

MILLFIELD ENGLISH LANGUAGE HOLIDAY COURSES
Street Campus (Ages 12-17)

For an instant response you can complete the application form online at englishholidaycourses.com

To help with the quick processing of your application, please make sure that all forms are completed and returned to the course administrators as soon as possible.

Please begin the application process by writing the student's name and indicating which weeks they wish to stay.

Student Name _____

Date:

(please note Sunday arrival/departure dates)

_____ from _____ to _____

Morning Option:

General English = English classes suitable for all abilities.

Afternoon Option:

(please choose as listed in the brochure):

_____ Week 1

_____ Week 2

_____ Week 3

_____ Week 4

_____ Week 5

_____ Week 6

Student Information

Please complete this form in block capitals (e.g. PETER SMITH). Please print clearly in black ink.

If you will be applying for a visa to travel to the UK please list the student's passport details below which we will list on the student's confirmation letter. Please also attach a copy of the passport to this application form.

For visa information please visit: gov.uk/check-uk-visa

Passport Number _____ Place of Issue _____

Date of Issue _____ Expiry Date _____

Student Details

Family Name _____

First Name(s) _____

Preferred Name (if applicable) _____

Nationality _____

Country of Birth _____

Edulingo Sprachreisen
Lydia Kreyer
Geistbühelstr. 12
82362 Weilheim
Tel.: +49 (0)881 927 96 560
Fax: +49 (0)881 927 96 561
info@edulingo.de

Date of Birth Day Month Year

Gender (please tick ✓) Male Female

If the student would prefer to share a room with a friend of a similar age, please state their name below:

We will do our best to meet any requirements, however, please note that rooms are subject to suitability and availability.

Language Information

First Language (mother tongue) _____

T-Shirt Size

Small = Length 48cm, width 38cm | Medium = Length 56cm, width 43cm | Large = Length 61cm, width 46cm

All students will receive a free T-shirt, please tick ✓ to indicate required size Small Medium Large

Parent/Guardian Details

Title (Mr/Mrs/Ms/other) _____ Family Name _____ First Name(s) _____

Tel (home) _____ Tel (mobile) _____

Address _____

_____ Postcode _____

Country _____ E-mail _____

General Information

Has the student attended a Millfield English Language Holiday Course previously? Yes No

Have our courses been recommended to you by a travel/education agency? Yes No

If yes, please state the agency name here: _____

Student Medical Information

Office use only
Input date & initials _____

Family Name _____ First Name(s) _____ Age (at time of course) _____
 Please tick ✓ Day Month Year
 Male Female Date of Birth Nationality _____

A nurse or an agreed member of staff is on duty throughout the course to treat your child and administer the following over-the-counter medicines: Paracetamol tablets or sugar-free suspension, throat lozenges, anti-histamine and travel sickness tablets.

Please tick ✓ if you are **ARE** happy for this treatment to be given **OR**

Please tick ✓ if you **ARE NOT** happy for this treatment to be given **AND** explain your reason _____

Please note that all medication brought on campus must be given to the houseparent upon arrival.
 For reasons of safety, there are strict regulations for the management of medicines. We are only able to accept responsibility for drugs licensed in the UK. Please do not send medicines with your child unless prescribed by a doctor together with an English translation of each medicine's dosage and contraindications (warnings, precautions and possible side effects).

(please tick ✓)

Does your child have any current medical issues or learning needs of which we should be aware? Yes No
 If yes, please give details _____

Is your child currently taking any long-term or repeated medication? Yes No
 If yes, please state the name, dosage and time for the medication to be administered. _____

Does your child have any significant allergies (e.g. allergic to peanuts or pollen)? If yes, please give name and details of medication _____ Yes No

Does your child carry an Epipen (Epinephrine)? If yes, please ensure they **bring two** with them. Yes No

Does your child have any special dietary requirements (e.g. halal or kosher)? If yes, please give details _____ Yes No

Please provide us with **two** emergency contacts, one of which to be the student's parent/guardian, who will be contactable **24 hours a day.**

Emergency Contact (name)	Relationship (e.g. parent/sister/uncle)	Phone Number (with country/area codes)

Please sign to confirm the information on this form is correct. If you are an Agent signing the form on behalf of a parent/guardian, we are assuming that you have gained permission from the parent/guardian to sign the form and confirmation from the parent/guardian that all details are correct.

Relationship to student (please circle) **Parent / Guardian / Agent / Other** (please specify) _____

Signature _____ Print Name _____ Date _____

Emergency Treatment In the event of an emergency, staff will make every reasonable effort to contact a parent or legal guardian before permitting treatment to proceed as advised by the medical authorities present.

