

Booking Form 2012

1. Course Start Date and Duration

Dates: Sunday 08th July - Sunday 19th August 2012

Duration: 2-4 weeks

Please Note: Arrivals and departures should **always** be on a weekend, unless there is a special reason. Induction and Placement tests will occur on the day of arrival so students are ready to start classes on Monday.

✦ We recommend groups arrive on Saturdays and depart on Sundays if at all possible.

Preferred Start Date (DD/MM/YY): ____/____/____

Duration: 2 weeks 3 weeks 4 weeks

2. Core Programme Information

Core Programme Options:



English Programme Only @ £145 per week



English Plus Weekday Afternoon Activities Only @ £290 per week



Full Core Programme @ £550 per week








Full Core Programme fee includes:

- ✦ Welcome and leaving party.
- ✦ Course materials for use in lessons.
- ✦ Sports and social activities every afternoon and evening, organised and led by our activity leaders.
- ✦ Use of all academic and recreational facilities at Katherine & King's College of London.
- ✦ Dedicated activity leaders to supervise students at all times and ensure student welfare and safety during the entire stay.
- ✦ Lunch vouchers or packed lunches for the entire stay.
- ✦ English mobile phone SIM card.
- ✦ KKCL London Study Holidays attendance certificate and course photo.

Please Note: Groups may request visits to tourist attractions with admission fees such as Madame Tussauds, the Tower of London and The London Eye, in which case students will need to cover the cost of admission (typically between £8 and £16). Discounts may be available younger students or for larger groups.

3. Options

You may choose one, all or none of the options below to add to the core programme.

Elective Option:					
 <input type="radio"/> Electives @ £70 per week † If you are taking Electives, please choose your Active Week and Creative Week options below:			<input type="checkbox"/> <input type="radio"/> No Electives		
Active Week (choose one)			Creative Week (choose one)		
Golf  <input type="radio"/>	Tennis  <input type="radio"/>	Dance  <input type="radio"/>	Int. English  <input type="radio"/>	Music  <input type="radio"/>	Art & Photo  <input type="radio"/>

GUIDE: You must choose the elective option for the entire duration of your programme.

Active Week and **Creative Week** are held on alternate weeks throughout the summer, so groups on a two week course will have one Active Week and One Creative Week. For groups on 3-4 week programmes chosen electives will be repeated in the third and fourth week. Electives run subject to demand.

Weekend Explorer Option:	
 <input type="radio"/> Weekend Explorer @ £190	<input type="checkbox"/> <input type="radio"/> No Weekend Explorer

GUIDE: The Weekend Explorer tour allows students to venture deep into England's beautiful West Country, steeped in Arthurian legends and ancient Roman and Celtic history. The world-famous Stonehenge and the Eden Project (a futuristic environmental attraction and the world's largest greenhouse) are also part of the tour.

The Weekend Explorer Tour covers the following destinations:

Saturday: London – Stonehenge – Eden Project – Penzance

Sunday: Penzance – St Michel's Mount – Minack Theatre – Land's end – London

Price includes:





- † Travel costs
- † 1 night of B&B / Hotel
- † 3 meals a day
- † Entrance ticket to Stonehenge, Eden Project, Minack Theatre, Ferry to St Michael's Mount
- † On-site educational activities and games
- † 24/7 Supervision

Theme Park Option

GUIDE: As an alternative to regular Sunday activities, groups can choose to visit a popular theme park in England with many rides and attractions. Because the trip is on a Sunday, this option is **only available** to groups staying for two weeks who do not choose the Weekend Explorer Tour. Groups staying for longer than two weeks may choose both the Weekend Explorer and the Theme Park options.

Theme Park Option:	
<input type="radio"/> Yes @ £50 *	<input type="radio"/> No

*Price includes day ticket, packed lunch and transportation.

Accommodation Option:			
<p style="text-align: center;">Homestays</p> <div style="text-align: center;">  <input type="radio"/> </div> <p style="text-align: center;">@ £220 pw</p>	<p style="text-align: center;">Residences - Shared</p> <div style="text-align: center;">  <input type="radio"/> </div> <p style="text-align: center;">@ £220 pw</p>	<p style="text-align: center;">Residences - Single</p> <div style="text-align: center;">  <input type="radio"/> </div> <p style="text-align: center;">@ £260 pw</p>	<p style="text-align: center;">No Accommodation</p> <div style="text-align: center;">  <input type="radio"/> </div>

GUIDE: Typically, accommodation will be either homestay or shared residences. Single rooms in residences are available but limited. All shared accommodation is segregated between male and female students.

Both homestays and residences include breakfast and an evening meal every day and laundry once a week. Lunch is included already as part of the core programme.

In some circumstances, groups or students may wish to arrange their own accommodation independently of the programme, in which case 'No Accommodation' is the appropriate box to tick.

