

Application Form – Summer Course (A)



St. Clare's, Oxford
— An International Education —

PLEASE WRITE CLEARLY, ESPECIALLY YOUR EMAIL ADDRESS

Family name _____

First names _____

If under 18, full name of parent _____

Home address _____

Nationality _____

First language _____

Telephone _____

Fax _____

Email _____

M F (please ✓) Date of Birth _____

Course Code	Course title	Course dates: start/finish	Fee (£)
_____	_____	_____	_____
_____	_____	_____	_____

ACCOMMODATION (OLDER TEENAGERS ONLY) Please ✓ box required.

Residential Home-stay

LEVEL OF ENGLISH (all courses) Please ✓ one box

*Beginner Elementary
 Lower Intermediate Intermediate
 Upper Intermediate Advanced

* For younger teenagers and juniors only

Please return this form with deposit and 2 passport size photographs to:

Short Courses Division, St. Clare's, Oxford
139 Banbury Road, Oxford, OX2 7AL, UK

Tel: +44 1865 552031 Fax: +44 1865 517386

Email: summer.admissions@stclares.ac.uk Web: www.stclares.ac.uk/summer

How did you hear about St. Clare's? Please ✓ one box

Ex-student (Name) _____
 Friend (Name) _____
 Agent (Name) _____
 Internet search site (Name) _____
 Other _____

Agent Details (if applicable)

For Office Use Only	
Date Received	
Deposit Received	
Registration Number	

Application Form – Summer Course (B)



St. Clare's, Oxford
— An International Education —

Student's full name _____

A deposit of £500 for each course is required with this registration form. You will then be invoiced for the balance of fees nearer the time. We are unable to confirm your reservation until we receive your deposit. The balance of fees must be paid at least 3 weeks before arrival. Do not delay sending your deposit or you may lose your place on the course or in the accommodation of your choice.

PAYMENT OF DEPOSIT

Total amount of deposit £ _____

Please ✓ appropriate box

Credit Card Payment

Visa Mastercard JCB

Please note that a surcharge of 2% will be made for payments above £1,000.

Debit Card Payment

Delta Switch Solo Electron

Please charge my account with £ _____

(enter amount of deposit or full fees if booking 3 weeks or less before start of course)

My card number is (please enter ALL digits of your card number):

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Valid from _____ Expiry Date _____

Cardholder's name _____

Cardholder's signature _____

Bank Transfer

Payable to: St. Clare's, Oxford,
Account No. 90965383,
Sort Code 20-65-18,
Barclays Bank plc,
Oxford Corporate Banking Centre,
PO Box 858, Oxford
OX2 OXP, UK.

SWIFT ID: BARCGB22. IBAN number (Europe only) GB94BARC20651890965383.

Payment made by this method should include reference to student name and number. Please tell your bank to charge you with all bank charges so that St. Clare's receives the full amount of the deposit (please enclose a copy of the bank transfer papers with the student's name marked clearly).

CANCELLATION

Please contact us immediately if you have to cancel your registration. The deposit is not refundable, except in special cases. Fees will not be returned less than three weeks before the course starts. The travel insurance included in your course fees covers costs if you have to cancel for good reasons before you leave home, as long as you have paid your course fees in full. The insurance also covers you if you are unable to complete your course, for good reasons.

Fees are not refunded if you are asked to leave the College because of unsatisfactory work or behaviour. Any additional costs such as airport transfer and replacement airline ticket will be charged to the student/parent.

PAYMENT OF FEES

I have read the information relating to the conditions of payment and fees, which I accept. I undertake to pay the balance of fees at least 3 weeks before arrival.

Signature of parent (if student is under 18 years) _____

Date _____

If you have paid your deposit by card, then you may also pay the balance of fees by card, 3 weeks before arrival. Please sign below to show your acceptance of this method.

