

CAE Young Learner Enrolment / Parental Consent Form 2018

Please complete this form in CAPITAL LETTERS and send to Ann Stevenson cae@cambridgeacademy.co.uk
Please note that your child's enrolment is not complete until we have received a signed Young Learner Enrolment form.

1 Personal Details

Male: Female:

Student Family name:

Student First name(s):

What does your child like to be called?:

Date of Birth:

Age:

Nationality:

Language spoken:

Passport number:

Expiry date:

Photograph: Please send your photograph (portrait) to: cae@cambridgeacademy.co.uk

2 Home Contact Details and Emergency Contact

Home address:

City:

Postcode:

Country:

Telephone:

Mobile:

Emergency contact name This person should be available 24 hours a day. English speaker? No: Yes:

Full Name:

Contact Number:

Who is this person?

Email:

3 Course Details

I would like to enrol for (select as appropriate):

Teenage Residential

Teenage Homestay

Teenage Residential

Children's Residential

Starting date: (DD/MM/YY)

PHC1

T1

OBH1

MH1

PHC2

T2

OBH2

MH2

Finishing date: (DD/MM/YY)

PHC1 + 2

T3

OBH1 + 2

MH1 + 2

4 What is your level of English?

	Beginner					Advanced	
	1	2	3	4	5	6	7
Speaking	1	2	3	4	5	6	7
Writing	1	2	3	4	5	6	7

5 How did you first hear of the Cambridge Academy of English?

British Council: _____ English UK: _____ Friend: _____ Teacher: _____ Agent: _____ Internet: _____
Other, namely: _____

6 Travel Arrangements (if available)

NB: Do NOT book flights until booking confirmation is received. Inclusive airport transfer must be between 09.00 and 19.00.

Arriving on (DD/MM/YY):	Departing on (DD/MM/YY):
Airport:	Airport:
Terminal:	Terminal:
Flight number:	Flight number:
Time of arrival:	Time of departure:

7 Medical and welfare information

I am interested in the following exam(s): _____

Student Family name: _____

Student First name(s): _____

Course Details (please select the correct box): **Teenage Homestay** **PHC** **OBH** **MH**

From (DD/MM/YY) _____ To (DD/MM/YY) _____

YES **NO** Give details below. ****Attach further notes if appropriate.**

Has your child studied at CAE before? If Yes, When?: _____

Does your child have allergies or special dietary needs? If Yes, What?: _____
E.g. pet allergies (homestay only) or food which they cannot eat

Does your child have any relevant medical history that CAE should know about? If Yes, What?: _____
E.g. asthma, disability, allergy, surgery or serious illness in the last 12 months

Does your child have any relevant medical history that CAE should know about? Yes: _____ No: _____
E.g. asthma, disability, allergy, surgery or serious illness in the last 12 months

Is your child receiving medication? If Yes, give details**:

Will your child bring any medicines with them? If Yes, give full details**:

Do you consent to your child being given non-prescription medication, where appropriate? Yes: _____ No: _____

7 Medical and welfare information (continued)

YES NO Give details below.

Has your child had a tetanus vaccination?

If Yes, When?:

Do you allow your child to swim?

Can they swim 25 metres?:

Which type of room would your child prefer?

No preference

Dormitory

Twin

Single (limited)

Please note we **do not guarantee preferences**. Teenage Homestay Courses offer twin rooms only. See **CAE Sleeping Policy** for further information.

If you **DO NOT** wish your child's picture to be used for CAE promotional purposes, click here:

****Special Notes:** Give full details of **any special requests/medical or personal information** that may be relevant to your child's stay with us. Attach full details on a separate sheet if necessary.

8 Payment of fees

1. I wish to pay for my course in £

2. Payment can be made by:

Cheques in sterling drawn on a bank in the UK

By bank transfer to:

Cambridge Academy of English, Barclays Bank plc, Chesterton Road Branch, Cambridge, England.

Bank code: 20-17-35, SWIFT: BARCGB22

£ payments to £ Sterling account: 60224421. IBAN: GB95BARC20173560224421

VISA or MasterCard:

Please charge my VISA/MasterCard for the deposit of £200

Please charge my VISA/MasterCard for the balance 2 weeks before the start of my course

NB If you would like to pay by card, please contact us at cae@cambridgeacademy.co.uk

3. All fees should be paid in advance, not later than two weeks before the start of the course.

4. The Cambridge Academy of English reserves the right to increase fees or charges without prior notice.

Agent reference (if relevant):

Please give the name, address, contact telephone, contact email of person or organisation or company responsible for payment if not yourself:

9 Parental Consent

We regret that your child cannot participate in the full activity programme until we have received their completed **Young Learner Enrolment Form** including the **Parental Consent** below.

I consent to the full participation of my child (named above) on the course. I confirm that the information provided is complete and true. I understand that I must notify CAE of any changes, or information relevant to the health and welfare of my child and others, and to their suitability for a homestay / residential course. I agree that information will be stored and used for CAE purposes only. I authorise CAE to be responsible for my child's welfare for the duration of the course. I give consent for a doctor to administer necessary medical treatment, including anaesthetic and operation, if I cannot be contacted in an emergency. If my child is on the teenage homestay course, I give permission for her/him to walk to/from school.

Full name of parent / guardian:

Date:

Summer Courses for Young Learners

How do I enrol for 2018?

