

6. How did you hear about St Giles International?

- From friends From advertisements St Giles website Overseas Partner (please specify)
- Other (please specify)

7. Supplementary information:

- Does your child have any allergies?
- Does your child take any medication?
- Does your child require a special diet? (e.g. vegetarian)?
- Has your child had any medical/psychological or social problems that might affect his/her ability to follow or complete the course satisfactorily?
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- Please give details of any special requirements relating to health, allergies, diet, etc.....
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8. Travel to and from the junior summer centre:

Transfers for individuals and smaller groups are at an additional charge - please check our Junior and Family Summer Courses 2020 brochure for prices. Please note there will be an extra charge for non-Sunday arrivals or departures - please check with our booking offices for details.

Would you like us to arrange an airport transfer for your child? Yes No

If you answered No to the last question, please provide the name and contact details of the person collecting your child from the airport:

Family Name First Name Mr Mrs Ms

Address.....

City Postcode Telephone Number

Please supply the following information for all students:

Date of arrival / / (dd/mm/yy) Time of arrival(24-hour clock)

Arrival location Arrival flight number

Date of departure / / (dd/mm/yy) Time of departure(24-hour clock)

Departure location Departure flight number

Will your child be using the airlines Unaccompanied Minor Service? Yes No

If you answer Yes, please note there is a charge of £50/US\$100/Can\$100 per student per single journey to liaise with this service on arrival and departure. All students under the age of 13 must use this service. This must be booked in advance.

9. Declaration, reservation and payment:

Declaration: I have read and understood the terms and conditions of enrolment and I accept them.

Signature of parent/guardian: **Date:**

Reservation for the UK, USA & Canada: Complete this enrolment form and send it with a Course Deposit of £100/US\$200/CAN\$200 (+ Guardianship Fee of CAN\$15 or CAN\$50 for Canadian courses) or the full fees to:

St Giles Juniors UK, USA & Canada
1-3 Marlborough Place
Brighton, East Sussex
BN1 1UB, UK
Tel: +44 (0) 1273 573760
Email: juniors@stgiles.co.uk

St Giles London Highgate
51 Shepherds Hill
Highgate, London
N6 5QP, UK
Tel: +44 (0) 20 8340 0828
Email: londonhighgate@stgiles.co.uk

Payment: The total amount due must be received by our offices or by our bank at least 28 days before your course begins in order to guarantee your place. You can send payments to the centre by bank transfer, or credit/debit card. For payment by credit card or bank transfer we will accept payment via Flywire. Flywire allows you to pay securely from a local bank in your home country in your home currency (subject to availability). The rates used by Flywire are guaranteed to be better than those of your bank or card provider. Alternatively, if you would prefer to pay by credit card in GBP, payments can be made to St Giles UK Juniors via Realex. Please allow up to 28 days for funds to be transferred via a bank. UK, USA or Canadian bank charges (if any) must be paid by the student.

How much would you like to pay upon enrolment?

- Course Deposit (£100 UK/US\$200/CAN\$200 + Guardianship Fee CAN\$15 or CAN\$50, Canada only). *The Course Deposit is part of the course fees, and will be deducted from the total fees payable.*
- Full Fees

How would you like to pay?

- By credit/debit card or bank transfer via Flywire. Paying via Flywire will save you money on bank or card charges as you can pay in your own currency. *See Flywire account details overleaf.*
- By credit/debit card in GBP via Realex (UK junior centres only). *See Realex account details overleaf.*

How would you like your documents to be sent?

Please tick this box if you would like your documents sent by Express Mail (extra charge applies).

	Bank Transfer or Credit Card in your Home Currency (all centres)	Credit Card in GBP£ (UK centres only)
St Giles Juniors	https://www.flywire.com/pay/stgiles-international	http://bit.ly/UKJunRealex

11. Terms and Conditions of Enrolment:

All courses and accommodation are offered subject to availability.

St Giles reserves the right to cancel a course or make changes to course arrangements without liability if obliged to by circumstances beyond its control or due to low demand. In such cases St Giles would seek to offer alternative arrangements, dates or venues, or a full refund of fees for tuition and accommodation.

St Giles reserves the right to refuse to accept a student due to overriding health and safety concerns, or in cases where we or the accommodation provider cannot make reasonable provisions to facilitate their learning needs or for their personal care.

Course fees: No documentation will be issued until we receive the Course Deposit. Students will not be permitted to start the course unless full payment has been received.

