



**For office use only**  
 Student reference:  
 Agent code:  
 Agent stamp:

# Registration form 2010/2011

Please read our terms and conditions before completing this form. Write clearly in BLOCK CAPITALS and use black ink. Please post or fax this form to us. Photocopies are acceptable. Please photocopy for your own records.

## Student information

Student's family name(s): .....

Student's first name(s): ..... Student's informal name(s): .....

Date of birth: Day                      Month                      Year                      Male  Female

Nationality: ..... First language: ..... Religion: .....

## Visa information

Type of visa: None  Child Visitor  Tier 4 Child Student  Other  please specify: .....

Passport number: ..... Passport expiry date: .....

## Educational information

Name and address of current school: .....

.....

.....

Principal / Head teacher: .....

Language of instruction at current school: .....

What is the student's level of English?\*

**Elementary** (Can use a limited range of English, sufficient for basic everyday needs)

**Intermediate** (Can use a moderate range of English, sufficient for most practical needs and conversations)

**Advanced** (Can use a wide range of English with proficiency approaching that in your first language)

\*If the student has evidence of a recent IELTS test score, please include it when sending this form

Please outline the student's educational goals: .....

.....

Please outline the student's interests and any artistic, dramatic, musical or sporting achievements: .....

.....

## Programme information

Please choose the programme you wish to apply for:

**Lower school (age 12-14)**

Month of entry: September  January  April

Duration: 1 term  2 terms  3 or more terms

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Termly fees (2010/2011): £8,600

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**Upper school (age 14-16)**

GCSE programme: 2 years  5 terms  1 year

Pre-IB year: ..... 1 year

1 and 2-year programmes start in September. 5-term GCSE starts in January.

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Termly fees (2010/2011): £8,600

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**Sixth form college (age 16-19)**

A-level programme: ..... 2 years

A-level development year: ..... 1 year

Both programmes start in September.

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Termly fees (2010/2011): £8,932

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**Intensive summer preparation programmes**

GCSE preparation: 4 weeks  5 weeks

A-level / IB preparation: 4 weeks  5 weeks

Both programmes start in August and include 4 weeks of academic preparation. The 5-week option includes an extra week of English and activities.

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Programme fees: £3,300 (4 weeks) / £3,925 (5 weeks)

# Section two – Bell Bedgebury International School registration form

Student's family name:

Student's first name:

## Parent information

Father's title and full name:

Mother's title and full name:

Correspondence address:

Correspondence address (if different):

Postcode:

Postcode:

Telephone: (including international dialling code)

Telephone: (including international dialling code)

Mobile: (including international dialling code)

Mobile: (including international dialling code)

Email:

Email:

Occupation:

Occupation:

## Guardianship

Students should normally have a guardian in the UK. If this has already been arranged, please give full details here:

Guardian's full name:

Address:

Postcode:

Telephone:

Mobile:

Email:

## Parent/guardian authorisation

The following MUST be completed.  
Bookings cannot be accepted without authorisation.

- We agree to accept the terms and conditions of Bell Bedgebury International School.
- We certify that the named student has not been dismissed or removed from any school on account of misconduct.
- We understand that registration does not constitute the offer of a place at the school.
- We understand that we must give one full term's notice, or pay one full term's fee in lieu of notice, if we wish to withdraw the named student from Bell Bedgebury International School.
- We understand that full medical details, including vaccination dates, must be supplied before the student enters the school.
- We agree to pay a deposit on acceptance of a place at the school, along with a non-refundable registration fee of £80.

Signature:

Name (IN BLOCK CAPITALS):

Date:

Occasionally we will send information about promotions or services that may be relevant to you. If you do not wish to receive this information please tick here

Occasionally we photograph or film activity at our centres.

These photos/film footage are used for promotional purposes.

If you do not wish your child to be photographed/filmed please tick here

## Organisations submitting this form on behalf of the parents should complete this section

Organisation:

Address:

Postcode:

Telephone:

Email:

I confirm that the information supplied is true to the best of my knowledge.  
I have explained the requirements regarding notice of withdrawal to the parents.

Signature:

Position:

Name (IN BLOCK CAPITALS):

Date:

### CHECKLIST

- I have completed both sections of the registration form
- I have signed and dated this page of the form

### I have also attached/sent:

- A photocopy of the student's passport
- A recent school report translated into English
- An IELTS test score (if available)



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## Payment form

**Please read our terms and conditions before completing this form.** Write clearly in BLOCK CAPITALS and use black ink. Please post or fax this form to us. Photocopies are acceptable. Please photocopy for your own records.

Student's family name:

Student's first name:

### How will you pay your fees?

I wish to pay the total fees now (including registration fee and deposit)  (please complete payment details section)

**OR** I wish to pay the non-refundable registration fee of £80 plus my deposit of £1000 (term-time courses) / £150 (summer courses) now and the balance of payment six weeks before my course begins  (please complete payment details section)

I will then pay the balance of my fees by: Credit card  Bank transfer  Cheque

### Contact details

In case of queries with your payment, who should we contact?