Please inform us immediately if any of this information changes. This information will be accessed and used by staff who are responsible for looking after the welfare of your child.

Afternoon Options

ACTIVITY OPTIONS

- **Art: Weeks 1, 3, 4 & 6**
- **Basketball: Weeks 1, 4 & 6**
- **Cooking*: Weeks 1-6**
- **Dance: Weeks 1, 2, 4 & 5**
- **Design & Textiles: Weeks 1, 3, 4 & 6**
- **Eco Academy: Weeks 2 & 3**
- **E-Sports*: Weeks 4 & 5**
- **Football: Weeks 1, 2, 5 & 6**
- **Golf*: Weeks 1, 2, 5 & 6**
- **Music: Weeks 1, 3 & 5**
- **Outdoor Adventures**: Weeks 1-6**
- **Performing Arts: Weeks 2, 3 & 4**
- **Photography*: Weeks 2, 3 & 4**
- **Riding (Experienced Riders)**: Weeks 1-6**
- **Sports & Recreation: Weeks 1-6**
- **Stage & Special Effects Make-up: Weeks 1, 3 & 5**
- **Swimming (not for beginners): Weeks 2 & 5**
- **Tennis*: Weeks 2, 3, 4 & 6**

*This option will incur an additional charge of **110 GBP** per week on top of course fees.

** This option will incur an additional charge of **295 GBP** per week on top of course fees.

Specific activities have participant caps, all activities subject to availability at time of booking.

We reserve the right to make changes to our afternoon activities due to undersubscription or unforeseen circumstances.

BOOK EARLY TO AVOID DISAPPOINTMENT

Student Travel Details

Please tell us your travel plans before 1st June even if you are not using the Millfield transfer service

Office use only

Input date & initials _____

Student Details

Student Name _____ Age (at time of travel) _____

Parent/Guardian/Agent travel contact name: _____

Please make sure you are contactable 24/48 hours prior to departure in case we need to reconfirm travel plans.

Contact mobile/telephone: Day _____ Evening _____

Method of Travel (please tick ✓ one option only)

Do you require a Millfield transfer? Please complete section 1 - we are only able to provide transfers on the days listed in Section 1

Do you wish to make your own arrangements? Please complete section 2

Section 1 (for students requiring standard airport/Eurostar transfers)

Airport/Eurostar Arrival Please tick ✓ to indicate on which date you will require an arrival transfer:

Date (Sunday): _____

Unaccompanied Minor Please tick ✓ if the student will be using the unaccompanied minor service (this must be arranged with the airline directly)

Travelling from _____ Airport/Station

Please tick ✓ to indicate which airport/station you will be arriving at: **Bristol** **Heathrow** **Gatwick** **St. Pancras**

Terminal no. _____ Flight/train no. _____ Flight/train arrival time _____

Airport/Eurostar Departure Please tick ✓ to indicate on which date you will require a departure transfer:

Date (Sunday): _____

Unaccompanied Minor Please tick ✓ if the student will be using the unaccompanied minor service (this must be arranged with the airline directly)

Travelling to _____ Airport/Station

Please tick ✓ to indicate which airport/station you will be departing from: **Bristol** **Heathrow** **Gatwick** **St. Pancras**

Terminal no. _____ Flight/train no. _____ Flight/train departure time _____

- All students will be met by a Millfield representative who will be wearing a red Millfield T-shirt and carrying a 'Millfield' sign
- All students must report and introduce themselves to our representatives as soon as they arrive
- All students must go to the Information Desk in the airport if they cannot find our representatives, or contact Mark Greenow using the details above
- Some airlines will request details of the name and address of an individual responsible for meeting the students, please give the following information: Mark Greenow, Millfield Enterprises, Street, Somerset, BA16 0YD, United Kingdom or telephone +44 (0) 7936 936 347
- As flights land/trains arrive at different times, some students will inevitably have to wait with our staff for other students to arrive, please be prepared for this. Where possible students should plan their travel so that they arrive in the UK and depart from the UK between 12.00 & 18.00. We may be able to offer a transfer service outside of these times if necessary - please contact our course administrators at mahc@millfieldschool.com to enquire.
- **Unaccompanied Minor documents for arrival and departure must be completed by the parent/guardian. Millfield is not responsible for this. Our UM details can be obtained on request.**

Section 2 (for students making their own arrangements)

Arrival at Millfield

Date _____ Arrival Time _____

Name of accompanying adult _____

Contact number _____

Departure from Millfield

Date _____ Departure Time _____

Name of accompanying adult _____

Contact number _____

Please inform us immediately if any of this information changes after you have submitted the form.

