

INDIVIDUAL BOOKING FORM

Please fill out a separate booking form for each child

CHILD'S DETAILS

Family name: _____ First name: _____

Male/Female: _____ Nationality: _____

Date of birth: _____ Age: _____

First language: _____ Knowledge of English: ☐ Beginner ☐ Elementary
☐ Intermediate ☐ Advanced

PARENT'S/GUARDIAN'S DETAILS

Title: _____

Surname: _____ Forename: _____

Address: _____

Tel: _____ Fax: _____

Email: _____ Mobile: _____

Emergency contact name: _____

Address: _____

Tel: _____ Mobile: _____

COURSE DETAILS (please tick):

☐ **Week 1** 5th - 12th July ☐ **Week 2** 12th - 19th July ☐ **Week 3** 19th - 26th July

Prices: Places may be booked in multiples of whole weeks (a 10% discount will be made in respect of any child whose elder sibling attends NPILC for the same weeks, based on a minimum of a 2 week booking).

1 week = £805* **2 weeks** = £1480* **3 weeks** = £2155* *prices include transfer

Number of weeks booked: _____

TRANSFERS:

We offer a free transfer service from Gatwick, Heathrow and Ashford Eurostar on specific dates/times.

We are happy to provide transfers outside of these dates and times, but these will incur an additional charge.

You will be sent a separate travel form to complete once your booking has been confirmed.

A: TOTAL COST OF COURSE: £ _____

OPTIONAL SPORTS:

☐ Horse Riding* (2hr lesson per week) = £38.00

*An initial one-off assessment lesson is required at an additional cost of £16.50. This is a mandatory requirement.

☐ Golf lesson (1hr lesson per week) = £45.00

B: TOTAL COST OF OPTIONAL SPORTS: £ _____

TOTAL AMOUNT PAYABLE: (A + B) = £ _____

T-SHIRTS: T-Shirt size (please specify) ☐ 7-8 years ☐ 9-10 years ☐ 11-13 years ☐ 14-15 years

MEDICAL FORMS: ☐ I have completed and attached the required Medical forms

INSURANCE DETAILS:

All students must have Medical and Travel insurance and will need to bring copies of their insurance with them.

Please refer to Clause 9 of the Terms and Conditions.

PAYMENT:

A non-refundable deposit of £300 GBP to be paid on booking.

Final payment: You will be sent a final invoice (which will include any transfer fees if applicable) which must be settled by 31st May 2015.

☐ I instruct my bank to make the transfer of £300 GBP

I understand that any charges incurred for the transfer are my responsibility.

Bank name: HSBC, 9 Rose Lane, Canterbury, Kent CT1 2JP
Account Number: 81750151
Sort Code: 40-16-11
Account Name: Northbourne Park School Limited
Swift Code: MIDLGB2113W
IBAN Number: GB23MIDL40161181750151
Reference: NPILC + child's FULL name (example: NPILC John Smith)

☐ I enclose a cheque for the non-refundable deposit of £300 GBP

☐ I agree to pay the balance of the fees by 31st May 2015

The information I have supplied above is correct.

I have fully read and understood the booking terms and conditions and agree to them. ☐ (please tick)

Signed: _____ Date: _____

Please return this form to: Northbourne Park International Language Centre, Northbourne Park School, Betteshanger, Deal Kent. CT14 ONW. UK

Terms and Conditions.

1. All bookings are subject to availability.
2. Places will only be confirmed on receipt of cleared funds for the deposit and properly completed and signed booking form.
3. Our contract with you starts when we write to you to confirm the booking. We will include an invoice for the amount payable.
4. Places may be booked in multiples of whole weeks.
5. The deposit fee is non-refundable and is required before we will be able to confirm your booking. The balance of payment must be received by 31st May 2014. Students booking after 31st May must send full payment on registration.
6. The balance can be paid either by cheque or bank transfer. All payments must be in pounds sterling. If payments are not received in full due to bank charges or the rate of currency conversion, the booking will be cancelled and cancellation charges will apply. See clause [15] below.
7. If payment is made by bank transfer, the transfer should be identified by student name and NPILC invoice number. Bank handling fees are to be paid by you.
8. The booking of a place is regarded as evidence of acceptance by parent or guardian of all our conditions in their own right and on behalf of the Student.
9. Students will need to show, on arrival, proof of adequate Medical and Travel insurance.
10. Students at NPILC are expected to comply with the rules of the Centre, as amended from time to time and are provided on arrival and or on request, which form part of our contract with you. We reserve the right to require the immediate removal of any child whose behaviour is unacceptable and parents or guardians will be liable for any additional cost incurred.
11. Students are expected to attend all meals, classes, activities and excursions unless given permission not to by the Course Director.
12. Students are expected to be fit and in good health and capable of taking part in the activities advertised. We do not accept responsibility for any loss of, or damage to, any property belonging to students attending the school. We do not accept responsibility for any loss or expense due to delays in public transport, weather, quarantine, sickness, strike, riot or any other cause. We do not accept responsibility for any injury or loss of life to any participant, except in so far as any injury or loss of life is caused by our proven negligence.
13. You must inform NPILC of any relevant medical information which may affect a student's health or ability to participate in the course, including any allergies and/or medication needs. You must advise us of any special dietary needs. If you do not inform us of a relevant medical condition or if the student requires regular supervision for medical reasons, NPILC may send the student home. In these circumstances there will be no refund of fees and you must pay the full cost of the student's return travel. NPILC will use all reasonable endeavours to obtain prior consent for emergency medical treatment from the parents/emergency contact. However, if we cannot make contact, then the parents/emergency contact authorise us to make a decision and give consent on treatment as recommended by a doctor (including the use of anaesthetic). If there is a health risk caused by a virus or epidemic, we will take professional/government advice. Upon receipt, we request that the parents/guardians complete, sign and return the Medical Consent Form to NPILC prior to the start of course.
14. All fees are to be paid in full before commencement of the course. Under no circumstances will children be admitted if fees have not been paid in full.
15. Cancellation of a booking for any reason whatsoever must be made in writing and takes effect from the date we receive such notice. Cancellation charges reflect the administrative costs to us, the planning costs involved in meeting the anticipated demand and the likelihood of our being able to rebook the space in the time available. They are as follows: **CANCELLATION CHARGES Before 31st May 2015 – Loss of deposit. After 31st May 2015 – 100% fees**
16. Details of the course have been published in good faith and are indicative only and not all events or activities advertised can be guaranteed. We reserve the right to make changes if necessary for the benefit of the course.
17. These conditions, the booking form and the rules form the contract between us which is subject to the exclusive jurisdiction of the English courts and the laws of England and Wales, and Terms & Conditions of Northbourne Park School.
18. The services will be supplied using reasonable care and skill. All other implied terms are excluded to the fullest extent possible.
19. Your obligations to us, include making payment as set out within these terms and conditions and providing us with all information requested by us in a timely manner, including confirmation of the insurance taken out.

We will process the data you supply to us for the purpose of carrying out our services to you. We would also like to use your data to review and improve the services we provide. We would like to use any photographic imagery for website and marketing purposes. We would like to send you other information that we think would be of interest to you. If you do not want us to do this, please let us know. We will comply with the Data Protection Act 1998 when using your data and you have a right of access to the information we hold. If you would like to exercise this right, please let us know.

Please print off and keep a copy of your booking form and the terms and conditions for your future reference.

Northbourne Park School Limited. Registered Office, Betteshanger House, Betteshanger, Deal, Kent CT14 ONW. Company No: 1490100. Registered Charity No: 280048
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