

Bitte senden Sie Ihr Anmeldeformular an:  
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# International House London Young Learner Centres Course Application form

Please complete the form electronically or in BLOCK CAPITALS

## Participant details

Last name		Nationality				
First name/s		First language/s				
Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of birth (dd/mm/yyyy)	/	/	Country of birth		
Home address						
City		Postcode		Country		
Student mobile number						
Have you been on an IH Young Learners course before? If please select where: Oxford <input type="checkbox"/> Ellesmere <input type="checkbox"/> London <input type="checkbox"/>						
Do you have a learning difficulty or disability? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please give details:						
Passport number		Expiry date (dd/mm/yyyy)		/	/	
Do you require a visa: Yes <input type="checkbox"/> No <input type="checkbox"/>						
Would you need the original visa document to be sent to you via courier at an additional cost of £50? Yes <input type="checkbox"/> No <input type="checkbox"/>						

## Parent/Guardian details

Family name						
First name/s		First language/s				
Home address						
City		Postcode		Country		
Contact telephone number						
Email		Relationship to student				
English speaker Yes <input type="checkbox"/> No <input type="checkbox"/>						

## Course options

Please tick preferred location and course.

### Oxford

- Discover English** (12-17 years)

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- Future Leaders** (14-17 years)

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- English Plus** (12-17 years)  
6 extra hours per week of English lessons.

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- Active English** (12-17 years)  
6 hours per week of activities with professional coaches.  
You can select one activity per week.

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- Future Leaders** (14-17 years)

### Ellesmere

- Discover English** (8-11 years)

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- English Plus** (12-17 years)  
6 extra hours per week of English lessons.

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- Active English** (12-17 years)  
6 hours per week of activities with professional coaches.  
You can select one activity per week. Horse riding is  
£150 extra per week.

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- Future Leaders** (14-17 years)

### Active options

- Golf**

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- Basketball**

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- Football**

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- Tennis**

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- Dance**

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- Digital Photography**

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- Drama**

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- Art & Design**

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- Swimming** (Ellesmere only)

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- Horse riding** (Ellesmere only), £150 extra per week

## Course dates

**Start date**

**End date**

## Transfers

We offer a meet and greet service on arrival and departure as part of the programme, and we have three options for transfers. Please note, shared transfer is available between 10:00 to 19:00.

**Would you require a transfer?** Yes  No

**Shared transfer required? (£45)**  **Arrival date**  **Departure date**

**Private transfer required?**  **Arrival date**  **Departure date**

## Accommodation

Please state any sharing requests required for accommodation (not guaranteed).

## Credit and debit cards

If you would like to pay by credit card you can visit [ihlondon.paytostudy.com](http://ihlondon.paytostudy.com) to make your payment. If you would like to pay by bank transfer, details will be on the invoice you receive after booking.

## Terms and conditions

By submitting this application form I understand that I am agreeing to the terms and conditions as detailed at [www.ihlondon.com/terms-and-conditions](http://www.ihlondon.com/terms-and-conditions)

**Signature**

**Date of birth** (dd/mm/yyyy)  /  /

Occasionally we will send information about IH London courses and promotions that are relevant to you. If you do not wish to receive this information, please tick here.

Occasionally we photograph or film activity at IH London for promotional purposes. If you do not wish to be photographed or filmed, please tick here.

## MEDICAL AND PERSONAL INFORMATION

**Please complete the following form and return via e-mail or post as soon as possible and prior to your sons/daughter's arrival. If your son/daughter is an EU citizen, please ensure they bring their European Health insurance card with them. Please also ensure that you bring two passport sized photos with you on arrival.**

<b>Family Name:</b>	<b>First Name:</b>
<b>Date of birth:</b> DD/MM/YYYY	<b>Gender (please circle):</b> Female / Male
<b>Student's telephone number:</b>	
<b>International House Centre (please circle):</b> Oxford / Ellesmere / London	