Course Fees

Length of Stay

Please tick ✓ to indicate the student's choice of week blocks.

2 weeks

3 weeks

4 weeks

6 weeks

Supplementary Charges

For several afternoon Options

Please tick ✓ to indicate if the student has any Supplementary Charges and calculate the cost Total = _____ GBP

Full fees will be retained if students cancel on or after 14 June

Airport/Eurostar Transfer Service If the student will require a transfer please tick ✓ which option

Transfers are for the arranged Sundays only. Students arriving at Gatwick will be collected for onward travel via Heathrow.

Arrival Transfer
Bristol (1 hr)

Heathrow(2½hrs)

Gatwick(3½hrs)

Eurostar (3 hrs)

Departure Transfer
Bristol (1 hr)

Heathrow (2½ hrs)

Gatwick (3½ hrs)

Eurostar (3 hrs)

Total Course Fees Please calculate the total amount due by writing the figures in the applicable boxes.

Confirmation documents will be sent by e-mail but can also be sent by DHL (international courier) at a cost of 60 GBP.

Course Fees GBP + Supplements GBP + Trinity Exam GBP + DHL GBP + Pre/Post Course GBP + Transfers GBP = TOTAL
GBP

Option 1 - Credit/Debit Card How would you like to pay? Please ensure you return this form before making payment, you will receive an e-mail with instructions on how to make payment shortly after submitting your application to the course administrators.

Option 2 - Bank Transfer To make payment by Bank Transfer please use these details:
IBAN (International Bank Account Identifier) GB21 LOYD 3098 2800 081813 **BIC** (Bank Identifier Code) LOYDGB21241 **SWIFT Code** LOYD GB2L
Address: Lloyds Bank, 64 High Street, Street, Somerset, BA16 0ED **Account No:** 0081813 **Sort Code:** 30-98-28 **Account:** Millfield

Please include a reference with any bank transfers to include 'MELHC' followed by the student's family name.

I understand that I will be responsible for any charges incurred when payment is made by Bank Transfer (please tick ✓).
 Please provide proof of payment to the course administrators once your transaction is completed.

Option 3 - Credit/Debit Card or Bank Transfer via Flywire Please ensure you return this form before making payment, you will receive an e-mail with instructions on how to make payment shortly after submitting your application to the course administrators.

Declarations and Agreement

Authorities given by the Parent/Legal Guardian/Agency

I give the following express authorities on behalf of myself/my child/my client.

- 1. Off-campus trips, excursions and transport:** I consent to my child/client taking part in all off-campus trips and excursions whilst he/she attends the Millfield English Language Holiday Courses. I also consent to my child/client travelling by any form of public transport and/or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.
- 2. Medical information:** I confirm that I have full parental authority in completing the Student Medical Form and I understand that if Millfield Enterprises are not informed in advance of the course of the student's physical or mental condition, they reserve the right to terminate the student's course.

Declarations by the Parent/Legal Guardian/Agency

- 1. Terms and conditions:** Before submitting this completed and signed application form I have read and understood and I agree to the Millfield English Language Holiday Courses' Terms and Conditions. I have retained a copy of the Millfield English Language Holiday Courses' Terms and Conditions with my records.
- 2. Legal contract:** I understand that a legal contract between the Millfield English Language Holiday Courses and myself will be formed when I submit my completed and signed application form and pay the non-refundable deposit of 300 GBP/full course fees.
- 3. Cancellation rights:** I understand that I may cancel this agreement at any time within 14 days of the date of acceptance only if it is formed entirely at distance by means of post or electronic communication.
- 4. Confirmation of declarations:** I confirm that the declarations made on this acceptance form are true and that I have disclosed all information required in the declarations. I understand and agree that the School has the right to terminate this contract for educational services immediately if any declaration is found to be untrue.

To be completed by the Parent/Legal Guardian/Agency			
Title (e.g. Mr, Mrs, Ms)		Name in Full	
Date of Birth		Relationship to Child or Agency Name	
Address (if different from Form 2)			
	Telephone No. (if different from Form 2)		

By submitting this application form you acknowledge that from time to time we may send you news and updates from Millfield that we think will be of interest to you by post or e-mail. You can easily remove yourself from this mailing list at any time by e-mailing 'unsubscribe' to media@millfieldenterprises.com or by clicking the 'unsubscribe' button at the end of the newsletters that you receive by e-mail.

