

# HEADINGTON OXFORD INTERNATIONAL SUMMER SCHOOL

## BOOKING FORM 2019 - AGES 13-16

### Student Registration Details:

First Name \_\_\_\_\_ Family Name \_\_\_\_\_  
 Boy  Girl  Date of birth  Nationality \_\_\_\_\_  
 Native Language \_\_\_\_\_ Other Languages Spoken \_\_\_\_\_

### Booking Contact Information:

Please provide the details of the main contact for this booking.

Title (Mr/Mrs/Dr etc.) \_\_\_\_\_ First Name \_\_\_\_\_ Family Name \_\_\_\_\_  
 Relation to the student: Mother  Father  Other relative / Guardian (please specify) \_\_\_\_\_  
 House Name / Number \_\_\_\_\_ Street Name \_\_\_\_\_  
 Town / City \_\_\_\_\_ Country \_\_\_\_\_ Postcode \_\_\_\_\_  
 Phone number + country code \_\_\_\_\_ Email \_\_\_\_\_  
 How did you hear about us?  
 Recommendation from friend / family. If so, who? \_\_\_\_\_ Internet search   
 Your child has stayed with us before  Sibling has stayed with us before  Other, please give details \_\_\_\_\_

### Course Dates and Prices:

Please select your course dates, based on arrival date, departure date and required length of stay.

Arrival Date	Departure Date	Number of Weeks	Course Price	Select
Monday 15th July	Monday 29th July	2 weeks	£3,000	<input type="checkbox"/>
Monday 15th July	Monday 5th August	3 weeks	£4,200	<input type="checkbox"/>
Monday 15th July	Monday 12th August	4 weeks	£5,400	<input type="checkbox"/>
Monday 15th July	Monday 19th August	5 weeks	£5,750	<input type="checkbox"/>
Monday 29th July	Monday 12th August	2 weeks	£3,000	<input type="checkbox"/>
Monday 29th July	Monday 19th August	3 weeks	£3,750	<input type="checkbox"/>
Monday 5th August	Monday 19th August	2 weeks	£2,700	<input type="checkbox"/>

#### What's included in the course fees?

- Comfortable accommodation and three meals per day
- 15 hours English tuition each week plus Progress Report and End-of-Course Certificate
- 2 full day trips each week\* with all transport and entrances included
- Afternoon Activity Programme plus full Evening Activity Programme
- Laundry Service
- UK SIM
- Headington Oxford Summer School T-Shirt
- Comprehensive Travel Insurance

\*Except for departure week when there is one full day trip.

### Academic Courses:

Please select your academic course and the number of weeks required. Please note that 'SBC Coding' and 'Global Young Leaders' are only available as 2-week courses (15th July – 29th July, or 29th July – 12th August) and are available for students of an Intermediate level and above. 'Summer Study' is available as a 1 to 4-week course and is for students of an Upper Intermediate level and above. 'General English' is available as a 1 to 5-week course and is for students of all levels.

Academic Courses	Price Per Week	Tick If Required	How Many Weeks?
General English	Included	<input type="checkbox"/>	<input type="text"/>
Summer Study	£145	<input type="checkbox"/>	<input type="text"/>
SBC Coding (2-week course)	£145	<input type="checkbox"/>	<input type="text"/>
Global Young Leaders (2-week course)	£145	<input type="checkbox"/>	<input type="text"/>

## English Plus Courses:

English Plus+ Courses are optional, and students may choose an English Plus+ Course to replace the multi-activity programme on two afternoons per week. English Plus+ Courses are more specialised activities and are subject to availability. One English Plus+ option may be chosen per week – each last for two afternoons. Please select your English Plus+ Courses and number of weeks required. Adventure Sports is the only English plus option available for 12th August – 19th August.

English Plus+ Courses	Price Per Week	Tick If Required	How Many Weeks?
Adventure Sports	£220		
Dance	£120		
Art & Design (2-week course)	£120		
Intensive English: Writing	£120		
Intensive English: Speaking	£120		
General English Extra	£120		

## Transfer Information:

Please select your transfer option for both arrival and departure.

