Application for Enrolment (Junior)

2022-JAFE-IND-0522

Please complete the form below, save it and email it to booking@lewis-school.co.uk.

Fields in grey need information to be input. You can press TAB to go quickly to the next field.

Please note: this form is for individual students; for group bookings, please contact us by email.

Section 1 – About You

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| **Student’s Personal Information** |
| **Family Name** |       | **Address** |       |
| **First Name** |       |
| **Date of Birth** | dd mm yyyy | **City / Postcode** |       |
| **Gender**  | [ ]  Male [ ]  Female | **Country** |       |
| **Nationality** |       | **Student’s Email** |       |
| **First Language** |       | **Level of English** | [ ]  *I don’t know* [ ]  Elementary (A1)[ ]  Pre-Intermediate (A2)[ ]  Intermediate (B1)[ ]  Higher Intermediate (B2)[ ]  Advanced (C1) |
| **Passport Number\*** |       |
| **Telephone** |       |
| **Student’s Mobile\*\*** |       |

*\*EU students can provide National ID card number if preferred. \*\*Please provide the student’s number that they will have during their stay with us.*

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| **Health –** *please see condition 9* |
| **Does the student suffer from any physical or mental health problems?**  [ ]  Yes [ ]  No  |
| If yes, please give details       |
| **Is the student currently taking any medications?** [ ]  Yes [ ]  No |
| If yes, please give details       |
| **Does the student suffer from any allergies?** [ ]  Yes - food [ ]  Yes - hay fever/pollen [ ]  Yes - pets [ ]  No |
| If yes, please give details       |
| **Does the student have any special dietary requirements, eg vegetarian, no pork, halal, vegan, coeliac\*?**  |
| [ ]  Yes (please indicate below) [ ]  No[ ]  Vegetarian [ ]  Vegan\* [ ]  No pork [ ]  Halal\* [ ]  Coeliac\* [ ]  Lactose-free\* [ ]  Other      *\*If you require a vegan, coeliac, lactose-free or Halal diet in a homestay, a charge of £25 per week will be applied* |
| **Does the student receive learning support?** [ ]  Yes [ ]  No |
| If yes, please give details       |
| *Please give details of the person(s) we should contact in the event of an* ***emergency****.* |
| **Name (1st Person)** | **Name (2nd Person)** |
| **Mobile Number** | **Mobile Number** |
| **Email** | **Email** |
| **Relationship to Student** | **Relationship to Student** |

Section 2 – Your Programme

Please indicate the centre, programme(s) and week(s) you wish to attend. Tick (✓) all that apply.

All programmes are subject to availability and minimum numbers. If your selected programme is unavailable, we will offer you a refund or an alternative - see Condition 5.

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| **Southampton (Lewis)** |
|  | 26 Jun - 3 Jul | 3-10 Jul | 10-17 Jul | 17-24 Jul | 24-31 Jul  | 31 Jul – 7 Aug |
| **junior_icon_off-peak_junior_programmes**  | **Classic Programme** Ages 11-17 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| **Winchester** |
|  | 3-10 Jul | 10-17 Jul | 17-24 Jul | 24-31 Jul  |
| **junior_icon_off-peak_junior_programmes**  | **Classic Programme** Ages 11-17 | [ ]  | [ ]  | [ ]  | [ ]  |
| **junior_icon_perfoming_arts_sq2** | **English & Theatre**Ages 11-17 |  | [ ]  | [ ]  | [ ]  |

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| **Accommodation** |
| **Centre** | **Accommodation Option (Prices in GBP per week)** |
| **Southampton**26 June – 21 August 2022 | [ ]  **Homestay\*** (£710)[ ]  **No Accommodation** (£490).  |
| **Winchester** 3 July – 7 August 2022 | [ ]  **Residential** (£755)[ ]  **No Accommodation** (£490)  |
| **New Forest** 17 July – 7 August 2022 | [ ]  **Homestay** (£720)[ ]  **No Accommodation** (£490)  |

