

**ABBEY COLLEGE IN MALVERN**  
**APPLICATION FOR ADMISSION - VACATION COURSES 2018**



Please write clearly in block capital letters and keep a copy for your records.

Please send completed application forms along with the Registration Fee of £50 and a copy of the student's passport data page.

**SECTION 1: DETAILS OF THE APPLICANT**

Family Name: \_\_\_\_\_ Other Names: \_\_\_\_\_  
Date of Birth (Day/Month/Year) \_\_\_\_/\_\_\_\_/\_\_\_\_ Present Age: \_\_\_\_ Male  Female  Nationality: \_\_\_\_\_  
Passport number: \_\_\_\_\_ Home Address: \_\_\_\_\_

Change of address: You must inform the college if there is any change to the above immediately.

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ E-mail: \_\_\_\_\_

**EMERGENCY CONTACT:** Name: \_\_\_\_\_ Tel: \_\_\_\_\_ Relationship to student: \_\_\_\_\_

Where did you hear about Abbey College from? \_\_\_\_\_

Do you have any special dietary (food) requirements? Yes  No  If Yes, please give details: \_\_\_\_\_

Do you take medication on a regular basis? If so, please specify: \_\_\_\_\_

Do you have or have you had any serious illnesses/ any disabilities? If so, please specify: \_\_\_\_\_

Do you need a letter of acceptance for visa purposes? Yes  No  If Yes, a £20 charge will be added for delivery of documents

**SECTION 2: COURSE** (Please see the back of this form for course dates, courses must begin and end on a Sunday)

Enter course dates. From: (Day/Month/Year) \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Duration of stay: \_\_\_\_\_ weeks

Would you like to take the package of an extra 4 hours per week of 1:1 private tuition during the course, at £140 per week? Yes  No

**SECTION 3: PROPOSED ARRIVAL AND DEPARTURE** (If not yet known these details **must** follow later, as soon as they are known)

**Date of Arrival:** (Day/Month/Year): \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Arrival (if known): \_\_\_\_\_ am/pm Flight No \_\_\_\_\_

Arriving from (airport in your country): \_\_\_\_\_ Landing in (airport in UK): \_\_\_\_\_

**Date of Departure:** (Day/Month/Year): \_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Departure (if known): \_\_\_\_\_ am/pm Flight No \_\_\_\_\_

Departing from (airport in UK): \_\_\_\_\_ Landing in (airport in your country): \_\_\_\_\_

I would like to join the shared airport transfers (please see our price list for details)

I would like to book an individual airport transfer (please see our price list for details)

I will organise my own transport. If this is the case, please let us know your approximate time of arrival at the college: \_\_\_\_\_ a.m./p.m.

**Students under 16:**  I require airport transfers and will be flying as an unaccompanied minor. There is an additional fee of £45 for this service.

Students must arrive and depart on the travelling day (Sunday). The College requires at least three days written notice to arrange a transfer; thereafter it is subject to availability and an additional fee of £50 applies. Students cannot arrive at the college before 14:00 or later than 22:00.

**SECTION 4: ENGLISH LANGUAGE ABILITY**

How long have you studied English? \_\_\_\_\_ years/months (delete as applicable).

What is your present knowledge of English? None  Very little  Elementary  Intermediate  Good  Very Good

**SECTION 5: INSURANCE**

Students are requested to have adequate insurance cover. We have further advice on the college website. The College is not responsible for ANY loss or damage, however caused, and we do strongly advise parents to take up such a policy. Please tick one of the following boxes:

I will have arranged adequate insurance cover for the applicant by the time the course commences.

I do NOT wish to have this recommended insurance cover, and fully understand the risks and implications of this decision.

**SECTION 6: PREFERRED ACCOMMODATION**

A. Shared room, shared bathroom (+£0 pw)  B. Shared room, private bathroom (+£100 pw)  C. Single room, shared bathroom (+£50 pw)

D. Single room, private bathroom (+£150 pw)  E. Homestay (+£115pw)

Additional charges are per week, as indicated. All accommodation requests are subject to availability and cannot be guaranteed.

