



Attach two recent passport photographs of your child here. If you are sending the image by email, please ensure the quality is at least 180 dpi

For office use only

Student reference:

Agent code:

Appointed Bell Agent stamp:

Registration Form

YOUNG LEARNER COURSES 2008

Please read our Terms and Conditions before completing this form. Write clearly in BLOCK CAPITALS and use black ink. Post or fax this form to us. Photocopies are acceptable. Please photocopy for your own records. You can also complete your Registration Form online at: www.bell-centres.com/bookacourse

Personal information

Child's first name(s): _____ Child's full family name(s): _____

How did you hear about Bell? Agent Teacher Family/Friend Website Advert

British Council Other (please specify): _____ Promotion code (if applicable): _____

Telephone: _____ Fax: _____

Child's email: _____ Parents' email: _____ Mobile: _____

Date of birth: Day _____ Month _____ Year _____ Male Female

First language: _____ Nationality: _____

Correspondence address: _____

City: _____

Postcode: _____ Country: _____

Please supply details of someone we can contact in an emergency

Emergency contact name: _____ Emergency contact number: _____

Course information

Course code: _____ Location: _____ Date: _____

Course code: _____ Location: _____ Date: _____

English Discovery Options

At Cobham Hall and Wellington College English Discovery options include golf and horse-riding. Golf and horse-riding places are limited. You must therefore pre-book these options on this form and add an extra £50 per course.

If you wish to pre-book golf/horse-riding, please tick here Golf Horse-riding

Please note: students must bring their own golf equipment and suitable shoes for horse-riding (if applicable).

Medical and welfare If any of these statements apply, please tick the relevant box and give details:

Has your child ever suffered from a serious medical condition? _____

Is your child undergoing a course of medical treatment? _____

Has your child had a serious illness within the last 12 months? _____

Does your child have any allergies (including food)? _____

Will your child bring any medicines or drugs with them? _____

Does your child suffer from asthma? _____

Does your child have any mental/physical difficulties? _____

Has your child had a tetanus vaccination? If so, which year? _____

Is there any food your child cannot eat? _____

Do you allow your child to smoke? [students over 16 only] _____

Are you happy for your child to be given non-prescription painkillers if needed? _____

If you have any special requests or any medical/personal information that you need to include, please give details here: _____

Parent/guardian authorisation The following must be completed. Bookings cannot be accepted without authorisation.

Please sign below to confirm that the information you have supplied is correct and that you accept our Terms and Conditions (see the reverse of this form or visit: www.bell-centres.com/termsconditions). By signing here you are: accepting Bell's course rules for young learners, authorising Bell to look after your child's welfare while on their course, consenting for a doctor to give any medical treatment considered necessary, and authorising the administration of an anaesthetic and operation if you cannot be contacted in an emergency.

Signature: _____ **Date:** _____

If you do not wish to receive news and information about Bell's other products and services, please tick here

If you are not happy for your child's picture to be used for Bell's promotional purposes, please tick here (see Terms and Conditions for more information)

Child's first name(s):

Child's full family name(s):

Payment details Please tick when you wish to pay your fees:

I wish to pay the total fees now

OR I wish to pay a non-refundable deposit of £215 (UK) or €160 (Malta) now and the balance of fees six weeks before my course begins

NOTE: If you are paying a deposit only, please indicate how you wish to pay your balance of fees by ticking one of the boxes below:

Credit card Bank transfer Cheque (UK only)

Credit / Debit Card:

Please charge the: Total fees **OR** Deposit to my:
Visa / Mastercard / Maestro / AMEX *(Delete as applicable)*

Card number (Visa / Mastercard / Maestro / AMEX):

Expiry Date: _____ Issue number *(Maestro only)*: _____

Cardholder name:

Cardholder signature:

Cardholder address:

UK Bank Transfer: I have arranged a bank transfer for:

Total fees **OR** Deposit to:

**Barclays Bank, Bene't Street, PO Box 2,
Cambridge CB2 3PZ, UK**

Bank sort code: **20 17 19**
Bank account number: **90073806**
Reference: **The Bell Educational Trust Ltd**
IBAN code: **GB02 BARC 2017 1990 0738 06**
Swift/BIC code: **BARC GB2103J**

Malta Bank Transfer: I have arranged a bank transfer for:

Total fees **OR** Deposit to:

Bank of Valletta Plc, Triq I-Ibrag, Ibrag STJ 03 MALTA

Bank sort code: **22-666**
Bank account number: **4001 1244 420**
Reference: **Bell Malta Ltd**
IBAN code: **MT93 VALL 220 1300 0000 0400**
1124 4420
Swift/BIC code: **VALLMTMT**

I include a copy of the bank transfer documents with this form

Bell is not responsible for your bank charges. Please inform your bank that you will pay all bank transfer charges.