*\*Our recommended minimum age for homestay students in Southampton is 13.*

***Homestay Information***

*If you book homestay accommodation, a non-refundable deposit of 10% of the total invoice value is payable at the time of booking to confirm the place. It is our policy for junior homestay students to share a room. This can be with students of the same or different nationality according to your wishes. Hot lunches are provided for homestay students on school days. In Southampton, homestay students are given a bus pass and our activity leaders take them to the bus stop after lessons or activities have finished. In the New Forest, homestay hosts provide transport.*

***Residential Deposit***

*If you book residential accommodation, a non-refundable deposit of £40 per night is payable at the time of booking to confirm the place.*

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| **No Accommodation Students** |
| *If the student has their own accommodation (not arranged by Lewis School), please provide details below* |
| **Name of Host** |       |
| **Address** |       |
| **Mobile Number** |       |
| **Email** |       |

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| **Dates and Extras** |
| **Arrival Date** | dd mm yyyy |
| **Departure Date** | dd mm yyyy |
| **Enrolment Fee** | 🗹 **An enrolment fee of £65 is payable for all students** |

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| **Insurance Cover -** *see https://lewis-school.co.uk/junior-useful-links/insurance-cover-junior-programmes/*  |
| *We strongly recommend that you have comprehensive insurance cover. The school can arrange this for you.* |
| **Insurance?** | [ ]  Yes, I would like to buy Insurance Cover Standard at £10.47 per week[ ]  Yes, I would like to buy Insurance Cover Private at £20.94 per week[ ]  No, thanks\* |
| **Number of Weeks** |       |
| **Start Date** | dd mm yyyy |

*\*If the Student has their own insurance, the School will ask for proof of the policy.*

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| **Taxi Transfers -** *see* [*https://lewis-school.co.uk/useful-links/airport-transfer/*](https://lewis-school.co.uk/useful-links/airport-transfer/) |
| *Would you like the school to arrange a taxi transfer to your accommodation?* |
| **Transfer on arrival** | [ ]  Yes [ ]  No | **On departure** | [ ]  Yes [ ]  No |
| **Date** | dd mm yyyy | **Date** | dd mm yyyy |
| **Flight Arrival Time** |       | **Flight Time** |       |
| **Flight Number** |       | **Flight Number** |       |
| **Arrival Airport** |       | **Departure Airport** |       |
| **Travelling from** |       | **Travelling to** |       |

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| **Important Information Regarding Air Travel – see conditions 18-20** |
| ***Flight Information****It is vital that we receive flight details for arrival and departure flights at least two weeks before the flight. If you are staying in residential accommodation, arrival and departure times can be flexible. However, if you are staying in homestay, please be aware that hosts are not always prepared to or able to accept arrivals and departures during unsociable hours, namely 22.00 - 07.00 (this refers to arrival/departure time at the homestay, not at the airport - please check the estimated transfer time on our Airport Transfer Fees document to ensure the flight time is suitable).* ***Unaccompanied Minors****If your child is under 16, please check with the airline’s regulations relating to ‘unaccompanied minors’. Different airlines have different policies and age limits for young persons. We can then ensure that we follow the correct procedures for your child’s arrival and departure. In some cases, extra costs may be incurred.****Airport Assistance Fee (Departures from UK Airports)****Many airline regulations require that children under 16 are checked in at the airport by an adult, who must accompany the child until one hour after departure from a UK airport. The School will arrange this service if the student is under 16 and taking a flight from the UK without an adult accompanying them. In this case, an airport assistance fee of £70 will be applied in addition to the taxi transfer fee.* ***Additional Requirements and Fees****Please see our airport transfer fees at* [*https://lewis-school.co.uk/useful-links/airport-transfer/*](https://lewis-school.co.uk/useful-links/airport-transfer/) |
| **Airport Assistance Required (Under 16s)?** [ ]  Yes [ ]  No |

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| **Visa** |
| *Do you need to apply for a visa before entering the UK? See* [*www.ukvisas.gov.uk*](http://www.ukvisas.gov.uk) |
| [ ]  No [ ]  Yes, Standard Visitor Visa [ ]  Yes, Short-Term Study Visa |

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| **Hobbies & Interests** |
| *For homestay students, we may use this information in placing you with your host.* |
| **Hobbies / Interests** |       |

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| **Additional Information** |
| *If you wish to provide any additional information, please use the space below. For homestay students, please provide as much information as possible about the student, as this will be helpful to us in selecting a homestay host.* |
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Section 3 – Payment & Declaration