Options	Arrival Price	Please Select Arrival Transfer	Departure Price	Please Select Departure Transfer
Parent Transfer (no coach required)	-		-	
Heathrow Coach Transfer Service	£90		£90	

## Visa Information:

Does your child require a visa to travel to the UK? Yes      No

Do you require the original visa letter sent by courier? (£70 charge): Yes      No

## Payment Details:

Upon receipt of your booking, we will issue you with a confirmation e-mail, invoice and payment link to pay by Flywire. A deposit of £700 is payable within 7 days of invoice. Please do not send payment or make any travel arrangements until you have received your invoice. The balance of payment is due before Monday 13th May 2019. Bookings made after this date are payable in full within 7 days of invoice. Please ensure that you cover any bank charges you incur from your bank when making payment.

## Would you like to hear from us?

We would love to send you the latest information, events and offers by email and SMS. We always treat your personal details with the utmost care and will not share your personal data with any third parties. Remember you can opt out at any time.

**Yes please,** I would like to hear about offers and services at Summer Boarding Courses via Email.

**Yes please,** I would like to hear about offers and services at Summer Boarding Courses via SMS (Text Message).

**No thanks,** I don't want to hear about offers and services at Summer Boarding Courses.

## Agreement:

I declare that the information provided in this form is correct. I agree to the Terms and Conditions of booking, as stated below.

Name \_\_\_\_\_ Date \_\_\_\_\_

We will process all bookings within one working day once receipt is confirmed. Please keep a copy of this booking form for your own reference.

# Terms & Conditions

**SBC Summer Schools are operated by Summer Boarding Courses Limited, a company registered in England (Company No. 6697050) ("we", "us", or "SBC") and whose principal place of business is Unit E, Home Farm, The Avenue, Esholt, Shipley BD17 7RH.**

## Definitions

**Arrival Date:** means the date of arrival as described in the Confirmation  
**Business Day:** means a day other than a Saturday, Sunday or public holiday in England, when banks in London are open for business.  
**Course:** means the educational summer school course full details of which will be set out in the Confirmation.  
**Course Rules:** the course rules set out in clause 10.  
**Course Start Date:** the first day of the Course as described in the Confirmation.  
**Course Finishing Date:** the last day of the Course as described in the Confirmation.  
**Deposit:** the sum of £700.  
**Payment Due Date:** means 13th May 2019.  
**SBC Approved Agent:** means an agent who has the legal authority to bind SBC to the terms of this Contract.

**Student:** the person who will be attending the Course.  
**Terms:** these terms and conditions as amended from time to time in accordance with clause 4.1  
**You/Parent:** the person making the booking on behalf of the Student (who is assumed to be the parent or legal guardian of the Student) and with whom the legal contract is formed, whether directly with SBC or through an SBC Approved Agent.

**1. Bookings**  
 1.1 It is advised that you make your booking application as early as possible as places for your preferred course are strictly limited.  
 1.2 All booking applications must be made by the Parent of the Student being booked onto the Course.  
 1.3 All refunds for a cancellation made by us or you are subject to the Cancellation terms outlined in clause 5.  
 1.4 Your application for a booking on a course is an offer to enter into a binding contract with us to purchase a place on the Course. Your offer is only accepted when we send you written confirmation that your application is accepted or that we are able to offer you a place on the Course (the "Confirmation").  
 1.5 We reserve the right to accept an application if the Student's birthday falls within 12 months of the advertised age range, if it is felt by the Directors and the parents, that the school or college in question would be the most suitable for them. We may also accept or decline your application at our absolute discretion.  
 1.6 From the date on the Confirmation, a contract will come into existence between us and you (the "Contract"). The Contract will continue until the Course Finishing Date, unless it is cancelled earlier in accordance with these Terms. Where the booking is made via an SBC Approved Agent, the Contract is formed with SBC and not the SBC Approved Agent.  
 1.7 The Contract will be subject to these Terms and the booking form set out the entire agreement between you and us in relation to the Course.  
 1.8 Please check that the details in these Terms and the booking form are complete and accurate. If you think that there is a mistake in the Terms or the booking form or that they do not contain relevant information that you are relying on, please notify us and ask us to confirm any agreed changes in writing before you submit your application.  
 1.9 Sometimes, due to circumstances outside of our control, we may have to change the location of the Course. Should this happen, we will notify you at the earliest opportunity of the change in location.  
 1.10 We accept no liability for any losses suffered due to a change of location in accordance with these Terms.  
 1.11 We will do our best to meet accommodation requests where they have been expressed. Unless explicitly specified as a condition for booking in writing, it will ultimately be at the discretion of Summer Boarding Courses whether to accept these requests. Where accommodation arrangements are made, we do this in the interests of mixing students from various nationalities, which means that the common-spoken language is English.

