



Bishopstrow College

Application for Registration & Enrolment

If you wish to register your student/child, please complete the form below
attach your non-refundable registration fee of £100 made payable to Bishopstrow College, copy of a recent school report
and return it to us for the attention of The Registrar.

Note: Please read the Terms and Conditions relating to Enrolment and Registration on the back of this form.

FAMILY NAME: (in capitals)

GENDER: M / F

DATE OF BIRTH : __ / __ / __ **AGE :**

FORENAME(S): (underline preferred known name)

NATIONALITY:

COUNTRY & PLACE OF BIRTH:

RELIGION:

FIRST LANGUAGE:

SECOND LANGUAGE:

PASSPORT NO:

CHILD'S PRESENT SCHOOL: (in capitals)

SCHOOL ADDRESS:

CURRENT LEVEL OF ENGLISH

ADDRESS AND FULL NAMES OF PARENT(S)

FATHER:

MOTHER:

CONTACT NUMBER(S):

CONTACT NUMBER(S):

EMAIL ADDRESS:

EMAIL ADDRESS:

ADDRESS:

ADDRESS:

OCCUPATION:

OCCUPATION:

WHERE DID YOU HEAR ABOUT US FROM?

AGENCY NAME: (If applicable)

EXPECTED TERM OF ENTRY: TERM 1 / TERM 2 / TERM 3 / TERM 4

PREFERRED DATE OF ENTRY:

PREFERRED LENGTH OF STAY:

Are there any health or special circumstances which Bishopstrow College should be aware of: Are any treatments required? YES / NO

eg general health, allergies, special medication

Is the above named student able to play a full part in the games and sporting activities of the College?

YES / NO

Is there any reason to suspect that the above named student has any learning difficulties or special educational needs, or if there is a family history of any learning difficulty? This would include conditions such as Dyslexia or Dyspraxia.

YES / NO

If YES, please provide full details under separate cover

Is there any other relevant information of which you think we should be aware? YES / NO

If YES, please provide full details under separate cover

FUTURE EDUCATION

Do you have an 'unconditional' offer from a UK School which you have accepted or intend to accept?

YES/ NO

If YES, please provide details of the UK School, eg name and location within UK

GUARDIAN

NAME

CONTACT NUMBER(S):

DECLARATION

We request the above named child be registered as a prospective student. We understand that the standard terms and conditions of the College may change from time to time as circumstances require, and will apply in all of our dealings with the College. We understand that the college (through the responsible official) may obtain, process and hold personal information about our child and we consent to this for the purpose of assessment, and, if a place is later offered, in order to promote and protect with welfare of the child.

All applications must include the non-refundable registration fee of £100 (payable to Bishopstrow College)

It is important that both parents sign unless only one parent is living. If this is difficult, please contact your agents or the College.

SIGNATURE OF FATHER:

SIGNATURE OF MOTHER:

Terms & Conditions

A. College Standards Those attending the College must comply with the directions given to them and abide by the rules of the College which are designed to ensure the smooth running of daily life. All students must be prepared to do their best and to maintain the standards of mutual respect and hard work on which the high reputation of the College depends

The number of rules in the College is kept to a minimum and their observance should not create any personal difficulty for any well-motivated, hard-working student. Drugs, alcohol and tobacco are strictly forbidden. Sexual misconduct or impropriety will lead to expulsion.

Students are advised not to keep substantial amounts of money in their possession in College. Facilities exist for money to be deposited with the College for a student's use, and it is the policy of the College to encourage a sense of responsibility and appreciation of the value of money among all students.

B. Cancellation or Withdrawal A deposit is payable on acceptance of a place at the College. The deposit is refundable net of any additional charges incurred after the end of the course. If a student does not take up the place on the course the deposit is not refunded, unless there are exceptional circumstances. Refunds are at the discretion of the College.

The College must receive the full amounts of the deposit and fees after all bank charges have been paid. Your bank should be instructed to pay all charges including those for the UK bank. Students will not be permitted to join the College until all fees due have been paid.

Acceptance and entrance to the College constitutes a contract to pay all fees and associated charges due. If a student has paid in advance but is unable to attend, it may be possible to claim on your travel insurance. Otherwise, the College will refund the full fees, less the deposit and any bank charges, if written notification of withdrawal is received by the College at least 4 weeks before the commencement of his/her course start date.

Fees are not refundable once a course has been started.

Fees are not refunded if a student is asked to leave the College because of unsatisfactory behaviour or work. Any additional costs associated with an early withdrawal will be charged to the student.

The College reserves the right to alter the fees if increases in cost make this necessary, though its policy is to only review fee levels on an annual basis.

C. Suspension and Expulsion The College reserves the right to suspend or expel a student whose behaviour is counter to the general interest and welfare of the other students. Suspension and expulsion are at the sole discretion of the Principal whose decision is final. In such circumstances, there will be no refund of fees; any additional cost incurred will be passed to the parent or guardian for immediate settlement.

D. Accommodation Students are responsible for any damage caused by them to the property itself or any item in the property. The College reserves the right to recover costs for any damages incurred.

E. Insurance Students attending the College should have adequate medical, dental, travel and personal insurance.

The College cannot accept any responsibility for loss or damage of students' personal property nor is it responsible for any medical or dental costs incurred by the student during their stay. Students are therefore advised not to bring valuable items such as expensive watches or jewellery.

We do not accept responsibility for any loss or any expense due to delays or changes in public transport, weather, quarantine, sickness, or any other cause.

We can only accept students on the assumption that they are in good health.

A student's personal possessions cannot be covered by College Insurance although it is sometimes possible for parents to make separate insurance arrangements. "By agreeing to the above I/we also hereby give my/our consent to the above information being processed for College in house purposes, in accordance with the Data Protection Act 1998"

F. Publicity Students and their parents or guardians agree that the students' achievements and college photographs may be used for promotional purposes without being given additional consent or notification.

G. Welfare and Guardianship Every student whose parents are not resident in the United Kingdom is required to have a UK based 'guardian', for example a relative or close family friend, who will be responsible for them when they are not in College. If a student's parents do not know a suitable person to nominate as 'guardian', the College will be able to supply details of professional guardian agencies.

Further details available on Enrolment Procedures Documentation