaulting party, its employees, sub-contractors, agents or otherwise).

32. Failure to exercise, or any delay in exercising, any right or remedy provided under these terms and conditions or by law shall not constitute a waiver of that (or any other) right or remedy, nor shall it preclude or restrict any further exercise of that (or any other right or remedy).
33. Applicants and their parents (or registered guardians) consent to the College holding and processing personal data relating to the applicant contained in the application form, or other data which the College may obtain from the applicant, the applicant's parents or registered guardian or any other person whilst the applicant is a student, and in particular to the processing of "sensitive personal data" (as defined in the Data Protection Act 1998) relating to the applicant. Personal data held by the College will be used for educational administration purposes only.
34. This agreement is governed by English law. Any dispute arising from it shall be subject to the exclusive jurisdiction of the English Courts.

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, Apex Plaza, Forbury Road, Reading, Berks RG1 1AX

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. 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.

D. Debit Card Payment:

We accept the following cards - Delta, Switch/Maestro, Solo.

St. Clare's, Oxford
139 Banbury Road
Oxford, OX2 7AL
England

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Fax: +44 (0)1865 513359

Richard Dick, Chair of Governors

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