

Course details	
Level of English:	Course:
<input type="checkbox"/> Elementary (A2)	<input type="checkbox"/> Junior English Programme (homestay)
<input type="checkbox"/> Pre-Intermediate (B1)	<input type="checkbox"/> Junior English programme (residential)
<input type="checkbox"/> Intermediate (B1+)	Organisation/School name:
<input type="checkbox"/> Upper-Intermediate (B2)	Course duration (weeks):
<input type="checkbox"/> Advanced (C1)	Course start date (DD/MM/YYYY)

Student details		
First name*:	Family name*:	
Date of birth (DD/MM/YYYY):	Age:	Gender: M <input type="checkbox"/> F <input type="checkbox"/>
Country of birth:	Nationality:	
First language:	Passport Number:	
Home address:	Phone/Mobile:	
Country:	Zip/postcode:	
How did you hear about us?	Email:	

*Please provide first and family names as they appear on the passport.

Parent or Guardian details # 1 (person with legal responsibility for the students)	
Name:	Relation to student:
Telephone (main):	Email (main):
Telephone (work):	Email (work):

Parent or Guardian details # 2 (person with legal responsibility for the students)	
Name:	Relation to student:
Telephone (main):	Email (main):
Telephone (work):	Email (work):

Arrival and Departure*		
Does the student require a transfer from the airport when they arrive? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If NO, please give details of the person who will travel to the academy with the students:		
Airline name:	Flight number:	
Date of arrival:	Time of arrival:	Arrival airport:
Will you arrange with the airline for the students to travel as an unaccompanied minor? ** YES <input type="checkbox"/> NO <input type="checkbox"/>		
Does the student require a transfer to the airport at the end of the programme? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If NO, please give details of the person who will travel to the airport with the students:		
Airline name:	Flight number:	
Date of departure:	Time of departure:	Departure airport:
Will you arrange with the airline for the students to travel as an unaccompanied minor? ** YES <input type="checkbox"/> NO <input type="checkbox"/>		

*All students under 18 must book a return transfer unless confirmation that a private transfer with a responsible adult has been arranged and is sent to Connect English Academy.

**For students travelling alone, an unaccompanied minor fee is compulsory for departure. The driver will accompany the student to check-in and handover at security. Upon departure, all Ums will be handed to the relevant airline staff after check-in and, in most cases, the Connect English Academy named person will wait with the student until airline staff take him/her to the aircraft.

Special requests	
Special dietary requirements:	Halal <input type="checkbox"/> Vegetarian <input type="checkbox"/> Gluten free <input type="checkbox"/> Lactose free <input type="checkbox"/> Vegan <input type="checkbox"/> Other <input type="checkbox"/> Please give details:
Do you eat?	Chicken: YES <input type="checkbox"/> NO <input type="checkbox"/> Lamb: YES <input type="checkbox"/> NO <input type="checkbox"/> Beef: YES <input type="checkbox"/> NO <input type="checkbox"/> Pork / Ham / Bacon: YES <input type="checkbox"/> NO <input type="checkbox"/> Fish: YES <input type="checkbox"/> NO <input type="checkbox"/> Eggs: YES <input type="checkbox"/> NO <input type="checkbox"/> Milk: YES <input type="checkbox"/> NO <input type="checkbox"/> Cheese: YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you smoke?	YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, please see the Junior Programme Smoking Policy.

Medical details	
<p><i>Students are accepted on the understanding that they are in good and reasonable health. If we are not told in advance about any physical, mental or emotionally-related condition, we reserve the right to exclude a student from the course and may have to discuss the student returning home during the programme if any disclosed or undisclosed condition becomes apparently difficult for the student or others to manage. If the answer to any of these questions is YES, please give more information. Connect English Academy will store this information under our Data Protection Policy. Connect English Academy reserve the right to ask for more information and decide if the candidate meet the programme's medical requirements before confirming enrolment to the course.</i></p>	
Student's doctor/consultant in home country:	
First name:	Family name:
Address:	Zip/postcode:
Phone/Mobile:	Email:
<input type="checkbox"/> I confirm I have booked a private travel insurance for the student valid during the dates of the programme.	
1) Has the student had any of the following? If the answer to any of these questions is YES, please give details:	
Medical Condition	Details:
Asthma / bronchitis	YES <input type="checkbox"/> NO <input type="checkbox"/>
Heart condition	YES <input type="checkbox"/> NO <input type="checkbox"/>
Fits / fainting/ blackouts	YES <input type="checkbox"/> NO <input type="checkbox"/>
Severe headaches / migraine	YES <input type="checkbox"/> NO <input type="checkbox"/>
Eczema / skin condition	YES <input type="checkbox"/> NO <input type="checkbox"/>
Hay fever	YES <input type="checkbox"/> NO <input type="checkbox"/>
Diabetes	YES <input type="checkbox"/> NO <input type="checkbox"/>
Any known allergies to medication (e.g. penicillin)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Other allergies (e.g. nut, lactose, gluten, chlorine, Velcro, feathers, dogs, cats)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Travel sickness	YES <input type="checkbox"/> NO <input type="checkbox"/>
Convulsions / epilepsy	YES <input type="checkbox"/> NO <input type="checkbox"/>
Regular hospital treatment	YES <input type="checkbox"/> NO <input type="checkbox"/>
Dyslexia	YES <input type="checkbox"/> NO <input type="checkbox"/>

