

Booking Form

Please complete this form in **CAPITALS** and send it back or e-mail

Please provide the following details about the student applying for the course. Please note the name submitted on the application must be the student's legal name on their passport and that a passport or relevant ID must be brought with them, regardless of their country of residence.

Details of student

First name: _____
 Last name: _____
 Date of birth: / / (dd/mm/yyyy)
 Age: Nationality: _____
 Gender: Male Female
 First Language: _____
 Religion: _____

English Level: Native Speaker Advanced
 Upper Intermediate Intermediate
 Lower Intermediate Elementary
 Beginner

We will send all documents by e-mail. Please tick here if you would also like the original documents sent by the following;

Post Courier
 There will be £75 extra charge courier service

Details of Parent or Guardian Details of Agency (If applicable)

Title: (Mr / Mrs / Ms / Other): _____
 First name: _____
 Last name: _____
 Address: _____

 Post Code: _____
 Country: _____
 Tel: _____
 Fax: _____
 Mobile: _____
 Email: _____
 Relationship to student: Parent Guardian

Company name: _____
 Contact's first name: _____
 Contact's last name: _____
 Address: _____

 Post Code: _____
 Country: _____
 Tel: _____
 Fax: _____
 Mobile: _____
 Email: _____

Additional information

Do you suffer from any allergy/disability/illness or any medical condition requiring treatment? Yes No
 If Yes please provide details _____
 Are you on any medication? Yes No
 If yes, please provide details _____
 Do you have special dietary requirement? Yes No
 If yes, please provide details _____

*Failure to inform us of any medical or dietary conditions which may affect the student's ability to take part in the course may result in the student being sent home at your expense, and without a refund.

Course information

Centre: _____
 Course: _____
 Course code: _____ No of weeks: _____
 Option for IAP course STEM 11+ Exam Preparation 13+ Exam Preparation
 Arrival date: _____ Departure date: _____
 Accommodation: School boarding house Homestay (This option is available at Dulwich College only)
 Accommodation preference: Single Twin Triple Dormitory (4+)
 En-suite required Yes No (a supplement applies at Caterham School, see fees and dates for details)
 Name of students with whom you wish to share: _____

Whilst every effort will be made to provide rooms according to preference, this cannot be guaranteed. **Please note:** rooms are allocated on a first come, first served basis so early booking is highly recommended. At the time of booking, we can give an indication as to which room types are likely to be available.

Calculation of course fees

Course fees	Fees
English and Activity course fee	£
Foundation Global Young Leader course fee	£
Global Young Leaders course fee	£
Advanced Global Young Leaders course fee	£
English plus Soccer course fee	£
English plus Tennis course fee	£
English plus Theatre and Dance course fee	£
English plus IELTS Exam Preparation course fee	£
Intensive IELTS preparation	£
Intensive Academic Programme course fee	£
Course Fee Subtotal	£
Supplements	
Courier option for documents £75	£
UK Airport transfer (see fees and dates for details)	£
En-suite accommodation 75 per week	£
Extra night accommodation £175 per night	£
Supplements Total	£
Grand Total (course fees and supplements)	£

Payment method

I enclose £550 deposit Payment in full

Payment by Bank draft Bank transfer

Agreement (Parent/Guardian)

I wish to enrol: (Name of student)

on the above course and agree to the terms and conditions and rules set out in the prospectus.

Please tick ✓

I confirm that I have read, understood and agree to the Terms and Conditions.

By submitting the application I accept the following:

- That I accept that the penalty for breaking course regulations may be dismissal from the course at my own expense and with no refund of the fee
- That I consider the student is fit to undertake all the activities on the course
- That I undertake to inform Our World English Schools if the student becomes unfit to take part in any part of the course.

Signature:

Date:

Print name:

What to do next

- 1 Send completed booking form with a copy of student's passport by fax or e-mail with £550 non refundable deposit to:
Our World English Schools
Tel: +44 (0)20 8228 1228-9
Fax: +44 (0)20 8328 3566
Email: info@ourworldenglish.com
- 2 Once we receive your deposit, Our World English Schools will email you a confirmation letter, invoice and an invitation letter (suitable for visa purposes).
- 3 Please fill in all relevant forms – Medical Questionnaire, Emergency Contact Details and Transfer Forms and return them to us by fax or email by 1 May 2019
- 4 To make payment for the final balance of the course fees by credit card, we would need a completed Credit Card Payment Form and return to us by fax or email by 1 June 2019. For payment by bank transfer; please send a copy of proof of payment by email to us by 1 June 2019
- 5 Airport transfer confirmation and full course details will be sent on receipt of the final balance of the course fees.
- 6 For applications made after 1 June 2019 full payment will be required immediately.