Cheque (UK only): I enclose a sterling cheque for:

Total fees **OR** Deposit

Please make cheques payable to 'The Bell Educational Trust Ltd'.

Please detail any special invoicing requests:

Pocket money

We recommend that your child brings about £60 a week (or equivalent in Euros) pocket money either in cash/or travellers cheques. You can also send money in advance, either a sterling cheque made payable to 'The Bell Educational Trust Ltd' (UK only) or by bank transfer as follows:

UK Bank Transfer

Barclays Bank, Bene't Street, PO Box 2, Cambridge CB2 3PZ, UK

Bank sort code: **20 17 19**
Bank account number: **80597228**
Reference: **The Bell Educational Trust Ltd**
IBAN code: **GB38 BARC 2017 1980 5972 28**
Swift/BIC code: **BARC GB2103J**

Malta Bank Transfer

Bank of Valletta Plc, Triq I-Ibrag, Ibrag STJ 03 MALTA

Bank sort code: **22-666**
Bank account number: **4001 1244 420**
Reference: **Bell Malta Ltd**
IBAN code: **MT93 VALL 220 1300 0000 0400 1124 4420**
Swift/BIC code: **VALLMTMT**

- Please write your child's name and booking reference number on the transfer documents and send us a copy of the banking papers.
- Your child can also obtain money from your bank account while they are in Britain or Malta by using a credit card. Please enquire at your bank in your own country if you wish to arrange this.
- We are unable to accept credit card payments for pocket money, or pass on money before we receive it. Because of the time taken to transfer money, we recommend that adequate funds are sent before the course starts.
- Please note that bank transfers can take up to two weeks and you will be liable for all bank charges.

For notes on paying your fees please see the Terms and Conditions on the reverse of this form or visit: www.bell-centres.com/termsconditions



UK COURSES ONLY

Once your course has been confirmed please complete and return this form at least 3 weeks before the course start date.

Fax number: +44 (0)1223 410282

Travel Form

YOUNG LEARNER COURSES 2008

Child's first name(s):

Child's full family name(s):

Course:

Agent:

An 'Important Travel Information' document will be issued with your confirmation – please refer to this before booking flights. Transfers are provided on course arrival and departure days only.

Transfers required

Arrival date:

Arrival time:

Arriving at: London Heathrow Terminal (FREE to all sites)
London Gatwick Terminal (FREE to all sites except Oundle)
London Stansted (FREE to all sites except Wellington, Bloxham and Bedgebury)
London Luton (FREE to all sites except Wellington, Bloxham and Bedgebury)
Ebbsfleet Eurostar (FREE to Cobham Hall ONLY)

Flight Origin:

Airline:

Flight No:

If changing planes please also give flight number (and origin) of plane arriving in UK:

Unaccompanied minors: Please refer to 'Important Travel Information' before completing this section.

I will register my child with the airline as an unaccompanied minor (please tick) to be collected from the airport by Bobbe Drummond, Bell International (see contact details below)

Departure date:

Departure time:

Departing from: London Heathrow Terminal (FREE from all sites)
London Gatwick Terminal (FREE from all sites except Oundle)
London Stansted (FREE from all sites except Wellington, Bloxham and Bedgebury)
London Luton (FREE from all sites except Wellington, Bloxham and Bedgebury)
Ebbsfleet Eurostar (FREE from Cobham Hall ONLY)

Flight Destination:

Airline:

Flight No:

PLEASE NOTE:

- If you book with a 'ticketless airline' you must send the booking reference number with your child
- **It is essential that all the flight information is correct, as we are unable to accept responsibility for checking flight information with the airport concerned.**