Signature		Date	
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Bitte senden Sie Ihr Anmeldeformular an:
 info@edulingo.de oder Fax: + 49 (0)881 927 96 561
 Edulingo Sprachreisen Lydia Kreyer, Geistbühelstr. 12, 82362 Weilheim

Form 8 Summer - Street Campus

Terms & Conditions

1 Introduction

1.1 The School organises English language holiday courses for students aged 6 to 17 years during the summer holidays. Parents/guardians can book a course for a period of two to six weeks' duration in the summer holidays.

1.2 **Terms and Conditions:** These terms and conditions together with the completed forms in the application form are the basis of a legally binding contract between the Parent and the School for the provision of educational services.

2 Terminology

2.1 **The Course:** means the Millfield English Language Holiday Courses operated by the School.

2.2 **The Course Fees:** means the Course Fees as shown in the Course application form.

2.3 **The Director:** means the Director of Holiday Courses and Events.

2.4 **The Parent or You:** means the parent or legal guardian of the Student and who has submitted the completed application form.

2.5 **The School or We or Us:** means Millfield as now or in the future constituted (and any successor). The School is constituted as a charitable company limited by guarantee.

2.6 **The Student:** means the person named on the application form.

3 Application

3.1 **Application:** The Parent may book a place on the Course for the Student by completing all forms in the application and submitting these to the School together with the deposit. The amount of the deposit is set out in the application form. Except where clauses 3.3 or 4.4 apply the deposit is non-refundable.

3.2 **Consideration of application:** An application will only be considered by the School if all forms in the application form are completed and the deposit paid.

3.3 **Availability:** Places on the Course are subject to availability. If a place is not available, the deposit will be refunded to the Parent.

3.4 **Equality:** The School welcomes students from many different ethnic groups, backgrounds and creeds. We will do all that is reasonable to ensure that the School's culture, policies and procedures are made accessible to students who have disabilities and to comply with our legal and moral responsibilities under equality legislation in order to accommodate the needs of applicants and students who have disabilities for which, after reasonable adjustments, we can cater adequately.

The School's policies can be accessed on its website englishholidaycourses.com

4 Fees and Cancellation

4.1 **Course Fees:** The Course Fees include tuition, accommodation, meals, laundry, most excursions and activities. The Course Fees do not include transport to and from an airport/Eurostar terminal or examination fees which will be charged separately to the Parent. The Course Fees will be payable in the amounts and in accordance with the provisions set out in the course application form.

4.2 **Pocket money:** The Parent shall provide the Student with pocket money for use while participating on the Course. The School shall retain £30 on the Student's arrival as a deposit for any damage caused by the Student. All or part of this deposit may be used by the School if the Student causes damage to the School or other person's property. The balance held by the School shall be returned to the Student on departure.

4.3 **Refund or waiver:** Fees will not be refunded or waived:

4.3.1 if the Student does not complete the Course; or

4.3.2 if the Course duration is shortened; or

4.3.3 if the School is temporarily closed due to adverse weather conditions; or

4.3.4 unless there is a legal liability under a court order or under the provisions of this agreement to make a refund; or

4.3.5 save as set out above, for any reason other than exceptionally and at the sole discretion of the Director; or

4.4 **Non-payment of Course Fees:** The School may refuse the Student to participate in the Course if the Course Fees are not paid when due; the payment deadline for the summer courses is Monday 14th June 2021.

4.5 **Cancellation:** Means the cancellation of the Student's place on the Course which occurs after submission of the application form and before the start of the Course or the date on which the Student arrives at the School. In the event of the course being cancelled as a result of Covid-19, either by Millfield or by a student/agent/parent/guardian, a full refund including the deposit, will be given or the funds transferred to a future course, whichever is the preference of the client.

4.6 **Cancellation rights:** If the contract with You is formed entirely at distance by means of post, fax or electronic communication without a face to face meeting with a member of the School staff, You may cancel this agreement at any time within 14 days of the date of the application form. In such circumstances the Deposit will be refunded together with any Fees paid at the time.

4.7 **Course Fees on Cancellation:** If the Parent gives written notice to the Director of the cancellation of the place before the payment deadline of Monday 14th June 2021 the School shall refund any part of the Course Fees paid. Other than as provided for in clause 4.6, if notice of cancellation is received by the School after the specified date there will be no refund of the Course Fees paid and the Parent shall be required to pay the balance of the Course Fees immediately.

4.8 **Course Changes and Cancellation of Optional Extras:** No refunds will be given for supplementary charges if students change from a course with a supplementary charge to one without after the payment deadline (Monday 14th June 2021). No refunds will be given for the cancellation of any Optional Extras after the payment deadline (Monday 14th June 2021). If a course change is processed after a student arrives a 10 GBP (cash) administration fee will be charged for each course change per student.