Our World English Schools, South Tower, 26 Elmfield Road, Bromley BR1 1LR **Tel:** +44 (0)20 8228 1228-9 **Fax:** +44 (0)20 8328 3566

E-mail: info@ourworldenglishschools.com **Web:** www.ourworldenglish.com

Registered Office: Our World Schools Ltd. 7 Bournemouth Road, Chandlers Ford, Eastleigh, Hampshire SO53 3DA, UK **Company London:** 06549586

Student Data Protection Privacy Notice

Introduction

This notice sets out the principles that the Company will follow in relation to Personal Data that it holds about all Student Data Subjects.

If you require any clarification of the terms of this notice, whether information amounts to Personal Data and/or whether certain actions amount to processing data, you should contact the Head Office.

Definitions regarding student data

"*Personal Data*" means data relating to an individual student who can be identified from that data alone.

"*Sensitive Personal Data*" means Personal Data which consists of information regarding a student's racial or ethnic origin or physical or mental health/condition.

"*Data Subject*" the student applying for summer school stay and/or parent/guardian giving consent.

"*Processing*" includes the holding, obtaining, recording, organising, retrieving, consulting, using, adapting, altering, disclosing, transferring, disseminating and destroying of information.

Processing extends to any operation or set of operations carried out on information or data.

Processing student data

The Company processes Personal Data (both manually and electronically), including Sensitive Personal Data, for a number of reasons, including but not limited to:

Registering students to courses, accommodation and transport, controlling payment of courses, issuing visa support letters (where necessary). Offering Unaccompanied Minor services.

Sensitive Personal Data is only processed by the Company for health and safety purposes whilst in loco parentis.

Collection of Data

The Company collects and records Personal Data from various sources, including obtaining information from Data Subjects themselves and their parent/guardian and where applicable, booking agent.

In some circumstances, data may be collected indirectly from monitoring devices (including but not limited closed-circuit television and other security systems and internet-access logs and recordings).

Save for data collected from the Company's security systems, data collected indirectly from monitoring devices is not routinely accessed but access is possible. Data collected from monitoring devices is accessed and reviewed regularly. Such data may be processed in circumstances including but not limited to the investigation of security breaches, abuse of the Company's Information Technology Systems, or where the data is required for regulatory purposes.

Transferring Data

Personal Data may also be transferred to third parties to process on the Company's instructions subject to confidentiality arrangements approved by the Company.

These included:

Payments: Bank transfer to/from the company/client

Data forms: Booking, transport, medical, consent to travel, emergency contact details, Passports and visas (where and agent or intermediary is used)

Campus: Student data as listed above will be shared with members of the Senior Management team at the appropriate campus

Retaining Data

The Company endeavours to ensure that the Personal Data held is accurate and that inaccurate, irrelevant and excessive information is either deleted or rendered anonymous as soon as reasonably practical. However, the Company may retain some Personal Data (including Sensitive Personal Data) in order to comply with legal and regulatory obligations and for other legitimate business reasons.

Your Responsibilities

Parent/Guardian: You must notify the Head Office immediately of any changes which could cause the Personal Data (supplied about your child/ward) held by the Company to be incorrect.

Agent: If you are in possession of Personal Data and Sensitive Data (including but not limited to data contained in booking forms, invoices and receipts, contact lists or medical details) you are obliged to ensure that such Data is kept in a safe place and is not accessed by unauthorised persons. You should use secure filing cabinets and password protected computer applications as appropriate.

The Company will make Personal Data held about a student available to a parent/guardian/agent upon written request. If you wish to exercise this right you should contact the Head Office. You may be required to pay a small administration fee.

Consent

By consenting to this privacy notice you are giving Our World English Schools Ltd permission to process and transfer data specifically for the purpose identified above.

Booking form: contains personal data about student, parent/guardian and sensitive data about the student

Transfer form: personal data

Emergency contact form: personal data

Medical form: sensitive personal data about the student

Letter of consent to travel: personal data

I hereby confirm that I am the parent/guardian of and that I give my consent to Our World English Schools Ltd to process, use and retain data about my child/ward.

Signature: Date:...../...../...../

Print Name:.....