No transfers required (for students whose parents will be bringing them and collecting them)

I will bring my child to the course centre on (date): _____ at (time): _____

I will collect my child from the course centre on (date): _____ at (time): _____

Please provide your contact details so we can confirm receipt of this form:

Fax number:

Email address:

Please return this form to:

Sales and Marketing • Bell International • Hillscross
Red Cross Lane • Cambridge • CB2 0QU • UK
Telephone: + 44 (0) 1223 212333 Fax: + 44 (0) 1223 410282
Email: info@bell-centres.com www.bell-centres.com

Terms and Conditions 2008

Please note that once your registration has been accepted by Bell International, the following terms and conditions apply.

TUITION PRICES

Prices are correct at time of going to print and are subject to change without notice.

Adult Courses

Tuition prices include:

- All course tuition plus talks by visiting speakers (where applicable)
- Use of Bell Study Centres including complete access to audio, DVD and video libraries, all practice and test materials, books and Bell stationery
- Use of Bell Multimedia Centres including free access to Bell Online, and free internet and email access.
- Core social programme including welcome and farewell drinks, regular weekday activities, arrival orientation tour, and at least one full-day and one half-day/evening trip every two weeks (additional trips and activities are offered at each centre)
- Activities and trips that are offered as part of a published course programme
- Additional activities and trips that are offered on public holidays when no classes are running
- Bell entry tests and end of course certificate
- Use of Bell's sports and social amenities
- Advice and support from Bell staff
- University Foundation Programme: visits to universities, one IELTS test fee, and English language and academic textbooks
- Teacher Development courses: standard single accommodation and a non-refundable registration fee of €65 (UK courses) or €60 (Malta courses)
- Summer English in Malta: standard homestay sharing or residential sharing accommodation
- Business English courses: free meeting room hire (only available September – May and subject to availability)
- Bell Malta: transfers between the airport and the centre
Tuition prices do not include:
 - Accommodation (with the exception of Teacher Development courses at all centres, and Summer English in Malta)
 - Additional trips and activities outside the published inclusive social programme or course programme
 - Entrance fees to tourist attractions (eg theatre tickets) unless specified in published course programme
 - Airport transfers - these can be arranged at an additional cost (with the exception of Bell Malta where airport transfers are free)
 - Exam entrance fees (with the exception of one IELTS test which is provided on the University Foundation Programme)
 - Insurance
 - Classes on public holidays, or supplemental tuition to make up for missed classes on public holidays (with the exception of Business English courses where classes will be made up during the week)
 - A non-refundable Bell registration fee of €65 on courses at UK centres, and €60 on courses at Bell Malta (with the exception of Teacher Development courses at all centres where the registration fee is included in the tuition price)

Young Learner Courses

Tuition prices include:

- Comprehensive supervision by qualified and experienced staff
- At least 21 hours a week of lessons/programmed activities
- Accommodation and all meals
- Use of all sports facilities
- Full programme of social events and trips
- Insurance for the duration of the course (with the exception of Bell Malta)
- Essential learning materials, course portfolio and certificate, course magazine and large colour souvenir photograph of students and staff
- Return transfers from Ebbsfleet International Eurostar terminal to Cobham Hall
- Return transfers from London Heathrow, Gatwick, Luton and Stansted airports to all schools on scheduled arrival and departure days*
- Transfers between Bell Malta Young Learner Centre and the airport
- * With the exception of transfers between the following schools and airports which cost between €65 - €160: Bloxham – Stansted/Luton, Cobham – Luton, Oundle – Gatwick, Wellington – Stansted/Luton, Bedgebury – Stansted/Luton.

PAYMENT OPTIONS

If you book your course more than six weeks before it starts you have two payment options:

Option 1

You pay the total cost at the time of booking.

Adult Courses: Please note that the deposit (£215 for UK and €160 for Malta) is non-refundable and this includes the registration fee of €65 for UK or €60 for Malta.

Young Learner Courses: Please note that the deposit (£215 for UK and €160 for Malta) is non-refundable.

Option 2

You pay a deposit to secure your booking and the remainder six weeks before the course begins.

Adult Courses: Please note that the deposit (£215 for UK and €160 for Malta) is non-refundable and this includes the registration fee of €65 for UK or €60 for Malta.