Name:

Telephone:

Email:

### Payment details

#### Credit/Debit Card

Visa / Mastercard / Maestro / AMEX (circle as appropriate)

Card number:

Expiry date:

Issue number (Maestro only):

Cardholder name:

Cardholder signature:

Cardholder address:

#### Bank Transfer

I have arranged a bank transfer

I have attached a copy of the transfer documents

**Barclays Bank, Bene't Street, PO Box 2, Cambridge CB2 3PZ, UK**

Bank sort code: 20 17 19  
Bank account number: 90073806  
Reference: The Bell Educational Trust Ltd  
IBAN code: GB02 BARC 2017 1990 0738 06  
Swift/BIC code: BARC GB2103J

**Please quote the student's first name, family name and Bell Bedgebury International School reference on the transfer documents.**

Bell Bedgebury International School is not responsible for your bank charges. Please inform your bank that you will pay all bank transfer charges. You must pay in the currency indicated on your invoice.

#### Cheque (UK only)

I enclose a sterling cheque

Please make cheques payable to **The Bell Educational Trust Ltd**. All cheques must be in pounds sterling.

# Terms and conditions

Information is correct at time of going to print but may be subject to change.

Please note that once your registration has been accepted by Bell Bedgebury International School, the following terms and conditions apply.

## Fees

Prices are correct at time of going to print and are subject to change without notice.

### Fees include:

- All course tuition
- Use of library/study facilities including complete access to audio, DVD and video libraries, all practice and test materials, books and stationery, and free internet/email access
- Extra-curricular activities including regular study tours plus weekday and weekend activities and clubs
- Use of sports and social amenities
- Pastoral and academic advice and support from school staff
- Accommodation and all meals
- Travel insurance
- Deposit (summer programmes)

### Fees do not include:

- Additional trips and activities outside the planned extra-curricular programme, or entrance fees to tourist attractions unless specified
- Specialist or individual lessons
- Airport transfers – these can be arranged at an additional cost
- Exam entrance fees
- A non-refundable registration fee of £80
- Deposit (term time programmes)

We reserve the right to change course arrangements and prices if necessary. Please note that all courses are run subject to demand. Once the course has started, we reserve the right to move students to another class more appropriate for their language level.

## Payment of fees

### Term time programmes

- Once you receive the offer of a place at Bell Bedgebury International School, the non-refundable registration fee of £80 and deposit of £1000 must be sent with the acceptance form in order to guarantee the child's place.
- Full fees must be paid at least six weeks prior to the start of term.
- Incidental expenses (e.g. sports equipment and exam fees) will be invoiced at the end of each term.

### Summer Preparation programmes

- Once you receive confirmation that a place is available, the non-refundable registration fee of £80 and deposit of £150 must be sent in order to guarantee the child's place.
- Full fees must be paid at least six weeks prior to the start of the course.

## Cheque or bank transfer payments

- Please ensure that the student's name and booking reference is on all cheques or bank transfer documents.
- If you are paying by bank transfer, please send us a copy of the bank transfer documents. Bell Bedgebury International School is not responsible for your bank charges.
- We cannot guarantee to hold a place unless we receive full fees six weeks prior to the start of the term or course.

## Exam entrance

Tuition prices do not include exam entrance fees. A valid passport will be required for exam entry. National Identity cards will not be accepted.

## Changes to your booking

There will be a £70 administration charge for any changes to the original application, with the exception of extensions to your studies.

## Cancellation policy

In all cases of cancellation prior to the start of the course, the registration fee of £80 will not be refunded. For cancellations less than eight weeks before the course starts, neither the registration fee nor the deposit will be refunded.

## Termination policy – term time programmes

In all cases of cancellation after the start of the course, notice of early departure must be submitted in writing by the child's parent or guardian. One full term's notice will be required (where notice is given after a term has started, the notice period will begin from the start of the following term). Any outstanding fees remaining after the notice period will be returned minus a £70 administration charge. The £1000 deposit will be refunded minus any outstanding sums of money for incidental expenses (e.g. examination fees or damage to property).

## Flight arrangements

We recommend that you do not book your flights until your booking is confirmed.

## Insurance

Travel insurance is included as part of the student's fees:

For details of the insurance policy visit:  
[www.bedgeburyschool.co.uk/insurance](http://www.bedgeburyschool.co.uk/insurance)

Please note that Bell Bedgebury International School cannot be held responsible for the loss or theft of personal property.

## Entry requirements

All students must be at least 12 years old on 31 August of the year of entry into Bell Bedgebury International School. For entry into the one-year GCSE programme, all students must be at least 15 years old on 31st August of the year of entry and must also have a minimum IELTS level of 4.5 (or equivalent). If the student does not have

an IELTS score, he/she will need to take an entry test so that we can independently assess the level. All completed registration forms must be accompanied by an officially translated school report (including conduct reference).

## Medical information

- Bell Bedgebury International School cannot accept students unless we have parental consent to act on your behalf in the case of a medical emergency.
- You must inform us of any specific information which is not included on the registration form, but which applies to your child.
- We regret that any child arriving with a serious medical condition not previously reported, or which requires regular staff supervision, may be sent home with no refund of fees.

## Privacy policy

By signing the registration form you are agreeing to the storage and use of the information you supply for the purposes of Bell Bedgebury International School only. We will not pass your details on to any other organisation or third party. Photographs of children may be taken during their stay with us for use in promotional materials, such as brochures and the website. Please indicate on the registration form if you are unhappy for your child's photograph to be used for these purposes.

## School rules

Bell Bedgebury International School has rules which all students must abide by during their course. A full set of these will be sent with the joining instructions. Non-adherence to these rules may result in a child being sent home without any refund of fees.