

PLEASE ATTACH
PHOTO HERE

THE SALISBURY SCHOOL OF ENGLISH

YOUNG LEARNER (Aged 6 to 17 years)

BOOKING FORM

PLEASE FILL IN PAGES ONE AND TWO OF THIS FORM USING CAPITAL LETTERS AND SEND IT TOGETHER WITH THE £60 BOOKING FEE TO:
THE SALISBURY SCHOOL OF ENGLISH, 36 FOWLERS ROAD, SALISBURY, SP1 2QU, UK

PERSONAL INFORMATION

Surname: _____ First Name: _____
Address: _____
Town: _____ Postcode: _____ Country: _____
Nationality: _____ Date of Birth: Mr Miss
E-mail: _____ Languages spoken: _____
Parents Tel. (Home): _____ Mother (mobile): _____ Father (mobile): _____
Hobbies: _____
I have been recommended to this school by: _____

YOUNG LEARNERS COURSE DETAILS - JANUARY, FEBRUARY & SUMMER

Which course would you like to attend? (Please tick relevant box)

English and Football - Homestay Salisbury (13-17 years) **English and Football - Residential** Salisbury (13-17 years)
Teenagers Course - Homestay Salisbury (13-17 years) **INTENSIVE COURSE** (30 lessons/week) **LEISURE COURSE** (20 lessons/week)
Teenagers Course - Residential Salisbury (13-17 years) **INTENSIVE COURSE** (30 lessons/week) **LEISURE COURSE** (20 lessons/week)
Juniors Course - Residential Salisbury (6-12 years)

COURSE START DATE FINISH DATE COURSE LENGTH weeks

ACCOMMODATION

ARRIVAL DATE DEPARTURE DATE
Host Family: Single Room (supplement payable) Shared Room
Residential Accommodation (students aged 6 to 17 years)
Special Requirements (medical conditions/special diet/allergies) _____
Do you like animals? YES NO Do you smoke? YES NO

AIRPORT TRANSFERS If required we will need FULL details at least 2 weeks before start of course

Courier Service** Arrival: YES NO Departure: YES NO **Available mid June to end of August

Taxi Transfer Arrival: YES NO Departure: YES NO

ARRIVAL DATE Time: _____ Airport: _____ Flight Number: _____
DEPARTURE DATE Time: _____ Airport: _____ Flight Number: _____

INSURANCE

Do you require Medical Insurance? YES NO (Must be paid for before start of course)

INVOICING

Do you wish to be invoiced in UK Pounds, Euros or US Dollars? UK Pounds Euros US Dollars
How do you wish to pay? Credit Card Bank Transfer International Cheque

PLEASE TURN OVER

PARENTAL CONSENT FORM

NO STUDENT WILL BE GIVEN ANY MEDICATION UNLESS WE HAVE PERMISSION FROM THEIR PARENTS. IF YOU SEND YOUR CHILD WITH MEDICATION, INSTRUCTIONS AND INGREDIENTS MUST BE IN ENGLISH IN CASE OF EMERGENCIES. IF YOU HAVE ANY QUESTIONS ABOUT THIS FORM PLEASE TELEPHONE OR FAX THE SCHOOL AS SOON AS POSSIBLE. PLEASE SIGN THE VARIOUS STATEMENTS AS APPLICABLE.

MILD MEDICINE

In exceptional circumstances the Senior Staff administer mild medicines such as children's paracetamol, cough medicine or sore throat tablets to children with minor pains or cold symptoms.

I am happy for my child to receive mild medicines Signed: _____

OR

I do not allow my child to receive mild medicines Signed: _____

DOCTOR'S MEDICINE

If we take your child to the doctor and he recommends a medicine, can we give it to your child?

I am happy for my child to take a doctor's medicine Signed: _____

OR

I do not allow my child to take a doctor's medicine Signed: _____

EMERGENCY HOSPITAL TREATMENT

If the surgeons at the hospital have to operate on your child in the case of an emergency, do you give the Residential Course Director and/or Accommodation/Welfare Officer or your child's host family permission to sign the consent form?

I do give the Residential Course Director, Accommodation/Welfare Officer or the host family permission to sign the operating consent form in the case of an emergency Signed: _____

OR

I do not give anybody permission to operate on my child in an emergency Signed: _____

In the event of an emergency we would make every effort to contact the parent.