Young Learner Courses: Please note that the deposit (£215 for UK and €160 for Malta) is non-refundable.

If you book your course less than six weeks before it starts, you must pay the total cost at the time of booking.

High Season supplement

A High Season supplement of £25 a week is payable on all adult courses booked at UK centres between 15 June – 30 August 2008.

CHEQUE OR BANK TRANSFER PAYMENTS

- Please ensure that you (or your child's) name is on all cheques or bank transfer documents. If you have a booking reference please also use this.
- If you are paying by bank transfer, please send us a copy of the bank transfer documents. Please note you are responsible for any bank charges.
- We cannot guarantee to hold your course/accommodation place unless the total cost is paid by the invoice due date.

REGISTRATION FEE (Adult Courses Only)

A non-refundable registration fee of £65 (UK centres) or €60 (Bell Malta) is payable on all adult course bookings.

EXAM ENTRANCE (Adult Courses Only)

Tuition prices do not include exam entrance fees (with the exception of one IELTS test which is taken as part of the University Foundation Programme). Students wishing to enter for all exams, including Cambridge ESOL and IELTS exams, must bring valid passports for exam entry. National Identity cards will not be accepted in the UK but are acceptable for exam entry in Malta.

CANCELLATION POLICY (Pre-Arrival)

Adult Courses (UK Centres and Bell Malta)

If you cancel your course at a UK centre, we will not refund your deposit. If you cancel less than four weeks before your course starts, you must also pay one week's tuition fees. If you cancel less than one week before your course starts, you must additionally pay one week's accommodation fees.

If you need to cancel or postpone your course due to visa delays or refusal, we will waive the one week's tuition fees as long as we have been notified at least one week before your course starts and are provided with suitable evidence.

If you have applied for an EU grant for a Teacher Development course, you must inform us if your application is unsuccessful at least four weeks before your course is due to start. If you do so, a cancellation fee will not be charged. If you inform us less than four weeks before your course is due to start, we will charge you a cancellation fee of £150 (UK centres) or €100 (Bell Malta) plus one week's tuition fees (plus one week's accommodation fees if less than one week before your course starts).

Young Learners (UK Centres and Bell Malta)

If you cancel your child's course more than four weeks before the start date, we will retain your deposit of £215 (UK Centres) or €160 (Malta). If you cancel your child's course less than four weeks before the start date, you must pay 60% of the course fees.

CHANGES TO YOUR BOOKING (Adult Courses Only)

There will be a £50 (UK centres) or €30 (Malta) administration charge for any changes you make to your original booking, with the exception of extensions to your course, or booking additional courses.

HOLIDAYS

You may request a holiday period during your course of study* but you will be required to give 4 weeks' notice and pay the administration charge. The holiday period will be added onto the end of your course of study provided it is no longer than 4 weeks in duration. Please note it may not be possible to place you in the same class or accommodation on your return.

*The University Foundation Programme and the English Pathways Semester have set holiday dates which cannot be altered. Any additional holiday taken will not be added onto the end of the course and will not be refunded.

REFUNDS

- If you decide to leave before the end of your period of study, or downgrade to a less expensive course, you will not be entitled to a refund of tuition fees. In exceptional circumstances a credit note may be offered. We strongly recommend that you take out insurance to cover the cost of your tuition fees in the case of early departure from the course.
- If you decide to leave your Bell arranged accommodation before the end of the booked period, you will be required to give 4 weeks' notice and pay an administrative charge and will be issued a refund for any remaining accommodation fees. If you decide to change your Bell arranged accommodation, you will be required to give 2 weeks' notice for residential accommodation and 1 week's notice for homestay accommodation. In such cases, new accommodation will be arranged as soon as it is available.
- For Teacher Development and Young Learner courses, no refund will be given for tuition or accommodation if students leave before the end of the period of study.

FLIGHT ARRANGEMENTS

We recommend that you do not book your flights until your course booking is confirmed. If you require an airport transfer service, please send through your flight details as early as possible. In cases where a transfer is requested but flight details are provided less than 72 hours before arrival, it may not be possible to organise the transfer. If it is possible, an administration charge of £50 (UK centres) or €30 (Malta) will be made. If you request and then cancel an arrival or departure airport transfer service, you will be required to give 1 week's notice and pay an administrative charge and will be issued a refund for the remainder of the service.

