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APPLICATION FOR ENROLMENT

FAMILY NAME: FIRST NAMES:.....

Date & Place of Birth..... Age:..... Nationality:..... Male Female

HOME ADDRESS:.....

EMAIL ADDRESS: TELEPHONE N°:

Have you any health problems or allergies? Yes No It is very important that this question is answered and If "Yes"

please give details:.....

Hobbies & Interests:

How long you have studied English:.....years. Present standard of English: Very little Fair Good Very Good

Have you attended one of our Courses before: Yes / No. If yes, which yearand which Centre:.....

Please enrol me on your: Young Adult Course Commencing:ending:for..... weeks (Held at Hertford in July & St. Hugh's Maplethorpe in August)

Please enrol me on your: Junior Course Commencing:ending:for..... weeks (Held at St. Hugh's College in July & August)

Young Adult Course residential accommodation is provided in single rooms (en-suite in August). Option: If available I would prefer

twin room accommodation

Junior Course residential accommodation is provided in single or twin rooms as available Options: If available I would prefer

single room twin room

En-Suite room (supplement £85 per week)

Residential Accommodation is not required: (Students who are not resident will need to provide their own packed lunch)

Arrival Transfer Required: Yes No

If yes please complete the following:

Arrival Date:Flying from:

Arrival Time:Airline/Flight No:

Arrival Airport:Terminal No:

Unaccompanied minor service: Yes No

Departure Transfer Required: Yes No

If yes please complete the following:

Departure Date:.....Flying to:

Departure Time:Airline/Flight No:.....

Departure Airport:.....Terminal No:

Unaccompanied minor service: Yes No

If you are unable to provide flight information at the time of booking, please ensure that we receive it no later than six weeks before the commencement of your course; otherwise we cannot guarantee making the transfer arrangements.

To reserve your place on our course please enclose a non-refundable deposit of £205 (£150 + £55 Registration Fee) with this enrolment form please note that by signing this form you confirm that you have read and accept all our Terms and Conditions of enrolment and the General rules for all students.

Signature:

Date:

TERMS AND CONDITIONS

PLEASE READ THESE NOTES CAREFULLY

RESERVING YOUR PLACE

When you have completed your Enrolment Form, please return it to us with your deposit of £150. This deposit reserves your place on the course at the College of your choice and is deducted from your course fees.

PAYMENT OF FEES

The full course fees must be paid eight weeks prior to the commencement of the course. Failure to pay on time may result in the loss of a place on the course and loss of deposit. Payment should be made by Bank Transfer and **PLEASE NOTE THAT ALL BANK CHARGES** must be paid by you, if not it may mean that there is a balance to pay when you arrive. We reserve the right to refuse admittance to our courses to any student whose fees have not been paid in full.

Payments should be made through:

BARCLAYS BANK plc
Wantage Branch (sort code: 20-90-91)
P O Box 49
Wantage
Oxon
OX12 8HX

To Credit the account of:

M M OXFORD STUDY SERVICES LTD.
ACCOUNT NO: 40287903 – Sort Code No. 20-90-91
IBAN – GB76 BARC209091 40287903
Swift Code: BARC GB 22

CONDITIONS OF ENROLMENT

1. The deposit must be paid before we can reserve a place for you on a course.
2. All fees must be paid in advance and we reserve the right to refuse admittance to our courses to any student whose fees have not been paid in full.
3. In the event of poor attendance, attitude or behaviour we reserve the right to terminate a student's course.
4. Travel and medical insurance is included with the course fees, however we strongly advise that you check the schedule provided and take out additional cover where you feel it is necessary, before arrival as MM Oxford Study Services does not accept any responsibility for any short fall in the cover provided.
5. Students must agree to abide by all rules and regulations.
6. Photography & Videos: MM Oxford Study Services often take photographs and videos of its activities for brochures and advertising materials, if you do not wish your son or daughter to be photographed/videoed, please inform us in writing prior to the commencement of their course

CANCELLATION

1. If you have to cancel more than six weeks prior to the commencement of the course, all fees less deposit and Registration Fee will be refunded.
2. If you have to cancel between 6 to 4 weeks prior to the commencement of the course, 50% of the course fee will be refunded.
3. If you have to cancel between 4 to 2 weeks prior to the commencement of the course, 25% of the course fee will be refunded.
4. If you have to cancel within 2 weeks of the course commencement or any student does not turn up the all fees are non-refundable.
5. Should there be a need to shorten or cancel a course, either before or after it's commencement arising from or attributable to acts, events, omissions or accidents beyond MM Oxford Study Services control – a "Force Majeure Event" – there will be no refund of fees except at the schools discretion and only in exceptional circumstances.

