



REGISTRATION & PARENTAL CONSENT FORM

Explore London Experience 2010

June 26 – July 18, 2010

Student Details

Family Name	Given & Other Names
Age	Date of Birthdd/.....mm/.....yy. Male <input type="checkbox"/> Female <input type="checkbox"/>
Email address	Mobile /cell phone
Nationality	Passport / Identity Document Number
If you are applying for a Child Visitor Visa you MUST also give the following information	
Child's Place of birth Country of birth	
Passport Issue date Expiry date Place of issue	

Emergency contact details while child is in the United Kingdom

Name	Relationship to child
Address	
Email	Telephone Number

Language Information

Child's first language	Other languages spoken	
My son / daughter has studied English in school for years.		
My son / daughter has studied English privately for years.		
I think his /her level is:		
Elementary	Pre-Intermediate	Intermediate
High Intermediate	Pre- Advanced	Advanced

Medical Information

<p>For the safety of all students and so we may provide proper care for them, it is essential that parents / guardians make us fully aware of any medical or psychiatric conditions their child is being or has been treated for. We reserve the right to refuse enrolments from students we feel will not be able to fully participate in our Explore London Experience programme. If we are not told in advance about a student's physical or mental</p>
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condition we reserve the right to exclude that student from our programme.	
Date of your child's last tetanus vaccination	
Does your child take any regular medication which s/he will bring with him/her? Yes / No If yes, please give details	
Does your child suffer from any serious illnesses, allergies or behavioural problems? (e.g. asthma, diabetes, epilepsy, nut allergy, panic attacks, etc.) Yes / No If yes, please give details	

Medication

In the case of minor pain or illness such as headache, mild cold or sore throat, do you agree to your child being given non-prescription medicine such as aspirin, paracetamol, cough medicine or throat pastilles? Yes / No

Emergency Hospital Treatment

In the case of a medical emergency, every effort will be made to contact you, the child's parents / guardians as quickly as possible. If your child needs an emergency operation do you give permission for the Course Director or Principal to sign the necessary consent form? Yes / No

Food and dietary needs

Students are provided with a balanced diet including choices at every meal. Special diets can only be catered for if known about in advance.	
Does your child require a special diet? If yes, please give details	Yes / No
Is your child allergic to any foods If yes, please give details	Yes / No
Has your child ever suffered from an eating disorder (such as Anorexia or Bulimia)? If yes, please give details	Yes / No

Swimming

Students may go swimming as part of our activity programme. If they do, they will be accompanied by our staff members & there will be qualified lifeguards at the swimming pool.	
Can your child swim 50 metres or more?	Yes / No
Do you give your permission for your child to go swimming with the school?	Yes / No

Travel Insurance

If you are purchasing insurance in your country please give details here or send the details when available.	
Name of Insurance Company / Policy	Policy Number
Other details including excess amount to be paid (if relevant)	

Conditions of enrolment

1. **All school fees are payable in full in advance.** A deposit of 250 GBP should be paid at the time of booking. The deposit is non refundable if a student subsequently decides to withdraw from the course.
2. The remaining fees including bank charges must arrive in the Excel English bank account a minimum of 2 weeks before the student's arrival. Where fees have not been paid in full 2 weeks before the start of the course, the student will NOT be admitted to the course.
3. Fees are only refunded in exceptional circumstances at the discretion of the school and in the form of a student credit only.
4. Visa & Passport applications are the responsibility of the parents / guardians of the student. Where visa applications are refused, school fees will be refunded only upon presentation of the British Embassy refusal letter. The school will charge an administration fee of £100 for any student refused a visa.
5. The school is committed to safeguarding the students while they are participating in the course and reserves the right to discipline any students who do not abide by the Code of Behaviour.
6. By enrolling the student on the Explore London Experience, parents or legal guardians agree that the student will abide by the letter and spirit of the Code of Behaviour at all times.
7. The school may arrange for photographs to be taken during the course for publicity purposes. Parents or legal guardians are assumed to have given permission for photographs of their child / children to be used unless they inform the school in writing that permission is refused.
8. The parents or legal guardians of a student causing accidental or deliberate damage will be charged the full repair or replacement cost.
9. Students will be told to leave the programme in the event of serious misconduct and fees will not be refunded. In such circumstances, the school will arrange for the student to be booked on the earliest return flight. Any additional costs must be borne in full by the parents.
10. All books and materials belonging to the school must be returned before a leaving certificate can be issued.
11. Parents / guardians must give one calendar week's notice if a student must withdraw early from a course. Fees are not refundable.
12. All appeals against disciplinary measures and all complaints must be made in writing to the Principal.

I agree to abide by the Conditions of Enrolment. I am responsible for the payment of all fees for the above named student and agree to make full payment before the course begins. I agree and consent to the participation of my child in the school programme and supervised activities inside and outside the school premises which are part of the programme and which include travel on public transport.

Parent / Guardian Signature

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Date

..... dd / mm / yy

Code of Behaviour

We have compiled guidelines and a Code of Behaviour to ensure that the experience of all our students is a positive one. Our Explore London Experience staff are also provided with guidelines clearly setting out their responsibilities and obligations. They are required to report to the Course Director any refusal to comply with the Code of Behaviour which may affect any student's safety or enjoyment.

- Attendance at lessons is compulsory
- Participation in all excursions and in all activities is compulsory
- Teachers, activity staff, group leaders and other students should be treated with respect at all times.
- Bullying (i.e. aggressive or threatening behaviour towards other students, whether verbal or physical) will not be tolerated under any circumstances.
- Students must give their mobile (cell) phone numbers to the Excel English staff on arrival.
- Mobile phones must be switched off during class time.
- Smoking is not permitted in any of the Explore London Experience buildings or in any other public buildings or places.
- Sports centre rules must be strictly observed.
- Bedrooms should be kept tidy.
- Room keys are the responsibility of the student and if lost the cost of replacement will be charged to the student.
- Excel English does not accept any responsibility for the loss, damage or theft of any personal belongings, including money, not in its direct care.
- Chewing gum is not permitted in the residence or college.
- Food and drink may not be consumed in the classrooms or bedrooms.
- Students causing accidental or deliberate damage to buildings or equipment will be charged the repair or replacement cost in full.
- If we are unable to identify the person who has caused damage in a communal area, the cost of the damage will be split between all users of that area.
- Students must be careful not to endanger themselves or others in the residence or at the college or on outside excursions. Students must not push each other on the stairs or slide down banisters.
- Fire escapes, fire equipment and fire alarms are for emergency use only. They must not be used at any other time. It is illegal to cause fire alarms unnecessarily in the UK and strictly forbidden to misuse fire extinguishers. Any incidents involving false alarms or interference with fire safety equipment will be taken very seriously and may lead to a heavy fine and the student(s) involved being sent home.
- Students are housed in single sex apartments. Students may not visit friends of the opposite sex in their apartment.
- Students found indulging in sexual activity will be required to leave the course immediately.
- Students may not leave the residence or the college under any circumstances unless they are on organised visits and excursions, accompanied by members of Excel English staff. If a student leaves the premises without a member of staff, he / she will be sent home.
- Students MUST remember to pay for anything obtained in a shop, café, etc.
- Any student caught stealing will be required to leave the programme immediately and the police will be informed. Further action by the police will be at their discretion.
- If a student is found to have in his/her possession or in his/her room, any alcohol, illegal drug or other substance prohibited by the law, the police will be informed and the student will be required to leave the programme immediately. Further action by the police will be at their discretion.
- If a student is sent home for any reason no refund of fees will be made and all fines and all costs including airline tickets will be charged to the parents or agency of the student concerned.