

**For office use only**

Student reference:

Agent code:

Agent stamp:

Registration Form

Young Learner Courses 2010

Bell • Hillscross • Red Cross Lane • Cambridge • CB2 0QU • UK

Telephone: + 44 (0) 1223 212333 Fax: + 44 (0) 1223 275592

www.bell-centres.com/contactus

Please read our **Terms & Conditions** before completing this form. Write clearly in BLOCK CAPITALS and use black ink. Please post or fax this form to us. Photocopies are acceptable. Please photocopy for your own records.

Child's information

Child's first name(s):			Child's full family name(s):		
Male <input type="checkbox"/>	Female <input type="checkbox"/>	Nationality:	First language:		
Date of birth: Day	Month	Year	Child's mobile:		
Correspondence address:					
City:		Country:	Postcode:		

Parent/Guardian information

First name(s):			Full family name(s):		
Relationship to child:	Mother <input type="checkbox"/>	Father <input type="checkbox"/>	Guardian <input type="checkbox"/>	Other <input type="checkbox"/>	Telephone <small>include international dialling code</small> :
Mobile <small>include international dialling code</small> :	Fax:		Email:		
Can these details be used in an emergency?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please provide details		
Has your child been on a Bell course before?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, which year?		
How did you hear about Bell?	Agent <input type="checkbox"/>	Teacher <input type="checkbox"/>	Family/Friend <input type="checkbox"/>	Advert <input type="checkbox"/>	British Council <input type="checkbox"/>
Website <input type="checkbox"/>			Please specify:		Promotion code <small>(if applicable)</small> :

Visa information

Type of visa:	None <input type="checkbox"/>	Child Visitor <input type="checkbox"/>	Other <input type="checkbox"/>	Please specify:
Passport number:	Passport expiry date:			

Course information

Course code:	Location:	Date:
Course code:	Location:	Date:

Horse-riding and golf places on Focus English are limited. You must pre-book these Focus options on this form. Horse-riding is offered at The Leys School and Wellington College. Golf is offered at Wellington College only. Students must bring their own golf equipment and suitable shoes for horse-riding. Please tick if you wish to pre-book a horse-riding/golf place: Golf Horse-riding

Medical and welfare If you answer 'Yes' to any questions please provide details

Has your child ever suffered from a serious medical condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your child undergoing a course of medical treatment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your child had a serious illness/condition/surgery within the last 12 months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child have any psychological/physical/developmental difficulties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child suffer from asthma or a cardiac condition?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will your child bring any medicines with them?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has your child had a tetanus vaccination? If so, which year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you give consent to your child being given non-prescription painkillers if needed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does your child have any allergies?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any food your child is allergic to or cannot eat?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any other information that Bell should be aware of:		

Parent/guardian authorisation The following must be completed. Bookings cannot be accepted without authorisation.

Please sign below to confirm that the information you have supplied is correct and that you accept our **Terms & Conditions**. For a copy of our **Terms & Conditions** visit www.bell-centres.com/termsconditions. By signing here you are accepting Bell's course rules for young learners, authorising Bell to look after your child's welfare while on their course, giving permission for your child to participate in all activities, consenting for a doctor to give any medical treatment considered necessary and authorising the administration of an anaesthetic and operation if you cannot be contacted in an emergency.

Signature: _____ **Date:** _____

Occasionally we will send information about promotions or services that may be relevant to you. For more information on our privacy policy visit www.bell-centres.com/privacy. If you do not wish to receive this information please tick here

Occasionally we photograph or film activity at our centres. These photos/film footage are used for promotional purposes. If you do not wish your child to be photographed/filmed please tick here

Terms and Conditions 2010

Please note that once your registration has been accepted by Bell, the following terms and conditions apply. These terms and conditions apply to Bell's Young Learner courses only. Terms and conditions for Adult and Teacher Development courses can be found on our website at www.bell-centres.com/termsconditions. Information is correct at time of going to print but may be subject to change.

PAYMENTS

- Full fees are due six weeks before the course begins, or at time of booking if less than six weeks before the start.
- In order for us to track your payment, please quote the **STUDENT NAME** and **REFERENCE** (if you have one) on all payments and payment queries. The reference can be found on your invoice.
- If you book your child's course less than six weeks before it starts, you must pay all fees due at the time of booking.
- Please note that the deposit of £215 is included in the fees and is non-refundable.
- If you book your child's course more than six weeks before it starts, you have two payment options:

Option 1

You pay the total invoice at the time of booking.

Option 2

You pay the deposit to secure your booking and the remainder at least six weeks before the course begins.

- You are responsible for ensuring that the fees are paid in full.
- We cannot guarantee to hold your child's course place unless all fees are paid in full six weeks before your course begins.
- Students with overdue balances may be refused entry to classes.
- If full fees have not been received, leaving certificates will not be issued.