**2. Bookings and Late Application**  
 2.1 If you submit your application within 10 working days of the Course Start Date and you do not receive confirmation or a response from us with joining instructions within 48 hours, please contact us at [info@summerboardingcourses.co.uk](mailto:info@summerboardingcourses.co.uk).

**3. UK Contact Data**  
 3.1 If you will be accompanying the Student who is travelling from overseas, we may need to contact you in the two weeks prior to the Course Start Date. You must include your contact details in the UK when you submit your application.  
 3.2 You should wait to receive our Confirmation before making any travel arrangements. We will not be responsible for any travel or accommodation costs you incur if we have not sent you a Confirmation.  
**4. Deposit, Course Fees and Payment**  
 4.1 The fees payable for each Course (the "Fees") are published on our website: [www.summerboardingcourses.co.uk](http://www.summerboardingcourses.co.uk) and may vary from time to time. Once we have accepted your booking and sent you a Confirmation, no variation of these Terms shall be effective unless it is in writing and agreed by you and us.  
 4.2 When paying the Deposit and Fees please quote your unique statement number ("Unique Statement Number"), which shall be issued to you on the Confirmation.  
 4.3 Fees and Deposit are payable in British pounds (GBP).  
 4.4 You must pay the Deposit within 7 days of receiving the invoice or the Confirmation, whichever is sooner. If you do not pay the Deposit on time then we reserve the right to cancel your booking.  
 4.5 The balance of Fees must be received by us no

later than the Payment Due Date. Any booking made after this date must be paid in full within 7 days of invoice or the Confirmation whichever is sooner.  
 4.6 No Course payment should be made to SBC until you have received either our invoice or a Unique Statement Number and Confirmation of a place on the Course.  
 4.7 If for any reason we cancel or reject your booking, we will refund to you any Fees you have paid within 14 days of cancellation or rejecting your booking.  
 4.8 If you do not pay the Fees in accordance with these Terms you will not be entitled to start the Course and we may cancel your booking.  
 4.9 Fees can be paid by the following methods:  
 4.9.1 online via our Flywire payment platform. This is our recommended payment method and is almost-instantaneous;  
 4.9.2 by using your credit or debit card; or  
 4.9.3 by bank transfer.  
 4.10 Our bank details for the purpose of paying the Fees are available on the statement issued to you along with the Confirmation.

**5. Cancellation**  
 5.1 Subject to the provisions of this clause 5, you have a right to cancel your booking within 14 days from the date of the Confirmation (the "Cancellation Period") without giving any reason.  
 5.2 All cancellations must be made in writing and take effect from the date we receive such notice. Where a cancellation is made more than 30 days prior to the Arrival Date, there will be a refund of all Course Fees paid, minus the Deposit.  
 5.3 Due to the requirement to arrange staffing, transport, airport transfers, accommodation and other aspects of the Course in advance of the Arrival Date, where a cancellation is made less than 30 days prior to the Arrival Date, there will be no refund, except in the case of valid visa refusal (see details below) or at our sole discretion. Where a booking is amended less than 30 days prior to or after the Arrival Date, there will be no refund for any missed elements of the Course (including the Course itself, English Plus, Academic Options, Transfers, etc.), and there may be a further charge for the additional items.  
 5.4 Should you cancel within the Cancellation Period after the Arrival Date we are under no obligation to offer a refund.  
 5.5 Notwithstanding the above, we may cancel a Course no later than 10 Business days before the Course Start Date if there is low demand for the Course in which case you will receive a refund of any Fees that you have paid.  
 5.6 We may cancel your booking if an event outside our control prevents us providing your selected Course, in which case we will refund any fees paid in accordance with clause 7 above.

