



MM Oxford Study Services  
course application 2016

Please complete this form, in full, using black ink and BLOCK CAPITAL letters

Family name: \_\_\_\_\_

First names: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Age: \_\_\_\_\_      Sex: Male       Female

Place of birth: \_\_\_\_\_      Nationality: \_\_\_\_\_

Full names of parents or guardians: \_\_\_\_\_

Home address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_      Post/zip code: \_\_\_\_\_

Telephone no: (with code) \_\_\_\_\_      Mobile no: \_\_\_\_\_

Parents or guardians email address: \_\_\_\_\_

Alternative emergency contact names: \_\_\_\_\_

Alternative emergency contact address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_      Post/zip code: \_\_\_\_\_

Alternative emergency contact telephone no: (with code) \_\_\_\_\_      Mobile no: \_\_\_\_\_

Alternative emergency contact email address: \_\_\_\_\_

**Please give details of the following: (it is very important that these questions are answered)**

Any health problems (e.g. diabetes, asthma, epilepsy): \_\_\_\_\_

Any allergies (e.g. to medication, anaesthetics, nuts etc.): \_\_\_\_\_

Do you carry an epipen? \_\_\_\_\_      Do you require assistance to use the epipen? \_\_\_\_\_

Any special dietary requirements: \_\_\_\_\_

(Once we receive this information we will confirm if the college is able to cater for specific dietary requirements; vegetarian options are served at all meals)

Please provide any other necessary details: \_\_\_\_\_

\_\_\_\_\_

**Present standard of English:**

Elementary  Intermediate  Upper intermediate  Advanced

Have you attended our courses before: Yes  No  If yes, which year \_\_\_\_\_

**Course requested: (dates shown are arrival and departure dates)**

General English Courses								
2 Week Courses	Semi-Intensive ✓	Intensive ✓	3 Week Courses	Semi-Intensive ✓	Intensive ✓	4 Week Courses	Semi-Intensive ✓	Intensive ✓
03 July - 16 July			03 July - 23 July			03 July - 30 July		
10 July - 23 July			10 July - 30 July			10 July - 06 Aug		
17 July - 30 July			17 July - 06 Aug			17 July - 13 Aug		
24 July - 06 Aug			24 July - 13 Aug					
31 July - 13 Aug								

English Through Drama	
2 Week Courses	✓
03 July - 16 July	
17 July - 30 July	
31 July - 13 Aug	

IELTS & Cambridge FCE Exam Preparation				
3 Week Courses	✓	4 Week Courses	Preparation Only ✓	With Exam ✓
03 July - 23 July		03 July - 30 July		
17 July - 06 Aug		17 July - 13 Aug		

**Residential accommodation is provided in standard single rooms**

Options: single en-suite room (supplement £115 per week)

Twin room (for two friends attending courses together)  Please provide friend's name \_\_\_\_\_

Arrival transfer “Meet and Greet” and departure “Check-in” assistance services are included within the course fees on official arrival and departure dates for all flight arrivals and departures between the hours of 10:00 and 18:00 from/to London Heathrow – all flight information (including whether a student will be travelling as an unaccompanied minor\*) must be received six weeks prior to the course commencement date to take advantage of these services.

If you need to book outside these times or use a different airport we will still arrange these services for a supplementary charge:

Heathrow - £145 each way; Gatwick/Stansted/Luton/Eurostar (St Pancras) – £180 each way.

If you already have the flight information, please enter it here:

**Arrival transfer details:**

Arrival date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Flying from: \_\_\_\_\_

Arrival time: \_\_\_\_\_ Airline/flight no: \_\_\_\_\_

Arrival airport: \_\_\_\_\_

Terminal no: \_\_\_\_\_

**Departure transfer details:**

Departure date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Flying to: \_\_\_\_\_

Departure time: \_\_\_\_\_ Airline/flight no: \_\_\_\_\_

Departure airport: \_\_\_\_\_

Terminal no: \_\_\_\_\_

**\*Unaccompanied minor**

An intention to use this service must be notified at the time of booking and the supplementary charge is £70 per student.

Unaccompanied minor service: Yes  No

Unaccompanied minor service: Yes  No

## Conditions of course admission

Parents are asked to read this section carefully. Applications are only acceptable if parents and students are fully aware of these conditions and agree to them.

The courses are open to students whose minimum age is 12 and maximum age is 17, although in some circumstances we will consider and accept, as part of a group, students who may be a year younger. All students must have previously studied English to elementary level.

## Liability and insurance

- Whilst **MM Oxford Study Services** will operate the course in such a way as to provide adequate levels of staff supervision, no liability can be accepted for any accident or misadventure which befalls the student.
- Our course fees include travel insurance. Medical and cancellation expenses are covered by the policy. The full schedule can be seen on request. However we strongly advise that you check the schedule provided on the web site and with the confirmation documents and take out additional cover where you feel it is necessary, before arrival as **MM Oxford Study Services** does not accept any responsibility for any short fall in the cover provided.
- Please note that **MM Oxford Study Services** can accept no liability in respect of any items lost by or taken from the student.
- If any facility provided by the host institution is temporarily unavailable, **MM Oxford Study Services** will make every reasonable effort to provide an appropriate alternative. No refund of course fees can be made in such circumstances.