**SECTION 7: DECLARATION BY PARENT/GUARDIAN OR SPONSOR**

I apply to enrol the student named in Section 1 of this form and agree that he/she will follow the rules and regulations governing the conduct of students at Abbey College. I undertake to pay all fees and charges on or before the date on which they become due and hereby give permission for the student to participate in the full range of sports and social activities offered at Abbey College, and to enrol the student (free of charge) as alumni. I agree for the College's dedicated staff member to administer any medicines they may consider necessary or desirable and for the college to authorise any emergency medical treatment. I understand that all medication must be deposited with the dedicated staff member on arrival. I have read, fully understood and accept all details, terms and conditions in the brochure, on the back of this form, or as amended on the College website. By signing this application I consent to this student travelling to the UK, to the application, travel, reception and care arrangements made by Abbey College.

NAME OF PERSON SIGNING: \_\_\_\_\_ (Parent/Guardian) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDITIONAL SIGNATURE BY STUDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

**COURSE DATES** - Courses **begin and finish every Sunday** (the travelling day) between the dates listed below. Students are expected to arrive between 14:00 and 22:00 on the travelling day. The first meal is served on the evening of the travelling day. Check-out time is 10:00.

## Summer School 2018: 17/06/2018 – 26/08/2018

### FEES LIST FOR VACATION COURSES

Compulsory Charges	
<b>Registration Fee</b>	<b>Course Cost</b> (per week) – includes full board accommodation on campus and full social/excursion programme as published
£50	£725

Optional Extras			
<b>4 hours extra 1:1 private tuition package</b> (per week)	<b>Private Bathroom</b> (per week)	<b>Single Room</b> (per week)	<b>Homestay instead of residential</b> (per week)
£140	£100	£50	£115

### AIRPORT TRANSFERS

Shared Airport Transfers	
Heathrow airport	£100 each way
Available every Sunday within the course dates strictly for flights between 10am and 5pm only.	
There will be some waiting time for other arrivals/departures (maximum 3-4 hours) if you would like to reduce your waiting time please book an individual airport transfer.	

Individual Airport Transfers	
Heathrow airport	£195 each way
Birmingham airport	£100 each way
Gatwick airport	£240 each way
If your flights are not to/from Heathrow airport or between 10am and 5pm you will need to book an individual transfer. To minimise the waiting time at the airport you may also choose to book this transfer. Please ask for prices to/from other locations.	

**UNACCOMPANIED MINORS** – Please indicate on the Application Form if you will be flying as an unaccompanied minor. If you require airport transfers there is an additional fee of £45 for this service.

**DEPOSITS** - A deposit of £50 is required from all students, payable on arrival, to cover potential damage, theft and exceptional cleaning. Occupants of rooms in houses on-campus are jointly liable for their rooms/houses. These deposits are returned on departure if no damage has been done and room keys are returned.

### HOW TO PAY

All fees are normally payable 30 days prior to the start of the course except in the case of agreed late bookings. Any other arrangement needs to be agreed by the College beforehand in writing. Places cannot be finalised until payment is received. **NO STUDENT WILL BE PERMITTED TO START CLASSES OR TO USE ANY FACILITIES UNLESS THE REQUIRED FEES ARE PAID IN FULL.** Unless agreed otherwise, fees are only accepted as having been paid when they have cleared Abbey College's account. We reserve the right to charge interest on late payments. Payment may be made by the following methods:

**BANK TRANSFER** - Please give your bank the invoice number together with the student's full name and course dates so that we can trace the payment, then inform us by sending the copy of the advice note as proof of payment, adding £9 bank transfer fees, plus any relevant bank charges in your own country.

**Abbey College Account Details: Bank Name: Lloyds PLC, PO Box 3, Queen Square, Wolverhampton WV1 1TF**

**Sort Code 30-99-83, Account Number 81808260, SWIFT BIC LOYDGB21114, IBAN GB85 LOYD 3099 8381 8082 60**

**CHEQUE** - Fees may be paid by £ Sterling cheque drawn on the UK branch of a UK bank and made payable to 'Abbey College'. Please send the cheque directly to our address, NOT to our bank.

**CREDIT / DEBIT CARD** - Fees may be paid by credit card, subject to a 3% surcharge. Debit cards are subject to a £2.50 booking fee. Credit card details are required to confirm bookings.