Autism	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Asperger	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Learning difficulties or psychological condition	YES <input type="checkbox"/> NO <input type="checkbox"/>	
ADHD	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Mental health problems (e.g. depression)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Anxiety	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Anorexia	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Bulimia	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Obsessive Compulsive Disorder (OCD)	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Acrophobia, Claustrophobia or Nyctophobia	YES <input type="checkbox"/> NO <input type="checkbox"/>	
Bed-wetting/incontinence	YES <input type="checkbox"/> NO <input type="checkbox"/>	
2) Vaccinations (usually checked in the UK), please indicate if the student has received the following vaccinations:		
Diphtheria	YES <input type="checkbox"/> NO <input type="checkbox"/>	Date (DD/MM/YYYY):
Tetanus	YES <input type="checkbox"/> NO <input type="checkbox"/>	Date (DD/MM/YYYY):
Polio	YES <input type="checkbox"/> NO <input type="checkbox"/>	Date (DD/MM/YYYY):
Measles	YES <input type="checkbox"/> NO <input type="checkbox"/>	Date (DD/MM/YYYY):
Rubella	YES <input type="checkbox"/> NO <input type="checkbox"/>	Date (DD/MM/YYYY):
Hepatitis A	YES <input type="checkbox"/> NO <input type="checkbox"/>	Date (DD/MM/YYYY):
Hepatitis B	YES <input type="checkbox"/> NO <input type="checkbox"/>	Date (DD/MM/YYYY):
Hepatitis C	YES <input type="checkbox"/> NO <input type="checkbox"/>	Date (DD/MM/YYYY):
Meningitis	YES <input type="checkbox"/> NO <input type="checkbox"/>	Date (DD/MM/YYYY):
3) Does the student take any regular medication/injections which he/she will bring with him/her? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If YES, please identify the medication, reason for usage, dosage and frequency. Please also state how it is advised that we store the student's medication/injection:		
Can the student take the medication by themselves? YES <input type="checkbox"/> NO <input type="checkbox"/>		
In case of minor pain or illness such as headache, mild cold or sore throat, do you agree the students being given non-prescription medicine such as aspirin, paracetamol, cough medicine, throat pastilles, anti-histamine, travel sickness tablets or similar from a local pharmacy in the UK? YES <input type="checkbox"/> NO <input type="checkbox"/>		
4) In the case of a medical emergency, every effort will be made to contact you, the student's parents/guardians, as quickly as possible. If the student needs an emergency operation, do you give permission for a member of the Senior Management Team to sign the necessary consent form? YES <input type="checkbox"/> NO <input type="checkbox"/>		
5) Are there any health limitations or restrictions on the student's activities and/or sports participation or any other medical information which should be considered during the programme? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If YES, please give more information:		
6) Does the student have any problems with vision? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If YES, please give more information:		
7) Does the student wear glasses or contact lenses? YES <input type="checkbox"/> NO <input type="checkbox"/>		
8) Does the student swim 50 meters? YES <input type="checkbox"/> NO <input type="checkbox"/>		
9) Does the student require any additional support in the classroom because of a medical condition? YES <input type="checkbox"/> NO <input type="checkbox"/>		
If YES, please give more information:		

