

# Buckswood Overseas Summer School Booking Form 2019

Please note that we legally require the parent/guardian of the child attending BOSS to complete this form.

## Which BOSS Course would you like to book?

	Week 1	Week 2	Week 3
Spring Course	31 <sup>st</sup> March	7 <sup>th</sup> April	14 <sup>th</sup> April
	–	–	–
	6 <sup>th</sup> April	13 <sup>th</sup> April	20 <sup>th</sup> April
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Summer School	30 <sup>th</sup> June	7 <sup>th</sup> July	14 <sup>th</sup> July	21 <sup>st</sup> July	28 <sup>th</sup> July	4 <sup>th</sup> August	11 <sup>th</sup> August
	–	–	–	–	–	–	–
	6 <sup>th</sup> July	13 <sup>th</sup> July	20 <sup>th</sup> July	27 <sup>th</sup> July	3 <sup>rd</sup> August	10 <sup>th</sup> August	17 <sup>th</sup> August
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Students must arrive and depart on scheduled days. There is a supplementary charge of £135 for arrivals or departures on other days.

## Student Details

Family Name:		First Name:		Male/Female (please circle)
Date of Birth:		Age:		
Passport Number:		Passport Expiry:		
First Language:		Mobile Number:		Please include country code

## T-shirt Size

Extra Small  Small  Medium  Large  Extra Large

## Next of Kin Details

Family Name:		First Name:		Mr/Mrs/Ms
Address:				
City/Postcode:		Country:		
Email Address:				
Relationship to child:		24 hour phone #:		

## Other Information

Does your child have any allergies/medical issues?:	
Does your child take any medication?:	
If yes, what medication?:	
Does your child require a special diet?:	
Does your child have any special educational needs?:	

Please note that no medication, unless prescribed for a diagnosed illness or ailment and stated clearly on the booking form may be brought onto the Buckswood Overseas Summer School premises.

## Optional Extras

Our Academies are £35 per hour (golf £55 per hour) and taught by professionally qualified instructors. Optional Extras will run in place of activity sessions. They are taught by professionally qualified instructors and include equipment but not footwear or sports clothes.

Please indicate the number of hours you would like for the duration of the course (in total).

Horse Riding		Football		Tennis		Dance		Golf		Extra English	
	hours		hours		hours		hours		hours		hours

What level of experience do you have in your chosen activity?  
How many years have you participated in your chosen activity?  
If you have chosen horse riding, what is your speciality?  
If you have chosen football, what is your positions?  
If you have chosen dance, what is your style?  
If you have chosen golf, what is your handicap?

Beginner  Intermediate  Advanced  Never tried  
 0 years  1-2 years  3-5 years  5-10 years  Over 10 years  
.....  
.....  
.....  
.....

## Airport Transfers

Do you require a transfer from the airport/station to BOSS?  Yes  No  
If no, please note that check-in time is from 13:00 and check-out time is from 10:00 to 13:30.  
Is your child registered as an Unaccompanied Minor with the airline? (=Haben Sie einen Begleitservice über die Fluggesellschaft gebucht?)  
 Yes (additional charge of £50.00)  No

Availability should be checked with the Registrar before booking any flights and wherever possible, flights should be booked to land between 09:00 and 15:00 and depart between 11:00 and 17:00. Transfers must be booked at least 14 days before arrival. Students are either transferred in small groups or in private taxis and in the case of delayed flights, may be required to wait up to 90 minutes with our staff at the airport until the group is complete.

## Semi-Supervised Time

On some excursions, students aged 13 to 17 will be given semi-supervised time. Please refer to our Terms and Conditions for full information about this. Do you give permission for your son/daughter to be given semi-supervised time on excursions?  Yes  No

## Parent/Guardian's Agreement

By signing this agreement, you agree:

- That you have read the information contained in the brochure and the Terms and Conditions (below/website) and accept them.
- In case of illness or injury I hereby grant permission to the School to follow the advice of the attending medical consultant.
- That you understand that all fees and expenses must be settled no later than one month prior to the start of the course and that failure to comply with this may result in admission being delayed.
- You have signed the below consent form for the recording and use of images and video.
- You have read the Parents' Guide.

Name:		Signature:	
Relationship to Child:		Date:	

To secure your place, a £250 non-refundable deposit must accompany your booking form.

Terms and Conditions apply. Please see below or visit <http://www.buckswoodsummerschool.com/terms-and-conditions> for more details.

Bitte senden Sie Ihr Anmeldeformular an:  
[info@edulingo.de](mailto:info@edulingo.de) oder  
Fax: +49 (0)881 927 96 561

Edulingo Sprachreisen  
Lydia Kreyer  
Admiral-Hipper-Str. 21  
82362 Weilheim

Bei Fragen stehen wir Ihnen jederzeit gerne zur Verfügung:  
+49 (0)881 927 96 560

# Buckswood Overseas Summer School

## Consent Form for the Recording and Use of Images and Video



**Student's Name:** .....

During our courses, we may wish to take photographs or video recordings within school or on school trips, either for our own records, for use as part of our learning curriculum or for inclusion in our promotional material such as our brochure, marketing emails and our website. We may invite external photographers or film makers to the school to take official photographs and/or make videos and we may also invite the media in to take photographs for publication.