Signature _____

Course Dates and Fees 2007

	Code	Dates	No. of Weeks	Fees (£)
General English Courses for older teenagers (16+)	GE1S	17 June – 30 June	2	£1170
	GE2S	24 June – 7 July	2	£1170
	GE3S	1 July – 14 July	2	£1170
	GE6S	22 July – 4 August	2	£1170
	GE7S	29 July – 11 August	2	£1170
	GE8S	5 August – 18 August	2	£1170
	GE1L	17 June – 7 July	3	£1695
	GE3L	1 July – 21 July	3	£1695
	GE4L	8 July – 28 July	3	£1695
	GE6L	22 July – 11 August	3	£1695
	GE7L	29 July – 18 August	3	£1695
	LE2	24 June – 21 July	4	£2220
	LE6	22 July – 18 August	4	£2220
Intensive English for older teenagers (16+)	IE3	1 July – 21 July	3	£1950
	IE6	22 July – 11 August	3	£1950
English for Academic Purposes for older teenagers (16+)	EP4S	8 July – 21 July	2	£1180
	EP6	22 July – 11 August	3	£1770
	EP6L	22 July – 18 August	4	£2360
English Plus Shakespeare for older teenagers (16+)	GE3 (Plus)	1 July – 21 July	3	£1950
	GE6 (Plus)	22 July – 11 August	3	£1950
English Courses for younger teenagers (13-16) *	J4 (13 – 16 years)	8 July – 28 July	3	£2115
	J7 (13 – 16 years)	29 July – 18 August	3	£2115
English Courses for juniors (10-12) *	Y4 (10 – 12 years)	8 July – 28 July	3	£2115
	Y7 (10 – 12 years)	29 July – 18 August	3	£2115

Airport Transfers

	Heathrow *	Gatwick	Luton	Stansted
1 passenger	£85.00	£117.00	£85.00	£135.00
2 passengers	£100.00	£140.00	£100.00	£150.00
3 passengers	£105.00	£155.00	£105.00	£170.00

* Transfers to and from Heathrow are included in the price for students courses for younger teenagers and juniors

For full details on airport transfers please go to: www.stclares.ac.uk/summer

TERMS AND CONDITIONS English Language Courses

An enrolment deposit is required for each course and must accompany the application form. The deposit is credited towards the full fees. If St. Clare's is not able to offer you a place or to arrange accommodation as requested the deposit is refunded.

Registration is by course. Deposits are required for each course for which a registration is being made.

If a student does not arrive the deposit is not refunded, unless there are exceptional circumstances. Refunds are at the discretion of St. Clare's.

When a completed application form and deposit has been received an invoice will be issued to the student for the balance of fees due. This amount should be paid at least 3 weeks before the course begins. Payment of the balance guarantees the course place and accommodation. If the application form is submitted less than 5 weeks before the course begins the full fees of the course and accommodation must be paid at the same time.

St. Clare's must receive the full amounts of deposit and fees after all bank charges have been paid. Your bank should be instructed to pay all charges including those for the UK bank. Outstanding bank charges will have to be paid on arrival.

Students will not be permitted to occupy accommodation or begin courses until all fees due have been paid. Where a student wishes to extend a course all additional fees must be paid before commencement.

Fees not paid on time will be surcharged a 1% per month or part month for which they remain unpaid.

Fees are not refunded once a course has been started or accommodation occupied.

Fees are not refunded if a student is asked to leave St. Clare's because of unsatisfactory behaviour or work. Any additional costs associated with an early withdrawal will be charged to the student or parent.

USEFUL INFORMATION Younger teenagers and juniors

- Arrival: Sunday: rooms available from 14.00. Flights should not arrive earlier than 06.00 or later than 21.00
- Departure: Saturday: please leave your room by 10.00 hrs. Flights should not depart earlier than 10.00
- Teaching: Teaching takes place Monday – Friday
- Included in course fee
 - * All tuition
 - * Study visits as part of tuition programme
 - * Teaching materials
 - * Student folder
 - * Full programme of social, cultural and sporting activities
 - * Certificate of Attendance (awarded if a student has attended a minimum 80% of classes)
 - * Travel and medical insurance (see Terms and Conditions)
 - * Meals (breakfast, lunch and dinner)
 - * Bed linen & towels
 - * Supervised accommodation
 - * Supervision, from arrival to departure
 - * Personal laundry
 - * All excursions (3 per week) including entry fees
 - * Airport transfers from London Heathrow at specified times
 - * All costs for special sports (e.g. ice-skating, cinema visits etc.)
- Fees do NOT include
 - * Personal spending money (e.g. for souvenirs etc we advise £50 per week minimum)
 - * Damage deposit of £20 (payable on arrival refundable at end of stay)