**6. Payment of Refunds**  
 6.1 Any refunds due to cancellation will only be given if it is permitted under clause 5 (Cancellation) and subject clause 9. No refund shall be given after the Course Finishing Date.  
 6.2 We take complaints seriously and endeavour to reply to any formal complaint made in accordance with clause 17 below ("Complaint"). It is at our complete discretion to offer refunds should we feel that one is merited following a Complaint.  
 6.3 If you become entitled under these Terms to receive a refund then:  
 6.3.1 refunds will be paid in GBP and we will not be responsible for any losses you suffer as a result of currency exchange fluctuations or exchanges; and  
 6.3.2 we will endeavour to pay refunds by the same means as you paid the Fees.

**7. Visa Support & Visa Refusal**  
 7.1 It is your responsibility to determine how far in advance you need to apply for a visa, and to allow sufficient time to obtain a visa including any delays caused by the issuing visa office. We strongly recommend applying for a visa as soon as possible.  
 7.2 Should the Student require a visa to travel to the UK, we will issue a Visa Support Letter ("Visa Support Letter") for a Short Term Study (Child) visa application upon payment of the Deposit. Please note we require a copy of the Student's passport and visa.  
 7.3 Where a Course booking is made after the Payment Due Date:  
 7.3.1 we will only issue a Visa Support Letter once our Fees have been paid in full;  
 7.3.2 if the visa application is still being processed at the Course Start Date then we will offer you either:  
 7.3.2.1 a refund of any Fees paid less the Deposit; or  
 7.3.2.2 a credit note in full for the following year.  
**If the visa is refused:**  
 7.4 Subject to clause 9 if the Short Term Study (Child) visa application is refused then provided you inform us of this and we receive a valid visa refusal letter no later than ten days prior to the Course Start Date, a full refund of any Fees paid will be issued, less a £200 administration fee.  
**If the Visa is delayed and the delay is caused by the Embassy:**  
 7.5 Subject to clause 9 if the Student has not received their visa or a visa rejection letter, and the reason for doing so is due to Embassy delays, provided you inform us of this at least ten days prior to the Course Start Date we will offer you a refund of any Fees you have paid less the Deposit.  
 7.6 You may instead ask that we apply the Deposit to the following year's Course.  
 7.7 We will not offer you a refund if you fail to inform us within this time frame or if the Student does not attend the Course.  
 7.8 If you receive the visa after the Course Start Date and the Student still wishes to attend, please contact us and let us know. We may be able to find a space for them on the Course but this is not guaranteed.  
**Reasons why you won't get a refund:**  
 7.9 We will not offer a refund for a visa refusal or for a delay in the visa application where one or more of these criteria is not met:  
 7.9.1 the visa application must be made with sufficient time prior to the arrival date to allow for the

length of application time as indicated by UK Visas and Immigration (UKVI);  
 7.9.2 All necessary documentation must be provided as indicated by UK Visas and Immigration (UKVI);  
 7.9.3 the visa application is made after the Payment Due Date but before the Arrival Date;  
 7.9.4 you must be able to demonstrate that all necessary steps were taken to obtain the correct visa and that the application form submitted for the visa was correct and did not contain any material mistakes;  
 7.9.5 you notify us, at least ten days prior to the Course Start Date that the Student has not received their visa.  
 7.10 We reserve the right to cancel a booking if a copy of the visa has not been received at least four weeks before the Course Start Date.

**8. Third Party Services**  
 8.1 All accommodation, campuses, cleaning and meals are provided by third party providers which are hired in advance of the Course Start Date. We will use our reasonable endeavours to ensure that the facilities are suitable for the Course and Students however the provision of the above are ultimately out of our control and we can give no guarantee as to the proper performance of the third parties.  
 8.2 If you send us any feedback on the facilities or meals provided we will endeavour to pass it on to the respective provider.