ENGLISH STUDY

1. What is your level of English? Please tick:

- BEGINNER - I know no English at all
 ELEMENTARY - I can say a few words in English and I understand a little
 LOWER - I can use English in everyday situations but I make a lot of mistakes
 INTERMEDIATE - I can communicate well in most situations but I make a lot of mistakes
 UPPER - I can use English confidently in most situations but I still make a few mistakes
 ADVANCED - I can speak and understand English very well

2. How long have you studied English at School? years

3. Have you studied English in England before? YES NO If YES, where did you study? _____

4. Do you think you need practice in English for any of the following?

- To speak and understand the language on holiday
 To help you study at a private boarding school in the UK
 To help you pass an examination. If so, please give details of the examination(s) _____

DECLARATION To be signed by a parent or legal guardian

I confirm that all the information given above is correct and that I have read and agree to the rules and conditions on the following page.

Signed: _____ Date: _____

RULES AND CONDITIONS APPLYING TO STUDENTS BOOKING COURSES AT THE SALISBURY SCHOOL OF ENGLISH

HOW TO BOOK A COURSE

Complete the booking form (either in paper format or from our web site) and return it to the School. At certain times of the year, there is considerable demand for course places and accommodation. We advise students to book as early as possible for courses in **July and August**. The booking form must be signed by the person accepting responsibility for the payment of fees, and must be accompanied by the booking fee of £60, or an indication of how the booking fee has been sent, if it has been sent through a bank.

When the booking has been processed, the student will be sent a confirmation letter with course details, the accommodation address and our invoice for the fees and accommodation.

All fees must be paid in full, at least 14 days before arrival (or immediately in the case of late bookings), or in cash, by a cheque drawn on an English bank or by credit card on the first day of the course.

NON EU NATIONALS

In many cases it will be necessary for students from countries outside the European Union (EU), to contact the British Embassy or Consulate in their home country, in order to arrange for a visa for entry into the United Kingdom. The Embassy and, in some cases, the Immigration Officials at the port of entry in Britain, will often require to see the confirmation of booking sent by us. They may also ask for proof that fees have been paid in advance, and possibly evidence that the student has sufficient funds for a stay in Britain.

METHODS OF PAYMENT

By Credit Card or Bank Transfer in UK Sterling or US Dollars through an overseas bank. All bank charges must be paid in advance by the sender. Payment to:

Account Name: **The Salisbury School of English**
Bank: **Lloyds TSB Bank**
Sort Code: **30-97-41**
Account Number: **(£) 01665289 (€) 86146361 (\$) 11131206**

With all such payments it is important to quote the student's name and invoice number.

Alternatively, fees can be paid in the UK in pounds Sterling or in US Dollars, by cheque drawn on an English Bank in UK Sterling or US Dollars. Cheques should be made payable to **The Salisbury School of English**.

GENERAL CONDITIONS

BOOKING A booking becomes valid and binding for both parties once it has been confirmed in writing by post, fax or e-mail to The Salisbury School of English Limited. The booking form signatory agrees to pay the stipulated course and accommodation fees.

CANCELLATION The School should be notified as soon as possible of any cancellations. In the case of cancellation, the following charges will apply:

Cancellation 30 - 15 days before course start	30% of the course fee & 1 weeks' accommodation
Cancellation 14 - 1 day before course start	50% of the course fee & 1 weeks' accommodation
Non-appearance	100% of the course fee & 1 week's accommodation

LATE ARRIVAL AND NON-ATTENDANCE OF COURSES Where students fail to attend a course that they have paid for, or arrive late without informing the School in advance, there can be no repayment of fees unless a valid medical certificate is presented.

ACCOMMODATION BOOKINGS Unless otherwise agreed, accommodation is reserved from the Sunday before the course start date until the Saturday or Sunday of the last week of the course. Only full weeks are calculated for payment purposes. Students wishing to leave their accommodation for whatever reason, must give one full week's notice or pay one week's accommodation charge. The Salisbury School of English Limited acts as an intermediary between the student and the host family, or hotel/guesthouse. All payments are treated as disbursements for VAT purposes. **We reserve the right to change accommodation bookings when circumstances dictate. We regret that we can only arrange accommodation for students attending a course at the School.**

TRANSPORT Whilst every precaution is taken to check the quality of the service, journeys arranged in hired transport, although booked by The Salisbury School of English, are made entirely at the students' own risk and The Salisbury School of English can accept no liability for such journeys.