4. Transportation

4.1 Airport Transfer

GUIDE: An airport transfer service is available to and from the following airports. KKCL will provide a shuttle service for Heathrow. The service operates at weekends between 9am-6pm. Outside of these hours, there is an additional cost. For other airports, taxi services can be arranged. The prices quoted below for taxi services are for one person/child requiring the taxi. There will be an additional charge of £15 per person for shared taxis, with a maximum of five people per taxi.

Please select your airport transfer requirements (if any):

Transfer Type	Transfer Price	Select Arrival	Select Departure
Heathrow (9am-6pm)	£30	<input type="radio"/>	<input type="radio"/>
Heathrow (other hours)	£45	<input type="radio"/>	<input type="radio"/>
Gatwick (Taxi)	£150	<input type="radio"/>	<input type="radio"/>
Stansted (Taxi)	£160	<input type="radio"/>	<input type="radio"/>
Luton (Taxi)	£80	<input type="radio"/>	<input type="radio"/>

4.2 School Minibus

GUIDE: A school minibus service is available from residences to school. The service is compulsory for students under 14 years old. Students aged 14-16 may travel on public transport instead providing they have permission from a parent or guardian.

Minibus Option:

<input type="radio"/> Yes @£50 per week	<input type="radio"/> No
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If 'No' is selected, please sign the following declaration: "I hereby give my consent that my child may travel unsupervised on public transport between the chosen accommodation and the school."

Signature of parent/guardian _____ Date (MM/DD/YYYY) ____/____/____

5. Student Details

Family Name: _____ Male Female
 First Name: _____ Preferred name: _____
 Date of Birth: (MM/DD/YYYY): ____/____/____ Age: ____
 Nationality: _____ Native Language: _____

Estimated level of English:

Beginner / Elementary Pre-intermediate Intermediate Upper Intermediate Advanced

6. Parent / Guardian Details

Title (Mr/Mrs/Dr etc): _____ Parent Family Name: _____

Parent First Name: _____

House Name / Number: _____ Street Name: _____

Town / City: _____ Country: _____

Postcode: _____

Telephone Number 1 (including country code): _____ (Daytime)/(Evening)

Telephone Number 2 (including country code): _____ (Daytime)/(Evening)

Email: _____

How did you Hear about us?

Student has stayed with us before Student's sibling has stayed with us before
 Recommendation from school (please give school name): _____
 Internet Agent Other (please specify): _____

7. Additional Information & Emergency Contact

Does the student have any special dietary needs? Yes No

If yes, please give details: _____

Does the student have any allergies? Yes No

If yes, please give details: _____

Do we have permission to give the student Paracetamol, in case of emergency? Yes No

Name of person to contact in case of emergency: _____

Emergency Contact's relation to child (e.g. Mother/Father/Guardian): _____

Emergency Contact's telephone number: _____

Are there any other medical issues we should know about? Please describe them here:

8. Visa Requirements

Does your child require a visa to enter the United Kingdom? Yes No

If your child requires a visa, we will issue you with a Visa Support Letter once we have received the booking deposit. The visa support letter will be sent to you by email. If you require a hard copy of the letter, we can send it to at a fixed cost of £50 (courier delivery). You will need to provide your child's passport number below:

Passport Number: _____

Date of issue (MM/DD/YYYY): ____/____/____ Date of expiry (MM/DD/YYYY): ____/____/____

Do you require a hard copy of the letter? (£50 courier charge) Yes No

9. Payment Details

Once we have received your booking, we will issue you with an invoice for the total cost and a confirmation letter. We require a deposit of £350, payable within 10 days of invoicing. The balance of fee is payable 8 weeks before arrival. A registration fee will also be payable, the amount of which will depend on the country of application in arrangement with our authorised recruitment partners. If you would like to pay in advanced installments to help spread the cost over a number of months, please contact us to arrange a payment plan.

Please select your payment method below:

GBP Cheque or Bank Draft - (No Fee) UK Bank Transfer - (No Fee) Credit Card - (3.5% Fee)

International Bank Transfer - (£15 Admin Fee to cover UK bank charges)

*Please ensure you cover any charges from your own bank.

10. Declaration

I confirm that the information provided above is correct. I have read and agree to the Terms & Conditions included with this booking form.

Name: _____ Relation to the child: _____

Signature: _____ Date (MM/DD/YYYY): ____/____/____

Terms & Conditions

KKCL London Study Holidays is a trading name of London Study Holidays Limited. Registered in England. Company number 07868263.

Booking

It is advised that you make your booking as early as possible as places on the course are strictly limited. Once you have submitted the booking form we will normally process it within 3 working days. You will be issued an invoice and written confirmation of a placement reserved on the course.

To secure the booking you will need to make a deposit payment of £350. The remaining balance is due 8 weeks prior to the course commencement date. A registration fee will also be payable, the amount of which will depend on the country of application in arrangement with our authorised recruitment partners.

The booking of a place is regarded as acceptance of our Terms and Conditions.