To comply with the Data Protection Act 1998 and the new General Data Protection Regulation (May 2018), we need to ask for your consent before the school or the media record any images of you or your son/daughter. In view of this, please read the statement and complete the slip below.

1. We may use your/your son or daughter's photograph in our brochure, marketing emails and other publications we produce for promotional purposes.
2. We may use your/your son or daughter's image on our website and social media.
3. We may record your/your son or daughter's image on video.
4. Your/your son or daughter's image may appear in the media.
5. Your/your son or daughter's first name may appear with the image in the media.
6. Your/your son or daughter's image will be stored on our management systems to help staff identify students.

I **do/do not\*** give consent (please sign): .....

\*delete as applicable

**Full Name:** .....

**Date:** .....

You have the right to withdraw consent at any time. Should you wish to withdraw consent, please contact:  
Buckswood Overseas Summer School, Rye Road, Guestling, East Sussex, TN35 4LT, UK

# Buckswood Overseas Summer School

## Terms and Conditions 2018/19



All bookings are subject to the following terms and conditions which become legally binding on acceptance of enrolment by Buckswood Overseas Summer School.

### The School

- a) The School is Buckswood Overseas Summer School. It is assumed that a pupil will, subject to conduct and ability, progress through the Summer School Programme.
- b) The parent(s)/guardian(s) are those adults who have legal responsibility for the pupil and are expected to give their support and encouragement to the aims of the School, to uphold and promote its good name, to continue the pupil's education at home and to ensure that the pupil maintains appropriate standards of punctuality, behaviour, diligence, language and discipline.

### Fees

Fees are due one month prior to the start of the course date and include:

- 20 hours of English per week
- Trinity College Spoken English Exam
- Two full day excursions and two half day excursions
- Museum and attraction entrance fees
- Full Afternoon and Evening Activity Programme
- All course materials
- Full board accommodation
- Student travel insurance
- Laundry service
- BOSS wristband, BOSS drinks bottle, BOSS folder, BOSS diary and BOSS t-shirt

Fees do not include:

- Optional extras
- Airport transfers
- Flights

### Payment of Fees

All fees including the deposit and transfers must be paid no later than one month before the start of the course. Bookings and transfers will not be confirmed until all fees have been paid in full.

The course fees must be paid in full if documentation is required in support of a visa application. Students will not be permitted to start the course unless full payment has been received.

### Correct Information and Administration Charges

It is the responsibility of the parent, guardian or agency to inform us of any mistakes in the spelling of names during the registration period. We can only work with information that we are provided with and cannot be held liable for any discrepancies once the course has finished.

Once confirmation documents have been received, you have 48 hours to check them and inform us of any mistakes or issues with the documents.

Following the 48 hour period, any necessary amendments to documentation will incur a £25 administration charge. If the amendment is regarding a Trinity College exam certificate, this will incur a £50 administration charge plus postage and packaging.

### Charges Regarding Postage and Packaging

Following receipt of certificates from Trinity College London, we will mail them along with the course certificates and student reports. We send these documents using DHL's 'mass mail' service and will not receive a tracking number for the parcel. Documents sent using DHL's tracking service will incur a charge of £25 per item. If you wish for us to use the tracking service, please let us know and once the item has been dispatched, we will send you the tracking number.

### Bank Charges

Buckswood Overseas Summer School is not responsible for any incurred charges when making a payment via bank transfer, credit card or any other means. All costs and/or charges must be covered by the payee to ensure that we receive the full amount payable.

### Refund Policy

All refunds will be sent to the account of the Buckswood Overseas Summer School representative to whom the fees were originally paid or to the individual from whom Buckswood Overseas Summer School has received the original payment. If a student's visa application is rejected after payment has been received all fees, excluding any cancellation fees detailed in the Cancellation Policy below, will be refunded within 28 days, provided we receive a visa refusal letter at least two working days before the course is due to start and the student has fulfilled all requirements for a visa application. No refund will be made if a visa rejection is based on a student's failure to meet the necessary criteria for their chosen visa category.

### Cancellation Policy

Buckswood Overseas Summer School defines cancellation as the period prior to the start of the course. All cancellations must be made in writing to the Summer School Administrator. The following refund policy applies:

Where cancellations are received in writing more than 14 days before the course start date, any fees minus the deposit and airport transfers will be refunded. Where cancellations are received in writing 14 days or less prior to the start of the course, 30% of the fees, the deposit and airport transfers will not be refunded.

### Withdrawal Policy

Buckswood Overseas Summer School defines withdrawal as termination of the course after the course has started. Any withdrawal must be made in writing to the Summer School Administrator. No refund will be given if a decision is made to withdraw from the course after the course start date.