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| **Payment Details –** *please see condition 2* |
| *Please calculate the total fees* *(programme fees + extras + taxi transfer + airport assistance + insurance + enrolment fee (£65))* |
| **Total Fees: £** |
| **Full Name for Billing** |
| **Telephone** | **Address** |
| **Email** |
| **Payment Method** [ ]  TransferMate (formerly PaytoStudy) [ ]  Bank transfer [ ]  Credit Card [ ]  Debit card |
| *Please see* [*https://lewis-school.co.uk/useful-links/how-to-pay/*](https://lewis-school.co.uk/useful-links/how-to-pay/) *for payment instructions.* |

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| **Agreement to Terms & Conditions** |
| [ ]  I have read, understood and agree to the Conditions of Enrolment.  |
| **Name (Parent/Guardian)**   | **Date** dd mm yyyy |
| **Signature of Parent/Guardian** *not required if sending by email* |

Thank you for your application. Please save this form and email it to booking@lewis-school.co.uk. As soon as we receive your form and enrolment fee, we will confirm your place and send you an enrolment letter and an invoice.

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Registered office: 33 Palmerston Road, Southampton SO14 1LL, UK.

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| ../../../../Volumes/Seagate%20Sil/Logos%20-%20partner%20organisations/Accreditation/british_council_transparent_for_teaching_o | ../../../../Volumes/Seagate%20Sil/Logos%20-%20partner%20organisations/Accreditation/English%20UK%20Member%20logo%202019/Web/Eng | ../../../../Volumes/Seagate%20Sil/Logos%20-%20partner%20organisations/Accreditation/Young%20Learners%20English%20UK/Print/Young-Learners | ../../../../Volumes/Seagate%20Sil/Logos%20-%20partner%20organisations/Accreditation/QE |  |

Conditions of Enrolment

*Conditions updated May 2022*

Please read the following terms and conditions carefully before booking. For conditions for groups, contact booking@lewis-school.co.uk. The Student’s statutory rights are not affected by the conditions below.

**1) Acceptance of enrolment**, evidenced by confirmation of the Student’s booking, will constitute a legally binding agreement, governed by English Law, for the period specified on the enrolment form.

**2) Payment**

The enrolment fee of £65 is payable at the time of booking by all individual students. In addition, a non-refundable deposit of 10% of the total invoice value for homestay bookings and £40 per student per night for residential bookings is required to confirm the place. All fees in respect of the services specified on the Application for Enrolment are due for payment in full 40 days before the starting date. If the enrolment is made less than 40 days before the starting date, then the fees are payable at the time of enrolment. Lewis School reserves the right not to provide such services in the event that all such fees have not been paid by the starting date. For payment by bank transfer, please contact us to receive our bank details. You must pay all bank charges. Please check with your bank when you make the transfer. It is essential that the student’s name and invoice number are clearly stated on the bank transfer documentation. Please see <https://lewis-school.co.uk/useful-links/how-to-pay/>.

**3) Visas**

It is the responsibility of the Student to arrange all necessary travel documents and visas and to have a valid passport. Where applicable, Lewis School will provide necessary documentation to enable students to apply for study visas. This is normally sent free of charge by email (in pdf format). If you require the original documentation, fees will apply.

**4) Cancellation by the Student**

**i. During the 14-Day ‘Cooling Off’ Period**

If the Student has booked their programme via email or the internet (a ‘distance contract’), they are entitled to a 14-day ‘cooling off’ period. During this ‘cooling-off’ period the Student may cancel their booking for any reason within 14 days and receive a refund of all fees minus any bank charges. If the Student cancels during the ‘cooling off’ period described above, the School will refund the fees within 14 days of the date that the Student informs the School that they wish to cancel. However, if the Student has requested the School provides services during the cooling off period, the School is entitled to charge a reasonable sum for the services. For an English course, this will be based on the proportion of the tuition and accommodation the Student has used. The School can deduct this sum from any refund payable. Please note that accommodation cancellation terms apply – see condition 17. The School can deduct this sum from any refund payable.