**9. Student Obligations**  
 9.1 The Student attending the Course agrees to:  
 9.1.1 maintain an immigration status that entitles them to undertake the Course,  
 9.1.2 attend all classes and Course sessions regularly and on time;  
 9.1.3 ensure they have a level of spoken and written English sufficient to allow participation on the Course;  
 9.1.4 refrain from using any audio or visual recording equipment during classes or practical sessions; and  
 9.1.5 comply with our health and safety rules and our Course Rules (as set out below).  
 9.2 You agree and accept that you have informed the Student of their obligations under the Contract. You agree that you are responsible for the Student fulfilling their obligations and following the Course Rules.

**10. Course Rules**  
 10.1 We expect and hope that all students registered with SBC will have a summer to remember and make every effort to show respect at all times to fellow students and members of SBC staff.  
 10.2 The Course Rules outlined below are designed to ensure that all the students and staff of SBC are able to enjoy the summer free from any unpleasant, intimidating or aggressive behaviour and in safety.  
 10.3 The breach of any Course rule stated below by the Student may result in their dismissal from the Course. Furthermore, if the Student breaks the law or displays aggressive, intimidating or racist behaviour they will face instant dismissal from the Course. Should the Student face instant dismissal, the Student will be withdrawn from the Course with immediate effect and will need to return home at your expense at the earliest possible opportunity.  
 10.3.1 Students are expected to attend all meals, classes and arranged activities and excursions provided.  
 10.3.2 All damage to property, equipment and rooms will be charged to the Student.  
 10.3.3 Gratuitous or willful damage to school or college property, public property or other students' property may result in dismissal from the Course.  
 10.3.4 Theft or suspected theft of school or college equipment or another student's possessions may result in dismissal from the Course.  
 10.3.5 Consumption or possession of alcohol by the Student (irrespective of age) is not permitted and will result in dismissal from the Course.  
 10.3.6 Drug-taking or possession of drugs including Psychoactive Substances (in the UK formally known as legal highs) by the Student will result in instant dismissal from the Course.  
 10.3.7 Smoking is not permitted in any of the school or college buildings or in the grounds of the school or college.  
 10.3.8 Racist or intimidating behaviour towards another student or member of staff will result in dismissal from the Course.  
 10.3.9 In the school or college accommodation, girls and boys may only mix in the designated recreation areas.  
 10.3.10 If the Student leaves their house after lights out, they may be dismissed from the Course.  
 10.3.11 Personal mobile phones must be turned off during all lessons and scheduled activities.  
 10.3.12 SBC reserve the right to search a student's room if it is suspected they are breaking any of the Course Rules.

**11. Promotional Materials**  
 11.1 We would like to use photographs, video clips and other media of students during the Course for the purpose of SBC's promotional material, including but not limited to:  
 11.1.1 future marketing;  
 11.1.2 advertisements;  
 11.1.3 our website and social media  
 We would also like to use any feedback received from parents or students alike and end of Course surveys for the same purpose.  
 11.2 When applying for a Course with us, please indicate your acceptance for us to be able to use such material for the purpose specified in clause 1 above by ticking the relevant box on the booking form.

**12. Visiting a Student**  
 12.1 Parents and friends are welcome to visit the Student on a summer Course. 24 hours' notice must be given in writing to your Student Support Manager in Head Office, prior to any visit to the summer school. If the Student is to be taken out of the school or out of the care and responsibility of our staff during an excursion, you must provide written permission by signing an absence form.  
 12.2 Due to logistics and to ensure a smooth running of a pre-planned itinerary, it is not possible to visit a student whilst they are on an excursion

**13. Travel Arrangements**  
 13.1 All travel details need to be confirmed in writing as to any changes that may occur. The cost of excess baggage is entirely the responsibility of the Student and SBC will not pay this charge under any circumstances. Please check the airline's policy before travelling.  
 13.2 The deadline for booking an SBC transfer is the 21st June. Unfortunately a transfer may not be guaranteed after this date.  
 13.3 If you cancel the Shared Transfer Service within 30 days of the arrival/departure date, then you will not receive a refund for this service.  
 13.4 In cases where a student aged 15 or over is arriving and/or departing independently (i.e. without an accompanying person 18 years of age or older), we must receive an Independent Transfer Form within 7 days of the arrival/departure date.