Parent / Guardian Declaration and Consent		
Consent		
Please indicate whether or not you give your consent to the following. If you change your mind, please inform us in writing by email or letter at least 4 weeks before the start of the course.		
The student may receive emergency medical or dental treatment if a specialist should decide this is necessary.	<input type="checkbox"/> I AGREE	<input type="checkbox"/> I DISAGREE
The student may participate in all aspect of the course including various activities on campus e.g. football, cricket, basketball, badminton and tennis. I give permission for the student to attend the organised activity programme.	<input type="checkbox"/> I AGREE	<input type="checkbox"/> I DISAGREE
The student may participate in organised adventure activities that could be part of the social, cultural and education activities and excursion programme.	<input type="checkbox"/> I AGREE	<input type="checkbox"/> I DISAGREE
Please tick the following activities to agree:		
Activities		
Climbing	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Watersports (kayaking, paddle boarding, windsurfing, sailing etc.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Ball games	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Ice skating	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Boat ride	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Slate and/or coal mine visit	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Swimming	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I give permission for the student to appear in photographs or videos of students attending the Junior Summer Programme. I understand that these photographs, video or testimonials, may be used in brochures or other publicity materials online or in print, in accordance with Connect English Academy's Data Protection Policy.	<input type="checkbox"/> I AGREE	<input type="checkbox"/> I DISAGREE
I agree to Connect English Academy collecting, storing and processing our data in accordance with the Academy's Data Protection Policy.	<input type="checkbox"/> I AGREE	<input type="checkbox"/> I DISAGREE
If the student is 15 years or over, I certify that they may be allowed to have unsupervised free time after classes/activities, in the evenings and at weekends, subject to curfew (HOMESTAY).	<input type="checkbox"/> I AGREE	<input type="checkbox"/> I DISAGREE <input type="checkbox"/> N/A*
If the student is 15 years or over, I certify that they may be allowed to leave residential without Connect English Academy staff to enjoy free time within restriction determined by the Connect Manager (RESIDENTIAL).	<input type="checkbox"/> I AGREE	<input type="checkbox"/> I DISAGREE <input type="checkbox"/> N/A*
<i>*N/A = Not applicable</i>		
Declaration		
I have read and understand the terms and conditions outline in the Connect English Academy Terms and Conditions document, including the cancellation and refund policy.	YES <input type="checkbox"/>	
I agree to make full payment at least 4 weeks before the programme start date.	YES <input type="checkbox"/>	
I confirm that the student has the correct visa, if required, to enter the UK and join the Connect English Academy Programme and a valid passport or identity card to travel with.	YES <input type="checkbox"/>	
I certify that all the information given in this enrolment form is accurate and complete, whether completed by myself or with the assistance of an in-country educational tour operator, and that inaccurate or incomplete information could be harmful to the student's overall wellbeing and could result in early termination from the Connect English Academy programme.	YES <input type="checkbox"/>	
Parent / legal guardian signature:	Date:	
Student signature:	Date:	

Terms and Conditions - Junior Summer Programme

Definitions

1. A 'course' is defined as a period of time on a single course type as described in our current brochure – for example Junior Summer programme (14 June – 30 August 2020).
2. The booking consists a single course.

Enrolment

3. Students must be aged 12 -17 years old to book and attend our Junior Programme. This means students need to be born between 30/08/2003 and 13/06/2011.
4. To become a student at Connect English Academy, you need to send us the following:
 - A completed application form with Parent / Guardian declaration and consent
 - A copy of the student's passport
 - A copy of the student's visa if already in the UK.
5. When we receive the booking form, we will send a confirmation of booking, invoice and payment receipt together with an information pack about the programme. The pack will contain important information about what to bring, airport transfer details and pocket money information.
6. 25% of total fees must be paid at the time of booking, and the rest of fees are to be paid at least 4 weeks before the programme start date. All banks charges must be paid by the parents/sender. If we do not receive payment, the student will not be allowed to start the course.

Travel

7. All students under 18 must book a return transfer unless we receive confirmation that a private transfer has been arranged. Parents must check individual airlines for students in order to arrange an accompanied minor service, if required.
8. Connect English Academy will arrange the airport transfer (if requested) based on the flight details that you sent to us. We must receive flight details at least 20 working days (Monday to Friday) before the arrival. Transfer fees are per person. We will not refund transfer fees if we do not receive information about any changes in the student's travel plans or if the student misses his/her connections. Student/their parents/guardians/sender will be invoiced for any additional cost because if having to stay longer.
9. If you have paid for an airport transfer and wish to cancel the transfer you may do this, but the following penalties will be charged:
 - If more than 10 working days' (Monday to Friday) notice is given before the transfer date no penalty will be charged
 - If less than 10 working days' (Monday to Friday) notice is given before the transfer date, Connect English Academy will keep 100% transfer fees.

