

Individual Enrolment Form

Bayswater Summer



1. Centre

Homestay

Brighton	<input type="checkbox"/>	Bournemouth	<input type="checkbox"/>	London	<input type="checkbox"/>
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Residential

Westminster	<input type="checkbox"/>	Greenwich	<input type="checkbox"/>	Oxford	<input type="checkbox"/>
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Cyprus	<input type="checkbox"/>	Bournemouth	<input type="checkbox"/>
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2. Your course

Course Name:			
Start Date <small>DD/MM/YYYY</small>		End Date <small>DD/MM/YYYY</small>	
Homestay	<input type="checkbox"/>	Residential	<input type="checkbox"/>
Day Camp	<input type="checkbox"/>	Lessons only	<input type="checkbox"/>

3. Student Information

Family Name:			
First Name:			
Date of Birth	DD:	MM:	YYYY:
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Passport Number:			
Address Line 1:			
Address Line 2:			
City:			
Country:			

4. Next of Kin Contact

Family Name:			
First Name:			
Relationship:			
Email address:			
Phone number:			
Address Line 1:			
Address Line 2:			
City:			
Country:			

5. Emergency Contact (if different from Next of Kin)

Family Name:			
First Name:			
Relationship:			
Email address:			
Phone number:			
Address Line 1:			
Address Line 2:			
City:			
Country:			

6. UK Guardian (if organising own accommodation)

Family Name:			
First Name:			
Relationship:			
Email address:			
Phone number:			
Address Line 1:			
Address Line 2:			
City:			
Zip Code:			
Country:			

7. Accommodation preferences (Homestay only)

Would you prefer a single or shared room?*	
Do you like pets?	
Accommodation start date	
*Please note that room preferences cannot be guaranteed	

8. Medical Notes

Please list any dietary requirements you have	
Please list any medical conditions you have	
Please list any allergies you have	
Please list any disabilities / special educational needs	

9. Flight Information

Arrival Date <small>DD/MM/YYYY</small>		
Arrival Time		
Arrival Airport		
Arrival Terminal		
Arrival Flight Number		
Departure Date <small>DD/MM/YYYY</small>		
Departure Time		
Departure Airport		
Departure Terminal		
Departure Flight Number		
Transfers Required?		
Arrival only <input type="checkbox"/>	Departure only <input type="checkbox"/>	Both ways <input type="checkbox"/>
Unaccompanied minor service required?		

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10. Agent Representation Confirmation

Name of agency (if applicable):
Phone number of agency:
Email address of agency:
Name of main contact at agency:

11. Declarations (Please note: this section must be completed and signed by the student's parent or legal guardian)

I confirm that I am the parent or legal guardian of this student	<input type="checkbox"/>
I confirm that I give consent for this student to attend a Bayswater Summer Camp	<input type="checkbox"/>
I confirm that I give consent for this student to be photographed and that photos can be used for marketing purposes of Bayswater	<input type="checkbox"/>
I confirm that this student has adequate insurance to travel and to attend this Summer Camp	<input type="checkbox"/>
I confirm that I have read and I accept the Terms and Conditions	<input type="checkbox"/>

Full name:	Signature:
Parent <input type="checkbox"/>	Legal guardian <input type="checkbox"/>

Terms and Conditions

Below are selected terms and conditions most appropriate for your booking; for full terms and conditions please see our website: www.bayswatersummer.com/terms-conditions

Payment

A full invoice will be sent out along with the booking confirmation upon receipt of a completed booking form. A 20% non-refundable deposit is payable upon receipt of this confirmation and invoice. Your booking is not confirmed until we receive this deposit, unless a prior agreement is in place. Full payment of all fees is required at least 28 days prior to arrival and payment is BACS, bank transfer, credit or debit card. No services are confirmed or guaranteed until full payment is received.

Visas

In accordance with UK Visas and Immigration guidelines, we require payment of fees in full prior to issuing a visa letter. Courier fees are £50 per despatch. Agents must notify Bayswater Education immediately in the case of refusal or any changes to their status. If you fail to obtain your visa, you will receive a refund of the total amount except for a minimum £50 administration fee only after we receive written documentation from the consulate of your visa denial.

Damage deposits

In the event of damage to property, students must pay the full cost. Students booking residential accommodation will be required to pay a deposit of £30 (€100 in Cyprus) towards any replacement keys or damages sustained. The deposit will be returned on departure after satisfactory accommodation checks have been carried out and all keys/fobs/cards have been returned.

Cancellation

Students cancelling more than 8 weeks or more prior to arrival will be refunded all fees less deposit. Students cancelling between 8 weeks and 4 weeks prior to arrival will be charged a cancellation fee equivalent to 50% of their course fees. Students cancelling between 4 weeks and 7 days prior to arrival will be charged a cancellation fee equivalent to 80% of their course fees. Students cancelling less than 7 days before arrival will not receive any refund. Cancellation should always be made in writing (please email groups@bayswater.ac) and you will receive confirmation of cancellation via return email.

Withdrawals

Students who withdraw from the course once it has commenced will still be charged the full price of the programme. Part refunds of unused complete weeks may be paid at Bayswater Education's discretion, depending on the reason for withdrawal.

Refunds

Any refunds due will be paid to the person or organisation who originally paid the fees and will be made within 45 calendar days of written confirmation.

Amendments to services

Bayswater Education reserves the right to change the particulars of the services, including location, accommodation, facilities, excursions, lesson timetable and dates of the programmes where circumstances beyond Bayswater Education's control necessitate such changes or where the number of bookings received does not reach the minimum numbers required to operate a course viably.

Safeguarding and Supervision

All members of Bayswater staff and visiting group leaders have undergone background checks to prove their suitability to work with children as well as being given additional safeguarding training / materials

Students under the age of 14 must be supervised at all times during excursions, activities and traveling to and from school by a responsible adult. Students aged 14+ may travel independently in the event we have received parental consent for them to do so.