**ii. Outside the ‘Cooling Off’ Period**

The Student may cancel their programme for whatever reason, but if the cancellation is outside the ‘cooling off’ period as described in 4i, or if no ‘cooling off’ period applies, they will be liable for the following proportion of the total package fees:

• 15+ days before the start of the course – enrolment fee + residential deposit

• 7-14 days before the start of the course – 50% plus enrolment fee + residential deposit

• less than 7 days before the start of the course – 75% plus enrolment fee + residential deposit\*

• no refunds are given once the course has started

In the case of a refund, bank charges will apply.

\*If the course is cancelled less than 7 days before the start date and homestay accommodation has been booked, one week’s accommodation will be charged.

**5) Cancellation by the School**

If the level of enrolments does not reach the minimum number to operate a programme viably, or the School is unable to offer services due to circumstances beyond its control such as fire, flooding, terrorism, war, pandemic (force majeure conditions), the School reserves the right to cancel the programme. In this case the School may offer an alternative programme. The student has the right to reject the alternative and instead receive a refund. The School reserves the right to cancel a programme without any liability no later than 7 days prior to the course start date. At no point is the School liable for the Student’s travel costs, except for taxi transfers booked through the school.

**6) Refunds**

No refund of tuition fees will be given if the Student leaves the course early. The Student is not entitled to a refund for lessons missed due to absence or public holidays. Tuition fees may be transferred to another course (see condition 12) but not may not be transferred to any other service such as accommodation, airport transfers or exam registration fees. Insurance fees are non-refundable. All unused accommodation fees are refundable.

**7) Postponement**

The Student may postpone their course start date by giving the School a minimum of 7 days’ notice. During a ‘cooling off’ period (see 3i), the Student may postpone at any time.

**8) Insurance**

The School strongly recommends the Student to have comprehensive medical, travel and personal insurance. The School strongly recommends the Student to have comprehensive medical, travel and personal insurance to cover you in case of accident or emergency. The School can arrange this. Visit <https://lewis-school.co.uk/junior-useful-links/insurance-cover-junior-programmes/> for more information. If the Student has their own insurance, the School will ask for proof of the policy.

**9) Health Declaration**

Students / parents must report on their application form any mental or physical illness, allergy, disability or condition that may interfere with their ability to successfully finish their programme, that may impact the health or well-being of any other student or staff member, that may require monitoring, treatment or emergency intervention of any kind during the student’s anticipated period of enrolment. Lewis School reserves the right to reject an applicant or terminate a student’s enrolment in the programme if the student’s continued participation represents a risk to their own health and safety and well-being or to the health and safety and well-being of other students or staff. No refund will be given in this event and all costs of repatriation will be the responsibility of the parents/guardians.

**10) Programme Changes**

Programmes as outlined in Lewis School publicity are given in good faith. Lewis School reserves the right to make minor change to the printed activities programme due to weather conditions, sudden unavailability of the venue or transport or other circumstances beyond our control. Lewis School also reserves the right to change courses, venues, facilities and dates of programmes where circumstances beyond our control necessitate such changes. Additionally, if the level of enrolments does not reach the minimum number to operate a course viably, the School reserves the right to cancel the course no later than 7 days before the start date and offer an alternative course or refund in line with the course preferences stated on the booking form.

**11) Prices**

Lewis School has the right to change prices due to tax increases, government action or other events beyond our control.

**12) Force Majeure**

If our ability to provide the course and any accommodation is affected by an event outside our control, we will contact you as soon as possible to let you know and we will take steps to minimise the effect of the event on the course and any accommodation. Provided we do this we will not be liable for any failure, delays or alterations to these services caused by the event, but if there is a risk of substantial delay you may contact us to end the contract and receive a refund for any of the course and accommodation you have paid for but not received. No compensation is payable if any aspect of the course has to be changed or altered due to such events. Events that that our outside our control include (but are not limited to) the following: war, terrorism, riot, natural or man-made disaster, pandemics, epidemics (including COVID-19), fire, adverse weather, technical problems, breakdowns, closure or congestion at airports or ports, industrial dispute, any law or any action taken by a government or public authority, including imposing a quarantine requirement. In the event of a Government shutdown, all courses will be moved online, and students will be very welcome to stay in their accommodation and remain in the UK or return home and continue studying from there. If they do not wish to transfer to online courses, they will be offered a credit note valid for 2 years from their last day studying with us. No refund will be given for the course. If they return home the balance of their accommodation will be refunded.

