



# Personal Information

## Parent/Guardian

Title: Mr / Mrs / Miss / Ms / Other: \_\_\_\_\_

Family name(s): \_\_\_\_\_

First name(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile number: \_\_\_\_\_

## Student

Family name(s): \_\_\_\_\_

First name(s): \_\_\_\_\_

Male     Female

Date of birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Language(s) spoken: \_\_\_\_\_

Passport number: \_\_\_\_\_

(If Visa Required)

Mobile number: \_\_\_\_\_

\_\_\_\_\_

How did you hear about Absolutely English Young Learners?

Agent     Friends/Colleagues     Internet     Advertisement/Publication     Other: \_\_\_\_\_

**Edulingo Sprachreisen**

# Welfare

(must be completed by the parent/guardian)

**Does your child have any special dietary requirements (e.g. vegetarian)?**

Yes  No

Details: \_\_\_\_\_

**Does your child have any medical conditions we should know about?**

Yes  No

Details: \_\_\_\_\_

**Will your child bring any medication to the school?**

Yes  No

Details: \_\_\_\_\_

**Will your child be able to participate fully in all aspects of the programme?**

Yes  No

Details: \_\_\_\_\_

**Do you consent to your child being given non-prescription medication (e.g. paracetamol)?**

Yes  No

**Do you authorise Absolutely English staff to administer emergency first aid and to act on your behalf in a medical emergency?**

Yes  No

Emergency contact person: \_\_\_\_\_ Emergency number: \_\_\_\_\_

## School Rules

**Absolutely English Young Learners is designed for motivated students. In order to make your stay as enjoyable, safe and productive as possible, all students must respect the following school rules:**

1. Speak English in lessons, sports and leisure activities and meals and in the 'English Only' zones.
2. Respect other students and staff and always be polite. No swearing, fighting or bullying other students.
3. No smoking, drinking alcohol or taking drugs.
4. Keep your room tidy and never change rooms without permission.
5. You are not allowed to gather in rooms with friends. You are not allowed to enter the rooms occupied by students of the opposite sex.
6. No noise after 10.45 pm.
7. All lessons, activities and excursions are compulsory. You should be on time for all lessons, activities and meals.
8. No mobile phones in lessons, meals, activities, 'English Only' zones and after 10.45 pm.
9. Dress appropriately for each activity, with suitable shoes for sports activities.
10. Respect the School facilities. Be clean and tidy and do not drop litter.
11. Do not damage school property and do not activate alarms without due cause. You will be held responsible and must pay for any damage to school property.
12. Observe the rules relating to IT software.
13. Hand in your passport, airline tickets and pocket money to the office on arrival.
14. You must follow all safety instructions.
15. You are not allowed to leave the campus without a staff member.
16. You must wear your identity badge at all times on campus and take it with you on excursions.

# Agent Stamp

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

Tel: +49 (0)881 927 96 560  
Fax: +49 (0)881 927 96 561  
info@edulingo.de

## Confirmation of booking

Dear Student, please sign below to confirm that you have read the School Rules and agree to follow them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Parent or Guardian, please sign below to confirm that the information you have given is correct, that you accept our Terms and Conditions and that you have read and accept the School Rules.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Is it OK for your child to appear on our blog/social media? This is a great way for you to see what your child is doing during their stay with us.

Yes  No

Is it OK for us to use photos of your child in our brochure or other promotional materials?

Yes  No

Bitte senden Sie Ihr Anmeldeformular an:  
info@edulingo.de oder Fax: +49 (0)881 927 96 561  
Edulingo Sprachreisen Lydia Kreyer, Admiral-Hipper-Str. 21, 82362 Weilheim

## **Terms and Conditions**

### **Absolutely English Young Learners at Wrekin College**

Once your registration has been accepted by Absolutely English Young Learners Ltd. ('the School'), the following terms and conditions apply. Our acceptance is represented by the sending of our letter of confirmation along with the invoice. The booking of a place is regarded as your acceptance of all our terms and conditions.

#### **Deposit and Payment**

A non-refundable deposit of £300 is required at the time of booking.

Payment of the balance of fees must be paid at least 6 weeks before the course begins, or at time of booking if less than 6 weeks before the start date. Please quote the student name and invoice number on all payments. All fees must be received before the course begins in order to guarantee the student's place. All bank charges must be paid by the student/agent.

The supplement for any extra services ordered and provided at the centre e.g. transfers, extra individual lessons, extra nights etc., must be paid for by the student or agent in cash, by credit card or bank transfer before the student leaves the centre.