INSURANCE Students are not insured by The Salisbury School of English Limited or by the host family booked through us, against illness, theft or loss of personal effects. We accept no responsibility in the event of such occurrences, and therefore, recommend that students take out personal insurance cover before travelling to Britain. Medical insurance can be arranged through the School. The cost is £20 per month.

OVERNIGHT TRIPS FROM SALISBURY **Students under the age of 18**, wishing to stay away from their host family overnight, must have written permission from their parents. Such requests should be presented to the School, well in advance of the occasion.

ATTENDANCE Students are awarded certificates for attending courses at The Salisbury School of English Limited centres. Where a student is consistently late, or misses lessons, no such certificate will be awarded.

CURTAILMENTS There can be no refund of fees once a course has started unless justified on medical grounds supported by a British doctors certificate. Accommodation payment will be refunded less one week.

GENERAL CONDITIONS OF BOOKING

Please read the General Conditions of Booking as set out on the previous page. In addition, the following points should be noted:

STUDENT BEHAVIOUR – if a student behaves in a disruptive manner, the school reserves the right to send the student home by air at the student's or the parents' expense. If a student engages in any criminal activity, he/she will immediately be sent home by air at the student's or the parents' expense, even if criminal proceedings have not been instigated by the police.

TIMEKEEPING – All students staying as guests with English families are expected to abide by the rules laid down by the School and by the families. As a rule, the School would like all students under the age of 16 to be home by 2200 and those under the age of 18 by 2230. Students over the age of 18 must abide by the wishes of the family regarding times to be home.

PUBS – There are very specific laws relating to drinking alcohol and visiting pubs in Britain. No-one under 18 years may buy alcoholic drinks. Young people aged 15 - 17 can only go into pubs if accompanied by an adult of 18 years or over. The School rules regarding pubs reflect these legal requirements.

DRUGS AND ILLEGAL SUBSTANCES – Any student found in possession of drugs or any illegal substances will be sent home by air immediately at the expense of the parents or the student.

SOME INFORMATION FOR STUDENTS ON YOUNG LEARNERS' COURSES

All students booking courses will receive an information sheet with detailed information about their course. In the meantime, here are some details which may be of interest prior to your course.

HOMESTAY ACCOMMODATION

Families are chosen by the school's Accommodation Officer. All families are visited by the Officer or her assistant and are required to agree to strict guidelines concerning the care and welfare of our students. These guidelines have been recommended by the British Council.

LESSONS

Students are graded according to age and ability and placed in appropriate classes. These classes are likely to be mixed nationality classes. For much of the summer, several different course centres in the city are in use.

Students in homestay accommodation will be taken to the student reception centre on the first day of the course by the host family.

There are two types of programmes for teenagers to choose from: the Leisure programme and the Intensive programme. All students have morning lessons from 9.15 to 12.30, but students on the Intensive programme also have lessons from 13.45 to 15.15 each afternoon, Monday to Friday. The Leisure programme has afternoon social and sports activities instead. Juniors attend the Leisure course. Lessons are between 08.45 and 12.15.

While in Salisbury, there are opportunities for teenage students to take examinations validated by an external examination board, if they wish.

STUDENT CARE

The full time Welfare Officer is responsible for the well-being and care of all students attending courses at The Salisbury School of English. She can be contacted at the Main Office of the school. In the summer time, she has an assistant who has special responsibility for Young Learners attending courses independently of group arrangements. In addition, for those students staying in residential accommodation, there are two full time Welfare Officers living in with the students on the campus.

LEISURE ACTIVITIES

A fully supervised social programme is included. Social Organisers, who are responsible for the activities programme, will go around classes each day to take bookings for the various activities.

In summer there are two school discos each week. These discos are private, and only students attending The Salisbury School of English, are permitted entrance.

SAFETY AND SECURITY

All students receive a student card for identification purposes. This shows a 24-hour emergency telephone number. It is also used to gain entry to the school discos and parties. Please write the telephone number of the host family on the card.

It is not necessary to carry passports or National Identity cards while in Salisbury. These documents should be kept in a safe place with the host family or handed in to the school Main Office for safekeeping. Students in residential accommodation can leave documents and money with the Course Director.

If for any reason help is needed from the police, ambulance, or fire brigade, dial 999 on the telephone. Such calls are free. The operator will want to know your exact position, so it is important to think about this first.

We want you to enjoy yourself in Salisbury, to learn a lot of English, to have fun and to go home with happy memories of your course.

THE SALISBURY SCHOOL OF ENGLISH

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