

Enrolment Form (please complete both sides)

1. Personal Details

Family Name _____ First Name _____

Nationality _____ First Language _____ Second Language _____

Male Female Age _____ Date of Birth _____

Name in Passport _____ Passport Number _____

Home Address _____

Email _____ Telephone _____ Fax _____

Address for invoice (if different) _____

Emergency Contact Details During Course: Name _____ Telephone _____

How did you hear about Regent? _____

2. Course, location and dates

English Club Programme: Box Hill Queen Ethelburga's London Scanbrit

Intensive Club Programme: Repton

Exam Preparation Programme: Queen Ethelburga's

Home Tuition Hours per week _____ Location _____

Course Start date _____ Course Finish date _____ No. of weeks _____

What is your level of English?

Beginner Elementary Lower-intermediate Intermediate Upper-intermediate Advanced

Have you studied with Regent before? No Yes Where? _____ When? _____

3. Medical and Travel Insurance

You must have Medical and Travel Insurance if you book a course with us. Please send us proof that you have adequate cover.

I have arranged my own insurance and have attached proof of alternative cover.

4. Calculating your fees

I would like to pay the full fees now. I would like to pay the deposit of £300 now and the full fees 30 days before the course starts.

Course fee (includes accommodation) _____

Special transfer fee or Home Tuition transfer fee _____

Documents sent by courier fee (£45) _____

Total cost _____

5. Payment Method

Cheque (€ Sterling only) drawn on a British Bank made payable to The Language school company Ltd. Please write the student's name on the back of the cheque.

Credit card Visa Mastercard Debit Card Bank Transfer Regent's Representative

I hereby authorise Regent to charge the deposit of £300 to my card

I hereby authorise Regent to charge the balance of £_____ to my card 30 days before the course starts

I hereby authorise Regent to charge the full amount of £_____ to my card now

Card number Security code (last 3 digits on reverse of card)

Valid from Expiry date Name of cardholder _____

Address of cardholder _____

Signature of cardholder _____

6. Your Agreement and Signature

I agree to the use of my child's personal information, including health and religious or dietary requirements, set out in the terms and conditions. Yes No

I give permission for photographs of my child to be used in marketing material by Regent Young Learners Yes No

I agree that you can send me occasional information about Regent Young Learners courses and services. Yes No

I have received and understood the Terms and Conditions. I certify that all the information given by me in this enrolment form is accurate and complete. A parent or guardian must sign this form. In doing so the parent or guardian agrees to the Terms and Conditions.

Signature of parent or guardian _____

Date _____

7. Regent Representative

EF Ukraine LLC

01021 Kyev

Ukraine

Tel: +380 44 253 0348

E-mail office@ef-ukraine.com

Junior Medical and Travel Form

1. Personal Details

Family Name _____

Age _____ Date of Birth (dd/mm/yy) _____

First Name _____

Male Female Regent school _____

2. Medical Details

Do you suffer from any disability or illness? Yes No _____
Have you recently had an operation? Yes No _____
Are you taking any medicine? Yes No _____
Are you allergic to anything? Yes No _____
Do you have any special dietary needs? Yes No _____

If 'Yes' to any question, please give details

3. Authorisation

Daytime Yes No No child under the age of 16 is allowed out unsupervised. Students who are 16 years old and above have the opportunity to go shopping in small unsupervised groups (minimum 3 students per group). This is also possible for up to 2 hours on trips and visits. Students will be required to sign out and back in again when they go out in unsupervised groups. I agree to the above.

Evening – No student is allowed out unsupervised in the evening.