### Visas

Some students require a student visa or a tourist visa. Students should contact their local Embassy, Consulate or High Commission to ensure that they are allowed to enter and study in their chosen country. Arranging the correct visa is the sole responsibility of the student or agent. No visa support documentation will be provided until all fees have been received.

### **Accident and Medical Insurance**

Students of Buckswood Overseas Summer School are covered by insurance which is included in the course fees. Our insurance policy is held with ACE European Group Limited under their Studentguard Plus Policy. The insurance covers:

Personal Injury, Medical Expenses, Emergency Repatriation Expenses - including ACE assistance, Personal Belongings, Delayed or Lost Personal Belongings, Money, Emergency Replacement of Passport, Cancellation, Curtailment, Travel Delay (after 12 hours), Missed Departure and Personal Liability.

### **Medication Policy**

There are an increasing number of students bringing their own medication to Buckswood Overseas Summer School. Unless the medication is for a specific ailment that we are informed of on the booking form, this is completely unacceptable and can be extremely dangerous. No medication, unless prescribed for a diagnosed illness or ailment and stated clearly on the booking form may be brought onto the Buckswood School premises. This includes Group Leaders. Any medication that is brought onto the school premises must be declared and handed to the Summer School Director for safekeeping.

### **Liability**

Buckswood Overseas Summer School, its staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused except where liability is expressly imposed by the law. Buckswood Overseas Summer School will not be liable in the event that any service contracted to be supplied by Buckswood Overseas Summer School becomes impossible to supply for any reason or any cause outside of our control.

### **Arrival and Departure Times**

If no transfer is required and a student is using alternative travel methods to arrive at school, i.e. the parent/guardian is bringing the student to school, please note that check-in time is after 13:00 on the Sunday of arrival. On departure day (Saturday of departure), parents/guardians may collect students from 10:00 to 13:30.

### **Specific Accommodation Requests**

Where ever possible, Buckswood Overseas Summer School will endeavour to meet specific accommodation requests. However, this may not always be possible so we recommend that students pre-book accommodation in order to avoid disappointment. Any specific accommodation requests, e.g. single or en suite rooms, etc. will incur a supplementary charge of £75 per week. If this supplementary charge has not been paid, then we cannot guarantee that specific requests will be met.

No specific accommodation requests are guaranteed unless the £75 specific room request fee has been paid. Typically, students aged 8 to 12 may be housed in rooms with up to 4 other students and students aged 13 to 17 may be accommodated with up to 2 more students. We also have a limited number of single rooms which may be used.

### **Suspension and Expulsion**

The school reserves the right to suspend and/or expel, without notice, any pupil whose conduct, in the opinion of the Centre Manager, becomes unacceptable for whatever reason. Fees for the remainder of the course will be forfeited and deposits will only be returned after the deduction of expenses. The parent/guardian must then cover any expenses incurred in returning a pupil to his/her place of home.

### **Drugs and Alcohol Abuse**

Buckswood Overseas Summer School has a strict no drugs or alcohol policy and the school reserves the right to undertake random testing for the use of drugs and alcohol. Any positive result will be assessed at the discretion of the Director or Centre Manager who may suspend or expel the pupil concerned.

### **Travel**

Buckswood Overseas Summer School is not responsible for any flights, trains or any other means of travel entering the United Kingdom. All travel must be booked in accordance with availability and availability must be checked with the Summer School Registrar before any travel commitments are made.

### **Extra Night**

There is a supplementary charge of £135 for any extra nights.

### **Trinity College Spoken English Exam**

The minimum length of stay in order to sit the Trinity College Spoken English Exam is 2 weeks. Please note that it can take up to 8 weeks after the exam for us to receive the certificates from Trinity College.

### **Lost Property**

We cannot be held responsible for items lost by students. Upon arrival, students are offered the opportunity to deposit any valuables with our staff for safe keeping and can have access to these belongings as and when necessary. Any belongings which students remain in possession of are their own responsibility and although we will try our best to source any lost property, we cannot be held liable for these items. Any property that is found once the owner has left the school will incur a postage and packaging charge should the owner wish for it to be returned and we therefore advise that all property is labelled with the student's name.

### **Booking Confirmation**

We advise that availability is checked with us directly before any booking process begins. No booking is confirmed until a booking form has been completed and a £250 non-refundable deposit has been paid.

### **Semi-Supervised Time**

It must be understood that students aged 13 to 17 may be given 'semi-supervised' time during some excursions. Semi-supervised time is when these students are given a set amount of free time to explore a set area, for example, a museum or a shopping area. These students are only allowed to participate in this free time if they are wearing their wristband which contains our emergency phone number, we have their phone number and they are in groups of two or more. During this semi-supervised time, a meeting point that is constantly occupied by a member of staff will be established while other members of staff patrol the set area. Students aged 12 and under are supervised 100% of the time. If you do not wish for your child to be left unsupervised, please let us know.