<b>Medical condition (if yes, please give more details)</b>	<b>Yes</b>	<b>No</b>	<b>Details (please be as specific as possible)</b>
Allergies or allergic reaction in the past			
Asthma or any history of respiratory conditions			
Convulsion or epilepsy			
Diabetes (please specify type)			
Eczema or other skin condition			
Heart condition (please specify)			
Migraines or chronic headaches			
Any other conditions not mentioned above (please specify)			
Any recent surgery or history of surgeries			

<b>Further medical information</b>	<b>Yes</b>	<b>No</b>
Does your child take any medication or receive regular medical treatment? <i>If yes, please provide us with more details and state dosage below:</i>		
Has your child ever suffered from depression, nervous problems, sleep problems or been treated by a psychiatrist? <i>If yes, please give details below:</i>		

**FOR GIRLS ONLY:**

Has your daughter started menstruating?

Does your daughter have painful periods or any gynaecological problems?

<b>Development</b> <b>Does your child have any of the following:</b>	<b>Yes</b>	<b>No</b>	<b>Details</b> <i>(please provide as much details as possible)</i>
Asperger's			
Attention Deficit Disorder			
Autism			
Bladder/Bowel control problems			
Dyslexia			
Dyspraxia			
Sleepwalking			
Spectacles/Contact Lenses			

<b>Parental Permissions</b>	<b>Yes</b>	<b>No</b>
My child has permission to participate in all aspects of the course, including excursions around the UK and outdoors activities.		
My son/daughter can be given emergency medical or dental treatment if an expert deems this necessary.		
My son/daughter is allowed to leave the site in a small group at designated times. Students must sign out in at the course office.		
I give permission for my son/daughter to appear in photographs and/or videos of students on an IH course. <i>These will only be used for publicity material purposes.</i>		
My son/daughter and I have read the school rules and he/she agrees to follow them at all times, as well as any instructions/rules given by IH staff, for his/her safety and the safety of the group.		
I give my permission for IH staff to administer medication to my child, if required, including but not limited to:  <b>Painkillers, antipyretics, aspirin, laxatives, Imodium, allergy tablets, muscle relaxant cream, antiseptic throat sweets and others if required.</b>		

Signed and date (*Parent*): \_\_\_\_\_***If you do not complete this section of the form, we will assume that you agree to all of the above.***

**Does your son/daughter have any dietary requirements or religious requirements?** *If yes, please provide as many details as possible in the box below.*

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**Please provide the emergency contact details below. It is vital that this section is completed with accurate and up to date information.**

<b>LEGAL RESPONSIBILITY/NEXT OF KIN</b>	
<b>Full Name:</b>	<b>Relationship to student:</b>
<b>Mobile number:</b>	<b>Alternative phone number:</b>
<b>Email address:</b>	<b>English Speaker (please circle): YES / NO</b>
<b>Address:</b>	<b>City:</b>
<b>Postcode:</b>	<b>Country:</b>
<b>ALTERNATIVE EMERGENCY CONTACT</b>	
<b>Full Name:</b>	<b>Relationship to student:</b>
<b>Mobile number:</b>	<b>Alternative phone number:</b>
<b>Email address:</b>	<b>English Speaker (please circle): YES / NO</b>
<b>Address:</b>	<b>City:</b>
<b>Postcode:</b>	<b>Country:</b>

Dieses Formular können Sie unabhängig vom Anmeldeformular (nach Ihrer Flugbuchung) einreichen.

info@edulingo.de oder Fax: +49 (0)881 927 96 561

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



**International House**  
London  
Young Learner Centres

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## **TRAVEL INFORMATION**

### **CONFIRMATION**

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**Name:**

**Student number:**

**Please ensure you have booked flights for the dates stated on your invoice and confirmation letter.**

#### **Shared transfer**

**Available for flights arriving / departing between 10:00 and 19:00 (on the designated arrival and departure dates and airports which can be found here:**