Cancellation

All cancellations must be made in writing before the course commencement date and take effect from the date we receive such notice. The deposit is refundable up to 60 days prior to the start of the course. After that date the deposit is non-refundable except where a student's visa is refused (see below).

Notice before course commencement	Cancellation charge
61+ days	Full refund less £150 administration fee
48 – 60 days	£350 (deposit)
30 – 48 days	50% total cost of stay
0 – 30 days	100% total cost of stay

If a student's visa application is refused within the 60 day period prior to the course start date, upon the production of a valid visa refusal letter London Study Holidays Limited will issue a full refund less a 15% administration fee.

Course Rules

We expect and hope that all students registered with London Study Holidays Limited will have a summer to remember and make every effort to show respect at all times to fellow students and members of KKCL London Study Holidays staff.

The course rules outlined below are designed to ensure that all the students and staff of LSH are able to enjoy the summer free from any unpleasant, intimidating or aggressive behaviour and in safety.

However, any student who consistently breaks the rules, the law or displays aggressive or intimidating or racist behaviour towards another student or member of staff will face instant dismissal from the course and will return home at their own expense and will not be eligible for any refunds or additional accommodation fee coverage.

- Everyone on the campus is subject to British law and may face legal penalties if they break the law. Anyone breaching the law will also be disciplined by LSH.
- Students are expected to attend all meals, classes and arranged activities and excursions.
- Students may not go off-site unless accompanied by a responsible adult.
- Students are responsible for keeping their rooms tidy and for making their own beds.
- All damage to property, equipment and rooms will be charged to the student, and if a culprit is not found, the people responsible for that area will each be charged a proportion of the cost of the damage.
- Misuse of fire equipment will result in students being fined. Students and GLs who set off a fire alarm unnecessarily can incur a £200 fine, whether or not the fire brigade come out. As with damages, this charge must be passed on to the culprit. Repeated false fire alarms can also cause the student to be expelled.
- Gratuitous or wilful damage to school property, public property or other students' property may result in dismissal from the course. Vandalism will be punished, and offenders will be made to make reparations.
- Consumption or possession of alcohol by students of any age is not permitted.
- Drug-taking or possession of drugs will result in instant dismissal from the course.
- Anyone found to be supplying alcohol/cigarettes to minors will be similarly punished.
- Smoking is not permitted in the school buildings or in the grounds of the school except for the designated area.

- Violent, abusive, racist or intimidating behaviour towards another student or member of staff will not be tolerated and will result in dismissal from the course. Please see the Anti-Bullying Policy.
- In the accommodation, girls and boys may only mix in the designated recreation areas, but must not be in an opposite sex room. Boys and girls cannot share bedrooms, even siblings, no matter what age they are.
- All students must obey the school curfew times, which Group Leaders must help to enforce.
- Students must not disturb others, and must return to their own rooms before the curfew time.
- Students are not allowed to cook in their accommodation.
- Any student who leaves their house after lights out may be dismissed from the course.
- Personal mobile phones must be turned off during all lessons and scheduled activities.

Visiting a Student

Parents, guardians and friends are welcome to visit students on a summer course. 24 hours notice must be given to the management in writing, prior to any visit to the summer school.

Signing out

If a student is to be taken out of the school or out of the care and responsibility of our staff during an excursion, the parent or guardian must provide written permission by signing an absence form and submitting it to the management.

Promotional Materials

Photographs and images:

The parent understands and agrees that LSH may use photographs or videos taken during the course in promotional materials such as brochure, handbook and website. Parents who do not wish for the student's photograph or image to appear in such material should inform LSH in writing.

End of course questionnaire:

Students and parents will be asked to fill out an end-of-course questionnaire at the end of the course. London Study Holidays Limited reserves the right to use this material in future promotion, unless otherwise advised by the parent.

Travel Arrangements

LSH is not responsible for students' travel arrangements and parents are advised to confirm baggage allowance with the airline.

Insurance

All students attending a course with London Study Holidays Limited must have comprehensive travel insurance. The parent understands and agrees that LSH does not accept responsibility for any claims arising from a student or third party. The parent agrees to arrange comprehensive travel, personal effects and accident insurance for the student prior to their arrival to the United Kingdom.

Liability & Changes

London Study Holidays Limited shall not be liable for any indirect or consequential loss before, during or after the course of study. LSH has public liability insurance and nothing in these terms and conditions shall operate to exclude any liability of London Study Holiday Limited for personal injury or death caused by the negligence of the company or those employed by the company.

Every effort has been made to ensure that the information contained in LSH prospectus and website is correct. LSH reserves the right to make variations to the course contents if such action is reasonably considered necessary by the management.

Law and Jurisdiction

These terms and conditions shall be governed by the laws of England and the parents agree to submit to the jurisdiction of the English Courts.

*where the word 'parent' is used, it will also apply to the student's legal guardian(s).