**13) Complaints Procedure**

If there is a complaint regarding the standard of service provided, it must be submitted in writing to the Lewis School before the departure date. See Complaints Procedure\*

**14) Damage and Misconduct**

In the case of serious misconduct, the student may be required to leave immediately without refund. The School will be the sole arbiter of what constitutes serious misconduct. All students, whether or not adjudged guilty of serious misconduct, will be required to pay for any damage caused. This includes in any accommodation booked through the school. See Discipline Policy\*

**15) Attendance and Punctuality**

Junior students are expected to attend all their lessons and activities and to arrive punctually. Failure to comply with this may result in expulsion without refund. See Attendance and Punctuality Policy\*

**16) Lost Key & Damage Deposit (Residential Accommodation)**

All students in Residential Accommodation will be required to pay a deposit of £35 on arrival to cover the cost of lost keys or damage of any kind. The full amount or balance will be refunded on departure.

**17) Homestay Accommodation (Southampton & New Forest only)**

It is our policy for junior students to share a twin room. This can be with a student of the same or different nationality according to your wishes. The School keeps £10 per week (£15 per week during the summer centres) from the published homestay prices as a contribution towards the administrative costs. The balance is paid to the family. If the Student wishes to change or cancel their homestay accommodation after arrival, the School requires 1 week’s notice or payment in lieu.

**18) Flight Information**

You are required to provide flight details for the arrival and departure flights at least two weeks before the flight. If you are staying in residential accommodation, arrival and departure times can be flexible. However, if you are staying in homestay, please be aware that hosts are not always prepared to or able to accept arrivals and departures during unsociable hours, namely 22.00 - 07.00 (this refers to arrival/departure time at the homestay, not at the airport - please check the estimated transfer time on our Airport Transfer Fees document to ensure the flight time is suitable). When choosing your flights, please bear in mind that late arrivals and very early departures from homestay may require us to find you temporary alternative accommodation on arrival/departure days. This is likely to result in significant extra cost.

**19) Unaccompanied Minors**

If the Student is under 16 and travelling by plane unaccompanied by an adult, it is your responsibility to check the airline’s regulations relating to ‘unaccompanied minors’. Different airlines have different policies and age limits for young persons. We can then ensure that we follow the correct procedures for your child’s arrival and departure. In some cases, extra costs may be incurred.

**20) Airport Unaccompanied Minors Service (Departures from UK Airports)**

Many airline regulations require that children under 16 are checked in at the airport by an adult, who must accompany the child until one hour after departure from a UK airport. The School will arrange this service if the student is under 16 and taking a flight from the UK without an adult accompanying them. In this case, an Airport UM (Unaccompanied Minors) Service fee of £70 will be applied in addition to the taxi transfer fee.

**21) Arrival & Departure Days**

Sunday is the School’s arrival/departure day. If the Student arrives on any other days, activities and lessons missed cannot be recovered.

**22) Liability**

The Lewis School does not accept liability for accidents, loss or theft. You accept that due to the active nature of our programmes, there is a small inherent risk of injury. We will undertake all necessary risk assessments and provide the programmes in a safe environment. This does not negate your statutory rights.

**23) Use of Images in Publicity Materials**

On arrival, the Student will be asked whether they consent to photographs or video taken of them during lessons, activities or breaktimes being used in Lewis School publicity, including social media. If the Student is under 13, the School will request parental consent. Any images given to the school or its staff may be used in Lewis School publicity without charge to the School and without obligation to credit the owner of the image.

**24) Data Protection**

Privacy and data security are important to the Lewis School. Personal information will be held on a secure database and server on our premises and will not be shared with any third party other than where necessary. These include, but are not limited to, the Student’s homestay host where applicable, taxi company where applicable and relevant governing/accrediting bodies. All data processing and any sharing of data will be in accordance with the General Data Protection Regulation (GDPR).

*\* Policy can be viewed at* [*https://lewis-school.co.uk/useful-links/school-policies/*](https://lewis-school.co.uk/useful-links/school-policies/)

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