USEFUL INFORMATION Older teenagers (16+)

- Arrival: Sunday: rooms available from 14.00. Flights should not arrive earlier than 06.00 or later than 21.00
- Departure: Saturday: please leave your room by 10.00 hrs. Flights should not depart earlier than 10.00
- Teaching: Teaching takes place Monday – Friday
- Included in course fee
 - * All tuition
 - * Study visits as part of tuition programme
 - * Teaching materials

St. Clare's reserves the right to make an administration charge of £20 for any changes to the original registration made by a student. If a student has paid for a course in advance but is unable to attend it may be possible to claim on the travel insurance. Students should read the travel insurance documents and contact the company themselves to establish whether there is a valid basis for a claim. If an insurance claim is not allowed St. Clare's will make the following refunds provided that written confirmation from the insurance company is submitted that it will not meet a claim:

- for cancellation more than 3 weeks before the course starting date fees will be refunded, less any bank charges;
- for cancellation in the 3 weeks before the starting date, or non-arrival half the fees will be refunded, less any bank charges;
- fees will be refunded in full for students who cancel on grounds of illness – a certificate from a qualified medical practitioner is required.

If St. Clare's cancels the course a full refund of fees will be made to students.

The Travel Insurance Premium, which is mandatory and included, covers travel directly to and from St. Clare's and whilst at St. Clare's. The cover for the journey to and from St. Clare's is limited to 48 hours in each direction. Cover is provided for medical expenses, rescue, evacuation and repatriation, cancellation or curtailment, personal accident, personal property and money, delay, abandonment and missed departure and personal liability claims. It covers trips organised by St. Clare's, including those involving outdoor activity pursuits. For full details of the extent of the cover and the exclusions see the Certificate of Insurance, the Summary of Cover and the Frequently Asked Questions document, which are available from the Sales and Registration Office, or at www.stclares.ac.uk.

The Governors of St. Clare's reserve the right to alter the fees if costs make this necessary.

Acceptance and entrance to St. Clare's constitute a contract to pay all fees and associated charges due.

- * Student folder
- * Full programme of social, cultural and sporting activities
- * Certificate of Attendance (awarded if a student has attended a minimum 80% of classes)
- * Travel and medical insurance (see Terms and Conditions)
- * Supervised accommodation in a St. Clare's house from day of arrival to morning of departure
- * Bed linen and towels
- * Meals (breakfast, lunch, dinner) from dinner on day of arrival to breakfast on day of departure
- * Use of language laboratory, computers, library
- * Excursions: one per week of study, of student's choice from list available
- * Theatre visits on Shakespeare course
- Fees do NOT include
 - * Excursions, in addition to those included in the tuition fees: cost varies between around £8 - £30
 - * Paper and pens/ pencils
 - * Personal spending money; we advise £70 per week for personal expenses and extra excursions
 - * Additional activities: e.g. horse riding, tennis lessons, ice-skating
 - * Examination fees (included for Intensive English courses)
 - * Airport transfers
 - * Personal laundry (coin-operated washing machines are available)
 - * Key/damage deposit of £30 (payable on arrival refundable at end of stay)

- Airport transfers 16+
 - * A regular coach service operates between London Heathrow/ Gatwick and Oxford (approx. 1.5 hours)
 - * A personal airport transfer can be arranged if you prefer; transfer costs are:
Arriving at London Heathrow: Single: £85 Return: £170
Arriving at London Gatwick Single: £117 Return: £234

- Transfers must be booked and paid for at least 2 weeks in advance.

HOMESTAY

Some home-stay accommodation is available, at the same price as college residential accommodation: one week's notice is required of any change from home-stay, otherwise a cancellation charge applies.

NON-RESIDENTIAL STUDENT

It is usually possible to take non-residential students on any of our courses. Please contact us for tuition-only fees.