**[http://www.ihlondon.com/media/11257692/ih\\_london\\_young\\_learner\\_dates\\_and\\_fees\\_2018.pdf](http://www.ihlondon.com/media/11257692/ih_london_young_learner_dates_and_fees_2018.pdf)**

#### **Private Transfer**

**Available for flights arriving / departing outside of the times and locations stated above. If you require a private transfer please contact us at [younglearners@ihlondon.com](mailto:younglearners@ihlondon.com) so that we can make arrangements for you.**

#### **No Transfer Required (Own Travel Arrangements)**

**We are happy for students to arrive / depart our centres via their own transport arrangements. It is still vitally important that the arrangements you have made are confirmed with us. This will ensure a smooth arrival and departure procedure.**

#### **PLEASE CONFIRM FORM OF TRANSFER REQUIRED:**

	<b><u>Arrival</u></b>	<b><u>Departure</u></b>
<b><u>International House Shared Transfer</u></b>		
<b><u>International House Private Transfer</u></b>		
<b><u>No Transfer Required</u></b>		

**Please ensure that the below sections are completed fully and accurately. Without the correct information we cannot confirm transfer arrangements.**

**PLEASE CONFIRM FLIGHT INFORMATION:**

<u>ARRIVAL</u>		<u>DEPARTURE</u>	
<u>Date:</u>		<u>Date:</u>	
<u>Flight Number:</u>		<u>Flight Number:</u>	
<u>Flight Time:</u>		<u>Flight Time:</u>	
<u>Departure Airport:</u>		<u>Departure Airport:</u>	
<u>Arrival Airport:</u>		<u>Terminal:</u>	
<u>Terminal:</u>		<u>Arrival Airport:</u>	

**If you have not opted for IH to arrange the transfer, by what means and approximate time will the student be arriving to and departing from the school?**

**Arrival time at International House: \_\_\_\_\_ am/pm**

**Departure time from International House: \_\_\_\_\_ am/pm**

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**UNACCOMPANIED MINOR SERVICE**

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**If a student is flying as an Unaccompanied Minor (UM), we must be made aware of this prior to their arrival and a fee will be payable - £50 for personal collection from the airline on arrival and/or £50 to take the student to the airline check-in desk on departure.**

<b><u>Yes – on the outgoing flight:</u></b>	
<b><u>Yes - on the returning flight:</u></b>	
<b><u>No</u></b>	

**I have booked the Unaccompanied Minor Service with the airline:**

**If you require any additional guidance or help in fully completing this form please do not hesitate to contact us on the following details:**

# BOOKING

# CONDITIONS

By making bookings with International House London, you agree to these terms and conditions which can also be found on the International House London website at [ihlondon.com/terms-and-conditions](http://ihlondon.com/terms-and-conditions)

If you book your programme at International House London through an agency in your country, then the contract you have is with your agent, and different terms and conditions may apply.

## Before you book

### Payment

Once you have chosen your course, we require a deposit of £450 payment to secure your place. This is non-refundable. All other fees should be settled in full at least 30 days prior to the start of your course. Payment can be made by bank transfer direct to IH or through our online payment provider Flywire. In addition to a Flywire handling fee, all card payments may be subjected to a fee levied by the card company. These fees are non-refundable. It is your responsibility to cover all bank charges and exchange rate differences for payments.

Always quote your student number on bank transfers or correspondence

### Amendment charges

Once the programme has been confirmed, amendments will be allowed at the discretion of International House and may be liable to an administration charge of up to £50.

### Cancellation

Cancellations before the course start date must be made in writing to IH London. Once a booking has been confirmed, the following cancellation notice periods and fees apply:

- › More than 6 weeks before the course start date: all fees are refunded apart from the £450 deposit
- › No refund of fees when a booking is cancelled 29 days or fewer before the course begins.

### Acceptance conditions

We accept students on the assumption that they are of sound health and are aged 8–17 at Ellesmere, 12–17 at Oxford, 13–17 in London, and 12–17 in Moulton at the time of the programme.

