

Discover Cambridge 2012

Please complete in black ink, in capital letters and return with a deposit of £450.

With this booking you must send a passport-style, colour photograph of the student in JPEG format by email to summer.school@stbedesschool.org

1. Personal Details

Family name _____ Has the student been to St Bede's before? Yes No

First name _____ How did you hear about St Bede's?
Family/friend Internet British Council

English name (if different) _____ Agent _____ Other

Nationality _____ Level of English?
Intermediate Upper Intermediate
Advanced Proficiency

Native language _____ Boy Girl Date of Birth _____

2. Course and Dates

Price: £1200 per week Arrivals days are on Sundays
Minimum Stay: 2 weeks Departure days are on Saturdays How many weeks? _____

Please choose the course dates by ticking the relevant boxes below (2 boxes = 2 weeks):

	Week 1 15-21 Jul	Week 2 22-28 Jul	Week 3 29 Jul-4 Aug	Week 4 5-11 Aug	Week 5 12-18 Aug	Week 6 19-25 Aug
Discover Cambridge (18-22yrs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The weekly price includes:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Accommodation | <input checked="" type="checkbox"/> Lessons | <input checked="" type="checkbox"/> Social Events |
| <input checked="" type="checkbox"/> Excursions | <input checked="" type="checkbox"/> Materials | <input checked="" type="checkbox"/> Travel Insurance |
| <input checked="" type="checkbox"/> Full Meeting Service | <input checked="" type="checkbox"/> Meals | |
| <input checked="" type="checkbox"/> Internet | <input checked="" type="checkbox"/> Saturday Night Meal Out | |

To guarantee accommodation with ensuite facilities (subject to availability) at an extra charge of £50 per week please tick this box:

3. TOEIC Test

We offer the TOEIC® Listening and Reading Test on 2 dates in August, subject to availability.
Fee supplement: £100.

To book a test place please tick the appropriate box below:

- 3 August 2012 The student MUST be enrolled on Week 2 and Week 3 of the Course
- 17 August 2012 The student MUST be enrolled on Week 4 and Week 5 of the Course

4. Meeting Service

A meeting service is provided to/from the following airports/stations at ANY time on arrival and departure days:

Heathrow Gatwick Stansted Luton London City Airport St Pancras Int'l train station

Please tick here if you do NOT require a Meeting Service

We strongly advise you NOT to book any transport until we have confirmed your booking.

5. Language Workshops

Please indicate which 5 workshops you would like to attend:

- | | | |
|---|---|--|
| <input type="checkbox"/> Colloquial English | <input type="checkbox"/> Multi-word Verbs | <input type="checkbox"/> Spelling |
| <input type="checkbox"/> Formal & Informal Language | <input type="checkbox"/> Pronunciation & Intonation | <input type="checkbox"/> TOEIC Listening and Reading Test practice |
| <input type="checkbox"/> Idioms & Fixed Expressions | <input type="checkbox"/> Punctuation | <input type="checkbox"/> Using Collocation |

Please note that we will do our best to accommodate students' preferences, but no workshop can be guaranteed.
No refund is available if certain workshops cannot be offered.

6. Skills for Work

Please indicate, in order of priority (1 = highest), 4 subjects the student wishes to study:

- | | | |
|--|--|---|
| <input type="checkbox"/> Conducting Meetings | <input type="checkbox"/> English for Banking & Finance | <input type="checkbox"/> Telephoning in English |
| <input type="checkbox"/> Critical Thinking & Constructing Arguments | <input type="checkbox"/> English for Business | <input type="checkbox"/> Socialising & networking in business |
| <input type="checkbox"/> Negotiating in English | <input type="checkbox"/> English for Marketing | <input type="checkbox"/> Dealing with Problems & Discussing Solutions |
| <input type="checkbox"/> Writing Focus: emails/reports/letters/minutes/marketing materials | | |

Please note that we will do our best to accommodate students' preferences, but no subject can be guaranteed.
No refund is available if certain subjects are not available.

