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SPRING LEADERSHIP SCHOOL AT HEADINGTON SCHOOL, OXFORD BOOKING FORM 2020 - AGES 12-16

Student Registration Details.		
First Name	Family Name	
Boy Girl Date of birth D D	M Y Y Y Nationality	
Native Language	Other Languages Spoken	
Booking Contact Information:		
Please provide the details of the main contact for t	his booking.	
Title (Mr/Mrs/Dr etc.) First Name	Family Name	
Relation to the student: Mother Father	Other relative / Guardian (please specif	y)
House Name / Number	Street Name	
Town/City	Country Post	code
Phone number + country code	Email	
How did you hear about us?		
Recommendation from friend / family. If so, wh	ho?	Internet search
Your child has stayed with us before Sibl	ing has stayed with us before Other, plea	ase 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 30th March	Monday 6th April	1 week	£1,400	
Monday 30th March	Monday 13th April	2 weeks	£2,400	
Monday 6th April	Monday 13th April	1 week	£1,400	

What's included in the course fees?

- Comfortable Accommodation & Three Meals Per Day
- 15 Hours English Tuition Each Week Plus Progress Report & End-of-Course Certificate
- 10 Hours Leadership Development Per Week
- 2 Full Day Trips Each Week* (Transport & Entrances Included)

- Afternoon Activity Programme Plus full Evening Activity Programme
- $\cdot \qquad {\sf Laundry\,Service} \cdot {\sf UK\,SIM} \cdot {\sf Spring\,Leadership\,School\,T} {\sf Shirt}$
- 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.

Academic Courses	Tick If Required	How Many Weeks?
General English		
Business		
Science		

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? (\pm 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 48 hours of receiving your 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 11th May 2020. Bookings made after this date must be paid in full at the time of booking. 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. 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.

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, Eshott, Shipley BDI7 7RH.

Definitions

"Arrival Date" means the date of arrival as described in the

"Business Day" means a day other than a Saturday, Sunday o 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" means the course rules set out in clause 10

"Course Start Date" means the first day of the Course as described in the Confirmation.

"Course Finishing Date" means the last day of the Course as described in the Confirmation

"Deposit" means the sum of £700

"Payment Due Date" means 11th May 2020.

"SBC Approval Agent" means an agent who has the legal authority to bind SBC to the terms of this Contract.

"Student" means the person who will be attending the Course

"Terms" means these terms and conditions as amended from time to time in accordance with clause 4.1.

"You/Parent" means the person making the booking on behalf of the Student (who is 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

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.

 ${\bf 1.3}$ 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 ful 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 Le From the date on the Continnation, a contract will come in existence between us and you (the "Contract"). The Contract vector and the Contract vector and the Course Finishing Date, unless it is cancelled earlier in accordance with these Terms. Whese Terms who will be an BC 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. 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.

L11 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 utimate be at the discretion of Summer Boarding Courses whether to accept these requests. Whether commodation arrangements are made, we do this is in the interest of mixing students from various nationalities, which means that the common-spoken language is English.

2. BOOKINGS AND LATE APPLICATION

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.

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 re eive 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 All the rees payable for each Course (the Fees) are published to our website: www.summerboardingcourses.co.uk and may vary from time to time. Once we have accepted your booking and ser 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 uniq 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 48 hours 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 and offer your place to someone else.

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 which 48 hours of the invoice or the Confirmation whichever is sconer.

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 cance 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

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 30 days prior to the Arrwal Date, there will be no refund, except in the case of valid vias refusal (see details below) or at our sole discretion. Where a booking is amended less than 30 days prior to or flare the Arrival Date, there will be no refund for any misse elements of the Course (including the Course itself, English Plu 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 w refund any fees paid in accordance with clause 4.7 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 refund shall be given after the Course Finishing Date. 9 No

6.2 We take complaints seriously and endeavour to reply to any formal complaint made in accordance with clause I7 below ("Complaint"). It is a 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

will be paid in GBP and we will not be responsib any losses you suff 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 issue a Visa support letter ("Visa Support Letter") for a S Study (Child) visa application upon payment of the Depos note we require a copy of the Student's passport and visa. nt of the Deposit. Please

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 h 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 y

If the visa is refused:

7.4 Subject to clause 9, if the Short Term Study (Child) visa

If the Visa is delayed and the delay is caused by the Embassy:

7.5 Subject to clause 9 if the Student has not receive 7.5 Subject to classe 9 in the subject in a not received that not 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 with supporting evidence 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 which may be accepted only at our discretion

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.

CHO ON SUMMER SCHOOL

11.1.3 our website and social media

12. VISITING A STUDENT

13. TRAVEL ARRANGEMENTS

this date

this service.

14. INSURANCE

15. LIABILITY & CHANGES

by email at

18. GENERAL

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 11.1 above by ticking the relevant box on the booking form.

12.1 Parents and friends are welcome to visit the Student on a IZ I Parents and merger welcome to visit the scueent on a summer Course. 24 hours' notice must be given in writing to your summer Support Mangurine Head Office, prior to any visit to the summers. School. If the Student head to be taken out of the school or out of the care and responsibility of our staff during an excursion, out our staff during an excursion, and write more from the school and the school or the school of the school of the school of the school or out our staff during an excursion, the school of the school of the school of the school or school of the school of

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.

13.1 All travel details need to be confirmed in writing as to any changes that may occur. The cost of excess baggage is entirely

13.2 The deadline for booking an SBC transfer is the 19th June 2020. Unfortunately, a transfer may not be guaranteed after

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.

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.

15.1 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.

16.1 Our privacy policy is available at https://www. summerboardingcourses.co.uk/privacy-noticel Your privacy and personal information are important to us. Any personal information that you provide to us will be dealt with in line with our privacy policy, which explains what personal information We collect from you and how and why we collect, store, use and share such information, your rights in relation to your personal information and how to contact us and supervisory authorities if you have a query or complaint about the use of your personal information.

17.1 If you have any complaints about the Course, please raise this with us by contacting the Summer Boarding Courses Directors

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

17.2.2 SBC will refer you to our governing body, English UK's Ombudsman service (https://www.englishuk.com/en/stude complaints-procedure)

18.1 We may transfer our rights and obligations under any booking

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 a Student, or if we delay in doing so, that will not mean that we have waived our rights against you or a Student and will not mean that you or the Student does not have to comply with those obligations.

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.

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.

19. GOVERNING LAW AND JURISDICTION

complaints@summerboardingcourses.co.uk

16. YOUR PRIVACY AND PERSONAL INFORMATION

13.3 If you cancel the Shared Transfer Service within 30 da the arrival/departure date, then you will not receive a refu

b) An it take it deals here to be consistent of 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.

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 tim to the arrival date to allow for the length of application tim 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 our 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:

naintain an immigration status that entitles them to rtake 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

or another : the Course.

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, class arranged activities and excursions provided.

10.3.4 Theft or suspected theft of school or college equipment her student's possessions may result in dismissal from

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.

10.3.9 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 n 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.

11.1 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. PROMOTIONAL MATERIALS

11.1.1 future marketing; 1112 advertisements

10.3.7 A person must be 18 years old to purchase or to smoke

tobacco by a student may result in dismissal from the co

10.3.8 Racist or intimidating behaviour towards anot member of staff will result in dismissal from the Court

10.3.2 All damage to property, equipment and rooms will be charged to the Student. **10.3.3** Gratuitous or wilful damage to school or college property, public property or other students' property may result in dismiss from the Course.