### Travel

All travel details must be finalised and communicated to IH at least 21 days before the start of the programme to guarantee an arranged airport transfer.

## Behaviour

The admission of a student is conditional on acceptance of these terms and conditions and of the rules published by the school. School rules will be sent out along with the joining documentation. While every effort will be made to contact parents or guardians regarding serious breaches of school rules, the centre manager may at his/her discretion impose sanctions, including suspension and expulsion. We reserve the right to dismiss any student whose standard of conduct is unsatisfactory. There will be no refund of fees in cases of expulsion and all costs incurred as a result must be paid for by the student.

## Damage

All students are liable for loss or damage to school property for which they are responsible. A £50 cash deposit will be taken from all students upon arrival and returned at the end of the programme, providing no damage has been incurred.

## Health and safety

We operate a rigorous Health and Safety policy. Staff are all DBS (Disclosure and Barring Service) checked and undergo a period of training and orientation prior to students arriving at the school. All the relevant student-teacher ratios are adhered to, as set out by the Children's Act and relevant governing bodies of language travel courses, such as English UK.

## Medical

The school has fully-qualified first-aiders. There are also excellent links with local accident and emergency facilities. We cannot accept students on the Young Learner Programme unless their parents have signed and returned the completed medical and personal information form (Joining Documents). Parents must provide the school with any specific details that are not included on the form but which apply to the student. Medical forms should be completed at least 21 days prior to the student's arrival. Any medication that a student brings with them must be labelled in English and given to a member of IH staff on arrival. We regret that any student arriving with a serious medical condition which was not previously reported on the medical and personal information form may be sent home with no refund of fees.

## Force Majeure

In the event of 'force majeure', such as fire, flooding, infectious diseases and other events outside the company's reasonable control which may cause the closure of the school, no refund of fees will be made to students, except at the school's discretion in exceptional circumstances.

## Disclaimer

All details are published in good faith, as of August 2018. All programmes are subject to availability and minimum class numbers. We reserve the right to alter any particulars, such as fees, at our discretion. We reserve the right to cancel any course or close the school for any reason. Should this be necessary, we will offer either a full refund or an alternative course for the same value.

## Insurance

We provide insurance for all participants. Please see [ihlondon.com/insurance](http://ihlondon.com/insurance) for full details of the coverage including exclusions. Please take out additional coverage if necessary. Airport transfers Students will be met by a member of IH London Young Learners Programme staff and accompanied to the school. Shared transfers are available from 10:00 until 19:00 only from: London airports, St Pancras Railways Station, Manchester International Airport, Liverpool John Lennon Airport. For arrivals outside of these times, clients can make their own way to the school or book a private transfer at an additional cost. Clients are welcome to choose between a shared or private transfer during the hours of 10:00 and 19:00, but private transfers will be charged at the full private transfer rate.

This includes a member of the school staff meeting the student at the airport and checking in the student at the airport upon departure.

## Visas & British Immigration Regulations

If you are a non-EU applicant, you may need a student visa in order to study at the school. It is your responsibility to obtain this visa and IH London is not responsible if students obtain the wrong visa. If you require a visa, and you arrive without one, you will not be allowed to attend the school.

- › International House London is a Tier 4 Sponsor under the UKVI's points based system (no. 5BY3ENNA5).
- › International House London will provide the documentation required for students to apply for study visas where applicable.
- › Documentation in support of study visa applications will only be provided upon receipt of full fees.
- › The school has a legal obligation to collate and maintain application information, as well as passport and visa data, and inform the Immigration Authorities of those students whose attendance falls below the standard required by their visa.
- › If a visa application is unsuccessful, IH London needs to be informed and a copy of the visa refusal letter should be sent to the admissions team. A refund will be issued when we receive this documentation, providing that it is at least 4 weeks before the start of the course. In this instance, we will refund the fees except for the deposit of £450. If we are notified fewer than 4 weeks before the start of the course, the normal cancellation charges will apply.