The course

- Prices are correct at time of going to print and are subject to change without notice.
- We reserve the right to change course arrangements and prices if necessary. Please note that all courses or course components are run subject to demand.
- Children will be placed in a class appropriate to their language level, maturity and age.
- Once the course has started, we reserve the right to move students to another class more appropriate for their language level.
- Package prices include:
 - Comprehensive supervision by qualified and experienced staff.
 - At least 21 hours a week of lessons/programmed activities.
 - Accommodation and all meals.
 - Use of all sports facilities.
 - Full programme of social events and trips.
 - Insurance for the duration of the course and including travel days.
 - Essential learning materials, course portfolio and certificate.
 - Return transfers from and to designated airports on scheduled arrival and departure days.
- Package prices do not include:
 - Return transfers which are not from and to designated airports on scheduled arrival and departure days.
 - Occasional optional activities such as theatre trips and amusement parks.
 - Bank charges for payments made by bank transfer.

VISAS

- No visa support documentation will be provided until all fees due have been received.
- If a visa application is rejected or delayed you must inform us in writing at least 14 days before the course start date. Failure to do this may result in charges being incurred.
- We will refund your fees including the deposit but retain a £70 administration fee and any courier charges if notified as above and on receipt of the visa refusal letter. Please read our the visa information page on our website at www.bell-centres.com/information/visas

CANCELLATIONS and REFUNDS

Cancellations before the course start date

- Notice of cancellation must be made in writing. Failure to provide written notification will result in additional charges being incurred.
- If you cancel your child's course more than four weeks before the start date, we will retain your deposit of £215.
- If you cancel your child's course between four weeks and one week before the start date, you must pay 60% of the course fees.
- If you cancel your child's course less than one week before the start date, no refund of fees is made.

Changes on or after the start date

- No refund of course fees will be given if students leave before the end of the period of study.
- There will be a £70 administration charge for any changes you make to your original booking, with the exception of extensions to your course, or booking additional courses.

COMPLAINTS PROCEDURE

- If you are not satisfied with our service, please see the complaints procedure on our website at www.bell-centres.com/termsconditions/complaints

TRAVEL ARRANGEMENTS

- Do not book your flights or make travel arrangements until your course booking is confirmed.
- You must return the Travel Form to us at least 4 weeks before the course start date. If travel details are not provided at least five working days before arrival, it may not be possible to organise the transfer. If it is possible, an administration charge of £70 will be made.
- Airline policy regarding young travellers changes frequently. You must check current guidelines before making travel arrangements.

INSURANCE

- Insurance is included in the price of the course. A summary of cover will be sent to you with confirmation of your booking. Cover applies while your child is studying in the UK, and while they are travelling between the UK and their home country.
- Please note that Bell cannot be held responsible for the loss or theft of personal property.

MEDICAL INFORMATION

- We cannot accept students on a Young Learner course unless we have a signed registration form indicating parental consent to act on your behalf in the case of a medical emergency.
- You must inform us of any specific information which is not included on the registration form, but which applies to your child.

- We regret that any child arriving with a serious medical condition not previously reported, or which requires regular staff supervision, may be sent home with no refund of fees.

PRIVACY POLICY

- By signing the registration form you are agreeing to the storage and use of the information you supply for Bell's purposes only.
- We will not pass your details on to any other organisation or third party.
- Photographs of children will be taken during their stay with us for identification cards and may be used in promotional materials, such as brochures and the website.
- Please indicate on the registration form if you are not happy for your child's photograph to be used for promotional purposes.

BELL RULES

- The following rules apply to behaviour in our centres, during trips and activities organised by Bell, and in accommodation arranged by Bell.
 - Students may not leave the school or be absent from meals without permission from the Centre Manager.
 - Attendance at lessons, activities and participation on trips is compulsory.
 - Students must observe the rules relating to IT software.
 - Students must observe bedtimes, and silence must be maintained in bedrooms after lights out at night.
 - Students are not allowed into the bedrooms occupied by students of the opposite sex.
 - Bullying will not be tolerated.
 - Fire escapes are for emergency use only.
 - Mobile phone, iPods and other electronic devices must be switched off during lessons, activities and after lights out.
 - No smoking is allowed on any Bell Young Learner course at any time.
 - School swimming pool rules must be strictly observed. No student may enter the pool if there is no lifeguard present.
 - Students must hand in their travel documents, passports, IDs and all monies to the Centre Manager for safekeeping.
 - Pocket money requests should be given to Houseparents and pocket money will be issued at stated times.
 - Students should keep all valuables safely locked away, or hand them in to their Houseparent for safe keeping.
 - Any student who causes damage or breakages may be charged for repairs or replacement.
 - A £30 refundable damage/key deposit will be taken from the student at the start of the course (please send sufficient money to cover this plus pocket money).
 - Students found to possess, use or supply alcohol or illegal drugs will be sent home with no refund of fees.
- Any students breaking these rules, or English law, or persisting in serious anti-social behaviour will be disciplined and may be sent home early with no refund of fees.