Cancellations & Refunds: The parent/guardian/agent must inform the Centre *in writing* and return the student's Confirmation of Acceptance of Studies. Cancellation fees are charged as follows, and any balance is refunded:

Cancellation Received:	Cancellation fees:
More than 28 days before the course begins	Course Deposit: £100 (UK), US\$200 (USA) or CAN\$200 (Canada), plus Canadian Juniors Guardianship Fee Express mail fees (all locations)
14-28 days before the course begins	80% of course fees Supplementary charges for optional activities (if applicable) Airport transfer charges Express mail fees
Less than 14 days before the course begins	No refund available
After arrival/early termination of the course	No refund available

Changes to enrolments: We reserve the right to charge an administration fee of **£50 (UK), US\$100 (USA) or CAN\$100 (Canada)** each time course details are changed after confirmation documents have been issued and prior to 28 days before the scheduled arrival date. This charge will not apply to course extensions.

Amendments to courses within 28 days of the scheduled arrival date are treated as cancellations and subject to our published cancellations terms. Components of courses are not transferable outside of the enrolment dates or to other people.

Visas: It is the responsibility of the parent or guardian to contact their local embassy (or other appropriate office) in good time in order to obtain any visas/entry documents required for visiting the UK, the USA, or Canada. No visa support documentation will be issued until we have received the course deposit.

Visa refusal: Our office must receive the refusal letter before the course begins. Charges and Refunds are as follows:

Cancellation Received:	Fees charged:	Fees refunded:
7 days or more before the scheduled arrival date	Canadian Juniors Guardianship Fee Express mail fee (if applicable) Airport transfer charges	All other fees are refunded
Less than 7 days before the scheduled arrival date	Course Fees for 1 week Express mail fee (if applicable)	All other fees are refunded

Courses and course content: Courses are offered subject to demand. We reserve the right to vary the organisation and content of courses, and the range of leisure activities, according to numbers of students or in response to circumstances beyond our control. Excursions do not take place on the day of the student's arrival or departure.

Student conduct/standard of behaviour: We reserve the right to terminate without notice the course of any students who seriously or persistently misconduct themselves in their classes or accommodation, or who fail to meet the attendance requirements of the course. There is no refund of fees to students whose courses are terminated in this way.

Insurance: Deposits and fees are not transferable from person to person. Participants on St Giles courses and tours must ensure they have adequate travel and medical insurance. St Giles has arranged insurance for all junior residential students included in the package prices. Insurance fees (UK) are not refundable in the event of cancellation.

St Giles Schools of Languages Limited (UK), St Giles Colleges Incorporated (USA) and St Giles Colleges International Language Centres Limited (Canada) accept no liability for the loss of, or damage to, any person's property while on the premises of the school, or while engaged in leisure activities outside the campus.

Responsibilities of the parent or guardian: By signing the application form, the parent or guardian:

- grants the student permission to participate in the full programme of class and leisure activities;
- authorises St Giles Schools of Languages Limited (UK)/St Giles Colleges Incorporated (USA)/St Giles Colleges International Language Centres Limited (Canada) to take appropriate action in the case of any medical or other emergency, and accepts responsibility for any resultant costs;
- accepts responsibility for any wilful damage caused by the student and any resultant cost for repair or replacement.

Extra-cost and cost-free options: We reserve the right to cancel or to offer substitute activities on the optional activities programmes in the event of fewer than 8 students opting for any specific activity.

Deposits on arrival: Please note that a refundable deposit of **£80 (UK), US\$200 (USA) and CAN\$200 (Canada)** is payable in cash on arrival, and will be collected from all students on the day of arrival. This deposit is to cover breakages and to cover the insurance excess payable for any medical expenses in the event that the student is ill and requires treatment.

The breakages deposit will be returned to students with a deduction made for loss of keys and/or personal damage to any property of the school, or for any liability incurred by the school resulting from the individual student named on our enrolment form, or which is non-attributable to any individual student, but which can be reasonably held to be caused by students of the school (in the sole opinion of St Giles Schools of Languages Limited (UK)/St Giles Colleges Incorporated (USA)/St Giles International Language Centres Limited (Canada)).

Promotional Photographs and Videos: St Giles or its representatives may take photographs and videos of classes or other school activities during your time with us, which may be used for promotional purposes. If you do not wish to appear in any promotional materials, please advise us at the time of booking.

The UK centres are operated by St Giles Schools of Languages Limited (UK), registered in the UK. The US centres are operated by St Giles Colleges Incorporated (USA), registered in the USA. The Canadian centres are operated by St Giles International Language Centres Limited (Canada), registered in Canada.

Use of your personal information

The information you provide to us on this form will be used to assess your application and to administer our courses. Please see our data notice, which can be found on our website www.stgiles-international.com/about/group-policies for more details about how we use, store and retain personal information about you. If you have any questions about how we use your information, please contact hq@stgiles.co.uk. We would also like to use your contact details to send you information about our other courses which we think will interest you.

All information is correct at the time of publication, September 2019