4. Transfer Details

Please complete A, B or C below:

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Arrival dates for free transfer

Box Hill 03/7, 17/7, 24/7, 31/7, 07/8
Repton 10/7, 24/7
London 03/7, 17/7, 24/7, 31/7
Queen Ethelburga's 03/7, 17/7, 24/7, 31/7
Scanbrit 19/6, 26/6, 03/7, 10/7, 17/7, 24/7, 31/7

Departure dates for free transfer

Box Hill 16/7, 23/7, 30/7, 06/8, 13/8, 20/8
Repton 23/7, 30/7, 06/8
London 16/7, 23/7, 30/7, 13/8
Queen Ethelburga's 16/7, 23/7, 30/7, 13/8
Scanbrit 02/7, 09/7, 16/7, 23/7, 30/7, 06/8, 13/8

A. Free arrival transfer

(Flight arriving between 11.00–19.00 on arrival day as specified above). Met at airport and driven to course centre.

London Heathrow London Gatwick
 Manchester (Queen Ethelburga's and Repton only)
Terminal no. _____
Date of arrival _____ Arrival time _____
Flight no. _____ From _____
Special requirements _____

A. Free departure transfer

(Flight departing between 13.00–19.00 on departure day as specified above). Met at course centre and driven to airport.

London Heathrow London Gatwick
 Manchester (Queen Ethelburga's and Repton only)
Terminal no. _____
Date of departure _____ Departure time _____
Flight no. _____ To _____
Special requirements _____

B. Special arrival transfer

(Available at extra cost for arrivals on dates and times NOT listed above). Met at airport and driven to course centre.

London Heathrow London Gatwick
 Manchester (Queen Ethelburga's and Repton only)
Terminal no. _____
Date of arrival _____ Arrival time _____
Flight no. _____ From _____
Special requirements _____

B. Special departure transfer

(Available at extra cost for departure on dates and times NOT listed above). Met at course centre and driven to airport.

London Heathrow London Gatwick
 Manchester (Queen Ethelburga's and Repton only)
Terminal no. _____
Date of departure _____ Departure time _____
Flight no. _____ To _____
Special requirements _____

C. Independent arrival

(Not arranged by Regent)
Date of arrival _____ Arrival time _____

C. Independent departure

(Not arranged by Regent)
Date of departure _____ Departure time _____

We cannot guarantee to meet you at the airport unless this form arrives at least 14 days before your course starts.

5. Signature of Parent or Guardian

Name _____ Signature _____ Date _____

Please mail or fax the completed form to the following address: Regent Young Learners, OISE House, 38 Binsey Lane, Oxford, OX2 0EY, UK
Tel: +44 (0) 1865 258316 Fax: +44 (0)1865 244696 Email info@regent.org.uk (or to our local representative).



Conduct of Students 2011

All students must follow the rules of each course, and while in England must respect the law. Regent will not accept bad behaviour from students.

- Respect the school property. Students who cause damage will have to pay the full cost of replacement or repair. Setting off fire alarms and fire extinguishers are considered serious offences.
- Respect the members of staff and other Regent students at all times.
- To make the most progress possible, students are expected to attend every lesson. Attendance is recorded every lesson, and absence from a class will be reported to the Academic Manager.
- Regent may expel any student for behaviour which is unacceptable, including unsatisfactory attendance. In such cases fees will not be returned and the student will have to pay any additional travel or other costs.
- Students whose attendance puts them in breach of visa regulations (80% attendance) will be reported to the UK Home Office.
- Students are not allowed off site in the evenings, and are only allowed off site in small groups at other times at the Centre Manager's discretion, providing a Permission Form signed by a parent/guardian has been received at Head Office.
- Regent reserves the right to issue disruptive students with a warning letter and, if there is no improvement in behaviour, to send them home at their parents' expense.
- Regent further reserves the right to send home without a warning letter any student committing a serious offence, especially one involving the police and to include the following: theft, smoking in Regent buildings, the possession of, purchase of or consumption of alcohol or illegal drugs.
- It is illegal for anyone under the age of 18 to buy alcohol.
- It is illegal for anyone under the age of 18 to buy tobacco products.
- It is Regent policy to send a student home immediately if they break the law.

As a Regent student I have read and understand the above and agree to adhere to the code of conduct.

Signed (Regent Student):.....