CONFIRMATION: Once we receive your Application Form and deposit payment we will send you a LETTER of CONFIRMATION together with your invoice showing the balance due for your course fees.

GENERAL RULES

Please read these rules carefully. If you need assistance understanding them please ask at the Social Committee Office. Anyone who doesn't abide by these rules could be asked to leave the course and return home at their own/their parents' expense

- **Attendance:** It is compulsory to attend all classes and meetings. Students must be punctual for all classes and organised events.
- **Responsibility:** Students must act responsibly at all times. Bad behaviour will not be tolerated. If bad or anti-social behaviour persists after warnings, or if students are found in possession of forbidden substances, their stay will be terminated and they will be asked to leave the course and sent home at their own/their parents' expense. It is forbidden for students to invite anyone onto the college premises.
- **Consideration:** Everyone should be understanding and considerate of their fellow students; students are from many different countries and cultures. Different does not mean bad or inferior. Mobile phones must be switched off during class, if not they will be confiscated.
- **Name Badges & Lanyards:** These are issued on arrival and must be worn / visible at all times when in college. You will not be allowed to collect meals without them.
- **Meal Times:** Remember to stand in line quietly when waiting for meals and be polite to college staff at all times.
- **Quods & Gardens:** Please do not leave litter anywhere in the centres, do not play ball games and/or tread on any flowerbeds or the grass in Old Building Quod in the Hertford centre.
- **Smoking** is not allowed anywhere on the premises at St. Hugh's and only outside in the Holywell Quod at Hertford.
- **Alcohol** is not allowed on the premises at either of our centres
- **Caution Money:** Refundable caution money of £50 (or €60) will be collected from each student on arrival. Students are responsible for any physical damage to property or persons and for any additional costs incurred which are related to their actions. All such charges are payable prior to departure. **Do not play with the College firefighting equipment - anyone found doing so will automatically be fined £50.** For Young Adults Any student under 18 years of age, found out of their staircase after 23:00 will lose their caution money and be required to pay a further £50 caution money before continuing with the course. For Juniors Any student found out of their room/staircase after 23:00 will lose their caution money and be required to provide replacement caution money of £50 before continuing with the course.
- **Juniors - Going Out:** Students may go into Oxford in the afternoon until 18:00 provided that:
 - (a) there are at least three of you **and**
 - (b) you sign the book in the Social Committee Office before you leave and again on your return **and**
 - (c) that the school **has not received instructions** from your parents to say that they would prefer you not to leave the College unsupervised.
- **Young Adults - Going Out:** If you are under 18 years of age and wish to go out, after 19:00 you may do so, provided that:
 - (a) there are at least two of you **and**
 - (b) you sign the book in the Social Committee Office before you leave and again on your return **and**
 - (c) you return to College by 22:45 **and**
 - (d) the school has not received instructions from your parents to say that they would prefer you not to leave the College unsupervised.
- **Bedtime - Juniors:** 22:30 No student should be out of his or her accommodation block after this time. There must be no noise after 23:00.
- **Curfew - Young Adults:** Students who are under 18 years of age are not permitted to be out of College premises and must be in their own staircases after 23:00. Regular checks are made. Any student under 18 years of age found out of their staircase after 23:00 will lose their £50 caution money. Students who are over 18 are requested to return to College by 24:00 and not make any noise when they do return. There should be no noise at any time, particularly after 23:00.
- **Valuables:** We cannot accept any responsibility for money or valuables but we strongly recommend that you allow us to keep any valuables you may have in the safe. Access is available on Tuesdays and Fridays between 13:30 and 14.00. Please remember to collect all valuables from the safe on the Friday prior to your departure.
- **Cycling:** For their own safety, students under 18 years old are not allowed to hire a bicycle whilst in Oxford. If any students over 18 wish to hire bicycles, they must go to the Social Committee to be instructed on the Highway Code.
- **Departure:** Rooms must be vacated by 09:00 on the day of departure, whatever the time of your flight. Storage for luggage is always provided, and a room will be provided to change in, if necessary