5 Education and welfare

5.1 **Provision of education:** We will exercise reasonable care and skill in providing educational services for the Student but cannot guarantee that s/he will achieve his/her desired examination results.

5.2 **Organisation of the Course:** We reserve the right to organise the Course and its delivery in a way which, in the professional judgement of the Director, is most appropriate to the Course as a whole. We will endeavour to inform you of changes and the reasons for them as soon as practicable.

5.3 **Complaints:** Any question, concern or complaint about the pastoral care or safety of the Student or any educational issue or other matter connected to the School must be notified to the Director as soon as practicable.

5.4 **Medical care:** The Parent must comply with the School Medical Officer's recommendations which may include a reasonable decision to send the Student home if he/she is unwell and unable to continue on the Course.

5.5 **Confidentiality:** The Parent authorises the Director to override his/her rights and (so far as they are entitled to do so) the Student's rights to confidentiality, and to impart confidential information on a "need to know" basis where necessary to safeguard the Student's welfare or to avert a perceived risk of serious harm to the Student or to another person at the School or to inform members of staff about the Student's particular needs.

5.6 **Student's personal property:** The Student is responsible for the security and safe use of all his/her personal property including money, mobile phones or devices, watches, computers, and for property lent to them by the School.

5.7 **Insurance:** The School maintains those insurances as required by law. The Parent is responsible for any other insurance including insurance of the Student's personal property whilst at School or on the way to and from School or any activity away from School premises organised by the School.

5.8 **Liability:** Unless negligent or guilty of some other wrongdoing causing injury, loss or damage, the School does not accept responsibility for accidental injury or other loss caused to the Student or for loss or damage to property.

5.9 **Photographs & Videos:** First names, photographs or images (including video recordings) may be taken and used online and/or in print for use in promotional material (such as adverts and brochures), on our websites or on social media. Please note, these may also be used by carefully selected third parties who are working on our behalf to recruit students for the Millfield English Language Holiday Courses. On occasion, these may be used for press and media purposes, or for educational purposes as part of the curriculum, or extra-curricular activities. We may seek specific consent from Parents or Legal Guardians before using a photograph or video recording where we consider that the use is more privacy intrusive. Where the student is of sufficient maturity (usually when aged 12 years or older) we may seek the student's specific prior consent (which may be obtained verbally) in addition to or instead of the Parents' or Legal Guardian's consent.

6 Student behaviour

6.1 **Behaviour and conduct:** The Parent accepts that the Student will be subject to the School's rules and regulations and policies on behaviour and conduct while attending the Course or associated with the School. The School's policies can be accessed on its website englishholidaycourses.com or requested in writing to the Director.

6.2 **Sanctions:** The Parent accepts that the Director may impose an appropriate sanction on the Student following breach of the rules for behaviour or conduct which for more serious breaches may include requiring the Student to leave the Course.

7 General contractual matters

7.1 **Data Protection:** We use the information collected about you and your child to provide the Course and to fulfil our statutory duties. Our privacy notice, which contains further information about how we use personal data can be found here: <http://millfieldschool.com/privacy-policy>. Please read this carefully. If your child is aged twelve or over, then you must ensure that your child has read this as well.

7.2 **Consumer rights:** Care has been taken to use plain language in these terms and conditions and to explain its provisions. If any words alone or in combination infringe the consumer rights laws or any other provision of law, they shall be treated as severable and shall be replaced with words which give as near the original meaning as may be fair.

7.3 **Information for Parents:** We provide parents of students and prospective students with information about the School, the Course and the educational services we provide in good faith. This information may be contained in the Course brochure, website or other promotional literature or in statements made by staff. If the Parent wishes to take account of the information provided to them when deciding whether to enter into this agreement, he/she should seek specific confirmation from the Director that the information is accurate before submitting a completed application form.

7.4 **Policies:** We ask that all students, parents and agents act in accordance with the School's policies. These can be found at englishholidaycourses.com/policies

7.5 **Third party rights:** Only the School and the Parent are parties to this agreement. The Student or any third party is not a party to it. No person other than a party to this agreement shall have any rights to enforce any term of this agreement.

7.6 **Interpretation:** These terms and conditions supersede those previously in force and will be construed as a whole. Headings, unless required to make sense of the immediate context, are for ease of reading only and are not otherwise part of the terms and conditions.

7.7 **Jurisdiction:** This agreement was made at the School and it, together with each matter relating to the provision of educational services by the School, is governed exclusively by the law of England and Wales and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.