10. Our driver will be waiting for the student in the airport's arrival terminal holding a sign with the student's name on it and we will give you the driver's contact details before the student leaves his/her home country. The student should carry a copy of this transfer confirmation. If the student cannot see our driver, they should telephone them or go to the airport information desk and ask them to put a call out. The student can also call the Connect English Academy Junior Programme emergency number.
11. If the driver is late due to unforeseen circumstances, the student must wait in the airport terminal for him/her. The student should also call the driver on the number given and he/she will advise you what to do. If the student cannot contact the driver, please call the Connect English Academy Junior Programme emergency number. We cannot be held responsible if the driver is late due to any 'force majeure' events.

Cancellation

12. If you or the student would like to cancel the programme, this must be done in writing or by email. The programme can be cancelled, but we will charge:
 - £100 to cover enrolment and administration if more than 45 working days' (Monday to Friday) notice is given before the programme starts.
 - 50% of total fees if less than 45 working days' notice is given before the programme starts.
 - 100% of total fees if less than 30 working days before the programme starts.

Once the course starts, no refunds are given.

13. Amendment charges: we will charge an administration fee of £25 for students who will like to change their course in any way.

Acceptance conditions

14. We accept students on the assumption that they are of good health. It is compulsory that students have accident and health insurance. Students are responsible for any medical costs incurred.

Injury/loss

15. We do not accept responsibility for personal injury or for loss or damage to personal property unless it is due to the negligence of Connect English Academy or its employees. Any valuables should be left at home.

Behaviour

16. The acceptance of a student is conditional on agreeing to these Terms and Conditions, the Course Rules and Regulations within the Student Handbook and the rules published by our venues (e.g. Westbourne School – Penarth). While we make every effort to contact parents/guardians about serious breaches of centre rules (either directly or through the booking agency), the Centre Manager or Director of Studies may at his/her discretion start at the student disciplinary procedure, which could result in suspension or expulsion. We reserve the right to dismiss any student if their standard of conduct is unsatisfactory at our discretion. There will be no refund of fees in cases of expulsion and the parents/guardians are responsible for the cost and immediate arrangement of returned travel.

Damage

17. All students are liable for loss or damage for which they are responsible the full cost of replacement. Therefore, we shall take a deposit or £30 (UK) which we will return at the end of the course provided there has been no damage to centre property.

Promotional photography

18. Sometimes Connect English Academy or our representatives take photographs and videos during our courses or social activities which we may use for promotional purposes. Consent for this may or may not be given within the Parent/Guardian Declaration section of the application form.
19. These images may appear in our printed publications, or on our website. To comply with the Data Protection Act 1998, we need permission from parent/guardian before we take any images of students under the age of 18. The following conditions apply:
- We will not include details of full names (which means first name and family name), personal email or postal address or telephone number of any student in an image or video in published documentation or on our website.
 - If we use images of individual students, we will not use the full name of that student in the accompanying text or photo caption.

Health and Safety

20. We operate a strict Health and Safety policy. Staff undergo a period of training and orientation before students arrive at the Junior Programme. The relevant Student to Staff ratios are adhered to as set out by the relevant governing bodies of language travel courses such as the British Council and English UK.
21. All staff are required to undergo an enhanced DBS check. Any staff starting employment before we receive the result of their DBS will undergo a thorough risk assessment. This will be conducted by a member of the Senior Management Team to ensure they are satisfied that they are not a risk to any student under the age of 18.

Medical

22. Travel health insurance is compulsory, and we require proof of this insurance before the programme starts. The centre has qualified first aiders on site.

Food

23. Our homestay providers provide a variety of meals full-board, 3 meals per day. If the student has dietary requirements, the provider will cater for these as long as we have been informed about them at the time of booking (Special request section of the Application Form).
24. Our residential provides a variety of meals (full-board) with a choice of hot or cold food. If the student has dietary requirements, the provider will cater for these as long as we have been informed about them at the time of booking (Special request section of the Application Form).

Disclaimer

25. All information provided by Connect English Academy is the responsibility of Connect English Academy Ltd. We reserve the right to change any particulars such as fees at the discretion of the company. We reserve the right to cancel any course or close the centre for whatever reason. If this is necessary, we shall offer either a full refund or an alternative course for the same value.

Force majeure

26. In the event of 'force majeure' such as fire, flooding, infectious disease and other events outside the company's reasonable control which may cause the closure of the school, no refund or fee will be made to students, except at the school's discretion in exceptional circumstances.