INSURANCE

Adult Courses (UK Centres and Bell Malta)

Before you arrive at Bell International, we strongly recommend that you take out insurance. For adult courses booked at any of our UK centres, you have the option of taking out a non-refundable insurance policy offered by Bell International. This covers early departure or cancellation of your period of study due to illness or accident, medical expenses, personal property etc. For details of insurance prices, see our brochure or visit the website: www.bell-centres.com/insurance

Please note that Bell International cannot be held responsible for the loss or theft of personal property.

Young Learner Courses (UK Centres)

Insurance is included in the price. A copy of the full insurance policy will be sent to you with confirmation of your booking. Cover applies while your child is studying in the UK, and while they are travelling between the UK and their home country. Cover starts two days before your child's course begins, and applies two days after the end of their course. It is very important to read the policy carefully when you receive it for full details of the insurance cover.

Young Learner Courses (Bell Malta)

It is essential that all children attending a Bell Young Learner course in Malta are fully insured for the duration of their course. Cover must apply before the course start date.

ENTRY REQUIREMENTS FOR UNIVERSITY FOUNDATION PROGRAMME

You must be at least 17 years old and have graduated from Secondary or High School. You must also have a minimum IELTS level of 4.5 (or equivalent) If you do not have an IELTS score, you will need to take Bell International's University Foundation Programme entry test so that we can independently assess your level.

MEDICAL INFORMATION (Young Learners Only)

- We cannot accept students on a Young Learner course unless we have parental consent to act on your behalf in the case of a medical emergency.
- You must inform us of any specific information which is not included on the Registration Form, but which applies to your child.
- We regret that any child arriving with a serious medical condition not previously reported, or which requires regular staff supervision, may be sent home without any refund of fees.

PRIVACY POLICY

By signing the Registration Form you are agreeing to the storage and use of the information you supply for Bell International's purposes only. We will not pass your details on to any other organisation or third party. On Young Learner courses, photographs of children may be taken during their stay with us for use in promotional materials, such as brochures and the website. Please indicate on the Registration Form if you are not happy for your child's photograph to be used for these purposes.

BELL INTERNATIONAL RULES

We have a set of rules which applies to behaviour in our centres, during trips and activities organised by Bell, and in accommodation arranged by Bell. These will be sent to you with your pre-course information.

COURSE RULES FOR YOUNG LEARNERS

- Students may not leave the school or be absent from meals without permission from the Course Director.
- Attendance at lessons and participation on trips is compulsory.
- Students must observe the rules relating to IT software.
- Residential students must observe bedtimes, and silence must be maintained in dormitories after lights out at night.
- Students are not allowed into the bedrooms occupied by students of the opposite sex.
- Fire escapes are for emergency use only.
- Personal radios/CD players/iPods etc may only be used in the residential houses and not in the main school areas.
- Mobile phones must be switched off during lessons.
- Smoking is allowed only in designated outdoor areas and only for students over 16 who have their parents' written permission. Please note the English & Activity courses are all non-smoking.
- Students may not drink alcohol or have alcoholic drinks in their possession. It is an offence for anyone under the age of 18 years to buy alcohol in the UK or Malta.
- Students must not possess, use or supply illegal drugs.
- School swimming pool rules must be strictly observed. No student may enter the pool if there is no lifeguard present.
- Students must hand in their airline tickets, passports and travellers' cheques to the Course Director for safekeeping.
- Pocket money requests should be given to House Parents and pocket money will be issued at stated times.
- Students should keep all valuables safely locked away, or hand them in to their House Parent for safe keeping.
- Any students breaking these rules, or English/Maltese law, or persisting in serious anti-social behaviour will be disciplined. In serious cases students may be sent home early with no refund of fees. Information is correct at time of going to print but may be subject to change.

We reserve the right to change course arrangements and prices if necessary. Please note that all courses are run subject to demand. Once the course has started, we reserve the right to move students to another class more appropriate for their language level. On Young Learner courses, children will be placed in a class appropriate to their language level, maturity and age.