Homestay Courses (14-16 years)

Residential Courses (14-17 years, 12-15 years, 9-13 years)

Teenage Homestay Courses (14-16 years) *Fully Inclusive* CAE Girton, Cambridge

					GBP
T1	25 June – 6 July	2018	2 weeks		£1680
T2	9 July – 20 July	2018	2 weeks		£1680
T3	23 July – 3 August	2018	2 weeks		£1680

Teenage Residential Courses (14-17 years) *Fully Inclusive* CAE at Princess Helena College

					GBP
PHC 1	9 July – 20 July	2018	2 weeks		£1880
PHC 2	23 July – 3 August	2018	2 weeks		£1880
PHC1 + 2	9 July – 3 August	2018	4 weeks		£3500

Teenage Residential Courses (12-15 years) *Fully Inclusive* CAE at Old Buckenham Hall

					GBP
OBH1	16 July – 27 July	2018	2 weeks		£1880
OBH2	30 July – 10 August	2018	2 weeks		£1880
OBH1 + 2	16 July – 10 August	2018	4 weeks		£3500

Children's Residential Courses (9-13 years) *Fully Inclusive* CAE at Moreton Hall

					GBP
MH1	9 July – 20 July	2018	2 weeks		£1880
MH2	23 July – 3 August	2018	2 weeks		£1880
MH1 + 2	9 July – 3 August	2018	4 weeks		£3500

Notes

- All Young Learner courses are *fully inclusive* and include tuition, accommodation, activities, sport, airport transfers, all meals, excursions, admissions and insurance.
- You may only start your course on the start dates given.
- Arrival date for each course is Sunday. Departure date for each course is Saturday.



The ages given in our promotional material and on the CAE website are the recommended age ranges for our summer courses. Under special circumstances, CAE reserves the right to accept children with the following ages on these selected courses:
 Teenage homestay: 13, Old Buckenham Hall: 11 and 16,
 Princess Helena College: 13, Moreton Hall: 8.

CAE Young Learner Calendar 2018

		June	July			August
Teenage Homestay Courses (14-16 years)	CAE Girton, Cambridge		2 weeks	2 weeks	2 weeks	
Teenage Residential Courses (14-17 years)	CAE at Princess Helena			2 or 4 weeks		
Teenage Residential Courses (12-15 years)	CAE at Old Buckenham Hall			2 or 4 weeks		
Children's Residential Courses (9-13 years)	CAE at Moreton Hall			2 or 4 weeks		

Accommodation

Teenage Homestay Courses at CAE Girton

Teenage (14-16) students are normally placed in twin rooms, sharing with someone of a similar age, but different nationality and language. Students on Teenage Homestay courses must be home with their homestay by 11.00pm. Teenagers are usually expected to walk to/from school each day.

Residential Summer Courses for Teenagers and Children

Teenagers and children joining residential summer programmes at Princess Helena College, Old Buckenham Hall and Moreton Hall are allocated rooms with youngsters of a similar age but of a different nationality and language. The residential schools offer a range of smaller rooms and dormitories for between 4 and 10 children, depending on the course and the school. You may wish to mark a preference of room type on the Young Learner enrolment form. Please note that in line with our Sleeping Policy, we **do not** guarantee preferences or requests.

1. Please complete the **Young Learner Enrolment / Parental Consent Form** and attach **one photograph**.
2. Enclose £200 as a deposit or instruct your bank to make a transfer of £200 to the Cambridge Academy of English account (see below).
3. Send the completed enrolment form to: **Ann Stevenson - Registrar. Email: cae@cambridgeacademy.co.uk**
Cambridge Academy of English, 65 High Street, Girton, Cambridge, CB3 0QD England
4. As soon as your enrolment form and deposit have reached the Cambridge Academy, we will **immediately** send you your certificate of enrolment for your course, **or return the deposit if the course is already fully booked**.
5. When you have been admitted to a course, the £200 deposit is non-returnable, but is deducted from your course fees.
6. Receipt of the completed, signed Young Learner Enrolment/Parental Consent Form, is necessary for full participation on the course.

Payment

- Payment can be made by:
 1. Cheques in £ Sterling drawn on a bank in the UK.
 2. Card. Please contact CAE if you wish to pay in this way. All card transactions are charged at 2%, except for UK bank debit cards, which are free.
 3. By bank transfer to: Cambridge Academy of English
Barclays Bank plc, Chesterton Road Branch, Cambridge, England. Bank code: 20-17-35, SWIFT: BARCGB22
£ payments to £ Sterling account: 60224421. IBAN: GB95BARC20173560224421
- All fees should be paid in advance, **not later than two weeks before the start of the course**.
- The Cambridge Academy of English reserves the right to increase fees or charges without prior notice.

Admissions and Cancellation Terms

- 2 weeks or more before the booked period of study begins: fees refunded (except £200 deposit).
- Less than 2 weeks before the booked period of study begins: 50% refund.
- No refund can be made for late arrival, early departure, or missing part of a booked period of study.
- Students receive a copy of the school rules and are expected to adhere to them. The Cambridge Academy of English reserves the right to exclude any student whose attendance is unsatisfactory or whose behaviour is disruptive. In such cases any refund of fees will be at CAE's discretion.
- CAE reserves the right to make the final decision on all admissions.

Insurance Cover and Travel Arrangements

Visitors to Britain are normally given free accident/emergency treatment. Students' insurance is automatically included in the fees for all Young Learner Courses. Details are available on request.

- You should not book your flights until booking confirmation is received.
- All CAE Young Learner Summer Courses offer inclusive airport transfer **BUT only**: (a) on the specified arrival/departure dates, (b) for flights arriving/departing between **0900 and 1900**, and (c) from/to London Heathrow, Stansted, Luton and Gatwick airports.
- Any student needing a visa to study in England must complete the required visa application process before being admitted on a CAE course.
- The signed **Young Learner Enrolment / Parental Consent Form** is required for your child to be allowed to fully participate on any CAE course.