7. Pocket Money (optional)

If you wish to send pocket money in advance, please write the amount below.
A £5 charge (per transaction) will be added to the invoice.

£ _____ total pocket money (for whole course)

8. Extra Costs

- a) Irregular Transfer** If a student exceptionally arrives or departs on an irregular day, there will be an extra charge of £100 per student per journey.
- b) Extra Night/s** In the unusual event of a student staying an extra night, there will be an extra charge of £170 per night. Extra nights are not available at the end of the course.

9. Courier Service (optional)

Please tick if you require original documents to be sent by courier at an extra charge of £50.

10. Payment Details

You must send a deposit of £450 with this registration form. Payment can be made as follows:

a) **Sterling Cheque** Payable to St Bede's International Summer School

b) **Bank Transfer** St Bede's International Summer School
Barclays Bank, Knightsbridge Business Centre, PO BOX 32014, London, NW1 2ZG

IBAN: GB36 BARC 2006 0560 178691

SWIFTBIC: BARCGB22

Account No: 60178691

Sort Code: 20-06-05

Make sure you pay ALL bank charges as St Bede's is not responsible for your bank charges.

Please ensure that the student's full name appears clearly on the bank transfer.

c) **Credit/Debit Card** (Visa or Mastercard only)

Payment by credit card will be in local currency. To pay in GBP please tick this box

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry Date /

CVV Code

You may send the expiry date and CVV code separately (by fax, email or telephone) if you prefer.

Signature _____

If payment of the deposit is made by credit or debit card, the full balance will automatically be deducted from the same card six weeks before the course is due to start. Please ensure that card limits are sufficient to cover fees, that there is no security block and that you inform us of new card details if the card expiry date falls before the balance is due. Alternatively, please ensure that we receive the full balance by the date that payment of the balance is due.

11. Medical and Dietary Information

a) Does the student have any medical condition or disability? Yes No

b) Does the student have any allergies? Yes No

c) Is the student taking medication? Yes No

d) Does the student require a special diet? Yes No

If you have answered Yes to any of the above questions, you MUST give full details below:

e) I agree to St Bede's staff giving the student common, non-prescribed medicines, for example paracetamol, throat lozenges, cough syrup etc in case of sickness.

f) I give permission for St Bede's staff, in an emergency, to follow the advice of attending medical staff and to authorise medical treatment and/or anaesthetic for the student.

12. Contact Details (This section is for Parent/Guardian details only. Not for Agent's details.)

Parent or Guardian Name _____

Address _____ Home telephone _____

Work telephone (father) _____

Town _____ Work telephone (mother) _____

Postcode _____ Mobile (father) _____

Country _____ Mobile (mother) _____

E-mail _____ Student's mobile _____

Does the Parent/Guardian named above speak some English? Yes No

If not, please provide the name and phone number of an English-speaking contact in case of emergency.

Name _____ Phone number _____

13. Passport Information

If the student requires a visa to study in the UK, you must provide his/her passport details here so that we can include them in the Visa Invitation Letter:

Passport Number _____

Date of Issue ___ / ___ / _____

Expiry Date ___ / ___ / _____

14. Agreement

You must sign here before sending this registration form.

I confirm that all the information in sections 1-13 is correct. I confirm that I accept the terms and conditions of registering the student (see Terms & Conditions of Enrolment 2012).

Name _____

Relationship _____

Signature _____ Date _____

15. What to do next

1. Send this form by post, fax or email (scanned) with your deposit.
2. Once we receive this form and your deposit, we will send you a confirmation letter, invoice, visa invitation letter (if required), meeting service form and student handbook.

3. When you receive our confirmation pack, you can book the flights. Once you have booked the flights, you must send us the flight details.
4. We will send you an email confirmation of the flight details. You must check this carefully and let us know of any errors or changes.
5. You must pay the full balance 6 weeks before the course begins.