**14. Insurance**  
 All students attending a course with SBC must have comprehensive travel insurance. SBC, in association with Gibbs Denley Insurance Services, provides all students with travel insurance. The Student will automatically be included on the insurance policy from the date of booking until the Course Finishing Date, unless you expressly state that you do not wish the Student to be included or if you have booked through an agent who provides separate travel insurance.  
**15. Liability & Changes**  
 15.1 SBC has public Liability Insurance. SBC liability to you and the Student will not exceed the value of the Fees actually paid by you to SBC except where such limitation would be considered unfair or unreasonable in law.  
 15.2 Nothing in these Terms shall operate to exclude any liability of SBC for fraud or fraudulent misrepresentation, personal injury or death caused by the negligence of the company or those employed by the company or anything else which SBC cannot by law exclude liability for.  
 15.3 The details of the programme have been published in good faith. We reserve the right to make any changes or alterations to any aspect of the Course, in the event of unsuitable weather conditions or other factors beyond our control.

**16. Data Protection**  
 16.1 Your personal data will be used solely in accordance with the current English data protection legislation which we shall comply with and will not be disclosed without your consent.  
 16.2 We may collect and process the following data about you:  
 16.2.1 information that you provide by filling in our booking form;  
 16.2.2 if you contact us, we may keep a record of that correspondence;  
 16.2.3 we may ask you to complete a survey at the end of the Course that we use for feedback purposes as well as promotional material if this has been consented to; and  
 16.2.4 details of your visits to our site and the resources that you access.  
 16.3 We will use the personal information you provide to us to:  
 16.3.1 process your application;  
 16.3.2 process your payment for the Fees;  
 16.3.3 update our promotional material if this has been consented to; and  
 16.3.4 inform you about similar products or services that we provide, but you may ask us at any time to stop using your information in this way.  
 16.4 We will not give your personal data to any other third party except that:  
 16.4.1 we may share your personal data with other companies in the same group of companies as us;  
 16.4.2 if your booking has been made through an agent we may share information with them; and  
 16.4.3 unless as required under English Law

**17. Complaints**  
 17.1 If you have any complaints about the Course, please raise this with us by contacting the Summer Boarding Courses Directors by email at [complaints@summerboardingcourses.co.uk](mailto:complaints@summerboardingcourses.co.uk).  
 17.2 If the dispute cannot be resolved using the SBC internal complaint handling procedure, SBC will:  
 17.2.1 let you know that SBC cannot settle the dispute with you; and  
 17.2.2 SBC will refer you to our governing body, English UK's, Ombudsman service (<https://www.englishuk.com/en/students/complaints-procedure>)

**18. General**  
 18.1 We may transfer our rights and obligations under any booking to another organisation, and we will always notify you in writing if this happens, but this will not affect your rights or our obligations under these Terms.  
 18.2 This Contract is between you and SBC. Except as expressly set out under these Terms no other person shall have any rights to enforce any of its Terms.  
 18.3 Each of the paragraphs of these Terms operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining paragraphs will remain in full force and effect.  
 18.4 If we fail to insist that you perform any of your obligations under these Terms, or if we do not enforce our rights against you, or if we delay in doing so, that will not mean that we have waived our rights against you and will not mean that you do not have to comply with those obligations. If we do waive a default by you, we will only do so in writing, and that will not mean that we automatically waive any later default by you.  
 18.5 SBC shall not be in breach of the Contract nor liable for delay in performing, or failure to perform, any of its obligations under the Contract if such delay or failure result from events, circumstances or causes beyond its reasonable control for example, natural disaster, outbreak of war or terrorist attacks.

**19. Governing Law and Jurisdiction**  
 These Terms and Conditions are governed by the laws of England and Wales. Both parties agree to submit to the non-exclusive jurisdiction of the English courts to determine any dispute in relation to these terms and conditions.