## Excursion free time policy

On excursions and some activities there is normally a period of free time during which students may, in small groups, explore the area and go shopping if they wish. Students who are aged 14 and over may be given some unsupervised free time; younger students will remain under the supervision of **MM Oxford Study Services** staff, and/or their group leader.

## Miscellaneous

- It is the responsibility of the students and their parents to ensure they are in possession of the appropriate documentation and passport.
- Replacement or repair of any damage caused by a student, including accidentally, must be paid on presentation of the bill.
- **MM Oxford Study Services** must be informed of any medical conditions or dietary requirements.
- Students are advised to leave their money and valuables (including passports and return air tickets) in the school safe. They can have access to them twice per week on a Tuesday and a Friday.

## Expectations of student

- Students must agree to abide by all rules and regulations; many of which are designed to ensure their safety, including stipulations on leaving the College grounds, and fire regulations.

- Students are expected to behave sensibly, appropriately and reasonably at all times, and to show proper consideration for other people.
- Students must attend all lessons and all meals, and are expected to participate in the extra-curricular activities.
- No smoking or consumption of alcohol or use of illegal drugs is allowed at any time on or off the school premises.
- Rules concerning access to residential buildings must be observed. Male students are not allowed access to female students' rooms; female students are not allowed access to male students' rooms. All students must be in their residential buildings between 22:30 and 07:30.
- **MM Oxford Study Services** reserves the right to terminate any student's course, where the student does not comply with these rules or in the event of poor attendance, attitude or behaviour. Any travel and supervisory expenses thus incurred must be paid by the parent or person responsible. Fees will not be refunded.

## The application process

Once you have completed your application form, please return it to us with your deposit of £205 (£150 + £55 registration fee). This deposit reserves your place on the course and is deducted from your course fees.

Once we receive your application form and deposit payment we will send you a letter of confirmation together with an invoice showing the balance of the fees due; this documentation is the confirmation of your place on our course.

## Payment of deposit and fees

The deposit must be paid before we can reserve and confirm a place on our courses.

- The full course fees must be paid eight weeks prior to the commencement of the course. Failure to pay on time may result in the loss of a place on the course and loss of deposit. Payment should be made by Bank Transfer and **PLEASE NOTE THAT ALL BANK CHARGES** must be paid by you, if not it may mean that there is a balance to pay when you arrive.

We reserve the right to refuse admittance to our courses to any student whose fees have not been paid in full.

## Payments should be made through:

Barclays Bank plc  
Wantage branch (sort code: 20 90 91)  
PO Box 49  
Wantage  
Oxon  
OX12 8HX

## To credit the account of:

**MM Oxford Study Services Ltd.**

Account no: 40287903 – Sort Code no. 20-90-91  
IBAN – GB76 BARC209091 40287903  
Swift Code: BARC GB 22

## Cancellation terms

1. If you have to cancel **more than six weeks** prior to the commencement of the course, all fees less deposit and registration fee will be refunded.
2. If you have to cancel **between six to four weeks** prior to the commencement of the course, 50% of the course fee will be refunded.
3. If you have to cancel **between four to two weeks** prior to the commencement of the course, 25% of the course fee will be refunded.
4. If you have to cancel **within two weeks** of the course commencement or any student does not turn up the all fees are non-refundable.
5. Should there be a need to shorten or cancel a course, either before or after its commencement arising from or attributable to acts, events, omissions or accidents beyond **MM Oxford Study Services** control – a “force majeure event” – there will be no refund of fees except at the schools discretion and only in exceptional circumstances.

## Declaration

I confirm that the student and parents have read and accept the terms and conditions relating to **MM Oxford Study Services** courses.

As parent/guardian of the student, I understand that:

- A. Appropriate medical attention including, if necessary, a surgical operation, can be given to the student. I understand that every effort will be made to contact me.
- B. The student will be offered limited free time appropriate to his/her age and subject to certain conditions on certain activities and excursions. I will notify the principal in writing if I do not want my son/daughter to have this opportunity.
- C. If I do not wish my son/daughter to participate in specific activities (sporting, cultural or social) I should inform the principal in writing.
- D. Photography and videos: **MM Oxford Study Services** often take photographs and videos of its activities for brochures and advertising materials, if you do not wish your son or daughter to be photographed/videoed, please inform us in writing prior to the commencement of their course.

Signature of parent/guardian:

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Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please sign and return your completed form to:

**MM Oxford Study Services**  
44 Blenheim Road  
Oxford OX2 8DQ England

For more information:

+44 (0)1865 513788  
english@moxford.co.uk  
www.moxford.co.uk