### CANCELLATIONS, ALTERATIONS AND WITHDRAWALS

If a course is cancelled 28 days or more before the course begins then any fees paid will be refunded in full less the Registration Fee and any out of pocket expenses. When a course is cancelled 27-15 days before the course begins there is a 50% cancellation charge. Where a cancellation is made less than 15 days before the course starts, no refund can be made. Once an enrolment has been confirmed course dates and other details can only be altered in advance, with the College's approval, subject to availability. Once the course has started, fees are non-returnable. In cases where a visa has been refused, all course fees except the Registration Fee and an additional £50, will be refunded subject to receiving proof of the refusal and the original Letter of Acceptance. No refund whatsoever will be made if a visa has already been issued for study at Abbey College. We recommend all students take out appropriate insurance to cover against loss of fees. **Note that our policy on the cancellation of courses for groups is different to the above; please ask us for a copy.**

### SUSPENSION AND EXPULSION

Students are admitted to the College on the understanding that they obey the Rules and Regulations governing student behaviour. If a student repeatedly refuses to obey these rules, the College reserves the right to remove a student from classes, suspend or expel the student. In such cases, no refund of fees will be made and the student will be charged for any expenses incurred by the College, including for finding temporary accommodation or additional transport charges where necessary. Where a student has vandalized or intentionally damaged college property, an invoice for repairs will be issued which must be paid by the student or parents within 48 hours or before the student leaves the College, whichever is the sooner.

### OTHER TERMS AND CONDITIONS

**1.** The College reserves the right at their absolute discretion to reject any application for enrolment at any stage of the application or booking process and shall be under no obligation whatsoever to give reasons for its decision. An applicant whose application/enrolment is rejected shall be entitled to a refund of fees paid less any actual costs incurred by the College. **2.** The College reserves the right to withhold the provision to the student of lessons, accommodation, meals, airport transfers and any other services contracted in cases where the appropriate total fees due have not been received in full. **3.** If a student fails to complete a course, for any reason, no refund of fees, activities/excursions paid for in advance or reduction in fees payable shall be made. **4.** A student who fails to attend any part of his/her course due to illness or any other reason whatsoever, whether within or outside the student's control, shall not be entitled to a refund of any fees paid (nor to attend any classes in place of those missed). **5.** The College reserves the right to charge a fee to any student who uses facilities reserved for other students, such as books or bedding. **6.** The College reserves the right to alter the fees, provisions, organisation and/or structure of any course at any time, whether during the course or before its commencement. In such circumstances, the College will endeavour to notify affected students but shall not have any liability if unable to do so. **7.** The College has no residential responsibility for students living outside the College campus other than liaising with host families. **8.** The College reserves the right, if necessary, to test students for drugs or alcohol and to search their rooms without prior notice. **9.** No student shall be entitled to use the name Abbey College under any circumstances or at any time, whether as a trademark, company or trading name or otherwise. **10.** Students and parents agree that a student's image, details, written comments and achievements can be used for promotional purposes without written consent or notification. **11.** The college accepts **no liability** for any services booked by the college on behalf of students. This includes all transportation, host families, hotels and all other services outside of the college. The college will always endeavour to provide a secure environment for the services of security it offers, but is not responsible or liable for any items (including money, tickets and passport) that may be held on behalf of students in the event of theft, fire or any other such circumstance. In all cases, insurance is recommended. **12.** Students agree to keep the college indemnified against all actions, proceedings, costs, claims and expenses arising from any losses of any kind. **13.** Irrespective of whether an enrolment is made by an individual or an agent, agency or other third party, the relevant and only Offer for contractual purposes (and any of its terms and conditions) in relation to enrolments shall be that made and contained in that party's completed Application Form. **14.** No parental permission will be accepted in any circumstance to allow a child to do something contrary to the College rules as published in the student handbook. **15.** Meals will only be provided to students arriving on the travel day if their flight lands before 17:00. On the date of departure only breakfast will be provided during normal canteen hours. **16.** All fees, terms and conditions outlined here are valid as of 18/08/2016 and supersede all previously published fees, terms and conditions. **17.** In cases of dispute English Law shall apply.