#### **Prices**

Prices are correct at time of going to print and are subject to change without notice.

#### **Changes or cancellation of a course by Absolutely English Young Learners Ltd.**

Absolutely English Young Learners Ltd. reserves the right to cancel a course, or make changes to course arrangements, without liability, if a minimum number of bookings is not reached or if forced to do so for reasons beyond its control. If this happened the school would seek to offer alternative arrangements or dates.

#### **Visas**

Absolutely English Young Learners Ltd. will provide visa invitation letters to support a visa application. We reserve the right to request payment in full before such a letter is provided. If a visa application is rejected or delayed you must inform us in writing immediately. Failure to do so may result in charges being incurred. We will refund the full amount, minus any charges for courier services, bank charges or credit card fees, if notified in writing and on receipt of the visa refusal letter.

#### **Cancellations**

Notice of cancellation must be made in writing as soon as possible. Failure to provide written notification will result in charges being incurred. Cancellation fees will be charged as follows:

- More than 30 days before start date, loss of deposit.
- Less than 30 days before start date, loss of full fees.

For enrolments online, the buyer is entitled to a cooling off period of 7 working days and the right to cancel free of charge.

#### **Further conditions specific to Young Learners (9-17 year-olds)**

The School reserves the right to issue disruptive students with a warning letter and, if there is no improvement in behaviour, to send them home at their parents' expense and without reimbursement. The School further reserves the right to send home without a warning letter any student committing a serious offence, especially one involving the police, and to include the following: theft, smoking on campus, the possession of, purchase of or consumption of alcohol or illegal drugs, leaving the school campus without permission unaccompanied by an adult, setting off the fire alarms without good reason.

#### **Changes on or after the start date**

No refund of course fees will be given if a student leaves before the end of the period of study, downgrades to a less expensive course, or is absent for any of the course unless due to exceptional circumstances.

## **Refunds**

Any refund must be made in the same way and to the same source as the original payment. Fees paid by bank transfer must be refunded to the same account. Fees paid by credit card must be refunded to the same card.

## **Travel arrangements**

We recommend that you do not book flights or make travel arrangements until the course booking is confirmed. If the student requires an airport transfer please send through their arrival details as early as possible and at least 2 weeks before the start date of the course. It is your responsibility to provide us with the transport details and to inform us of any changes.

## **Liability and Insurance**

Students should make sure that they organise their own travel insurance to cover medical costs and repatriation costs in the case of an illness or accident. Absolutely English Young Learners Ltd. acts only as an intermediary between its students and travel organisations. Unless and to the extent caused by the School's negligence, the School cannot be held responsible for any delay or accident during a journey.

The School reserves the right not to allow on the course a student suffering from any illness, medical condition, or mental or physical disability which has not been disclosed on the Registration Form. We cannot be held responsible for any incident arising due to medical information not being provided. The Welfare section on the Registration Form must be completed and emergency contact details provided.

On arrival to the centre, students must hand in their pocket money, plane tickets, passport, insurance documents and any other valuables to the office for safekeeping. Absolutely English Young Learners cannot be held responsible for any loss of money and/or personal items.

## **Privacy policy – Personal details and photographs**

We use the personal information that you give us, including information about your health and religious or dietary requirements, to perform our contract with you. We do not share your details with third parties other than as necessary to perform our contract with you. The information you give us is kept securely on our database.

We may use this information to send you further information about our courses and services. If you do not want to receive further information from us, please inform us. You can opt out of this service at any time.

Absolutely English Young Learners Ltd. may take photos of students for promotional purposes. If you do not want the child to appear in our promotional material please tick the relevant box on the registration form.

We run a blog of the summer school during the session. This is a great way for parents and agents to see what is happening at the school. If you do not want the child to appear on our blog please tick the relevant box on the registration form. Unless you deny permission by ticking the relevant box the child might appear on our blog.

## **Governing Law**

These are the only terms and conditions that can be referred to in the event of a disagreement between the student and the School. These terms and conditions are governed by English law and do not affect your statutory rights under English law.

## **Complaints**

Any disputes should be sent to your agent or directly to Absolutely English Young Learners Ltd. within two weeks from the end of your course.

## **School details**

In these terms 'the School' means Absolutely English Young Learners Ltd. at Wrekin College.

Absolutely English Young Learners Ltd. is registered in England and Wales under company number 05634655 and with registered office at Regent Court, 68 Caroline Street, Jewellery Quarter, Birmingham B3 1UG, United Kingdom.

All information correct at time of publication.

Bitte senden Sie Ihr Anmeldeformular an:

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

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