

## Application Guide 2010

### Prices and Dates

	DATE*	PRICE PER WEEK	
		Multisports	All other specialist courses
Warminster	11 JULY - 15 AUGUST	£770	£880
Kingham School	11 JULY - 15 AUGUST	£770	£880
Roedean	4 JULY - 15 AUGUST	£835	£945

\* dates are subject to change

	Multi-sports	Tennis	Football	Art & Design	Dance	Golf	Sailing	Horse riding	Media & Film	Study	Intensive
Warminster	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓
Kingham Hill	✓	✓	✓	✓	✓	✓	✓	✓			✓
Roedean	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓

### How to book

- Decide which dates you wish to visit England. Read the brochure carefully and select the centre and course or courses you wish to attend.  
Students can choose to take one course or several different courses throughout their stay. The minimum length of stay is two weeks.
- Fill in all sections of the booking form, ticking the box for each week and course choice. If you are booking for more than one child please photocopy the form and fill in one for each child.
- Booking with agents – You may book through a recognised MW Summer Schools agent. Pass the form to them and they will help you complete all formalities including transport.
  - Booking by post – complete the form, enclose a £200 deposit made payable to Embassy Educational Services Ltd and mail to:  
The Admissions Officer  
MW Summer School  
Brighton Study Centre  
1 Billinton Way  
Brighton, East Sussex  
BN1 4LF  
**Please note** - All bookings require a £200 deposit, which includes a non-refundable application fee of £70.
  - Booking by phone, fax or email – complete and fax the form  
and fax the form  
or contact us by telephone or email:  
T +44 1273 339275  
F +44 1273 339441  
E mwssummer@studygroup.com
  - We accept payment by cheque (UK £ only), MasterCard, Visa or American Express. Payment by credit card is subject to a 2% surcharge. Accounts may also be settled by cash or bank transfer.  
Cheques should be made payable to:  
Embassy Educational Services UK Limited  
For payment by bank transfer please quote the following:  
**Bank name:** National Westminster Bank plc  
**Bank address:**  
103 Church Road, Hove  
East Sussex BN3 2BS  
**Bank sort code:** 53-61-02  
**Account name:**  
Embassy Educational Services UK Limited  
**Account number:** 01025996  
**Swift code:** NWBKGB2L  
**Bank IBAN No:** GB95NWBK53610201025996

### Confirmation of booking

On receipt of a minimum £200 deposit we will confirm your place on the course. Full payment must be received by us 14 days before arrival. After this date all bookings must be paid in full.

When we confirm your place you will receive the **MW Summer Schools enrolment pack**. This will contain:

- Welcome letter
  - Certificate of enrolment
  - Visa support letter, if applicable
  - Detailed arrival information and confirmation of transfer, if requested
  - Parent guide including ancillary information and a clothing list for your course
  - Medical and dietary form
  - Unaccompanied minor letter
  - ID badge to be worn on arrival in the UK.
- Please note** - All medical forms must be returned before the student arrives at the centre.

# Booking form Please print clearly in CAPITAL LETTERS

## Parents details

Parent/guardian name	Emergency contact
Mailing Address	Email
Telephone (home)	Fax <span style="float:right">Country</span>
	Telephone (work)

## Agent (if required)

Name	Emergency contact
Address	Email
Telephone (home)	Fax <span style="float:right">Country</span>
	Telephone (work)

## Student details

Family name	Given name
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="text" value="Date of birth d d / m m / y y"/>	Country of birth
Nationality	Age at start of course
	Your own language

Is the student in good health? Yes  No  If no please give details on a separate sheet

Centre **WARMINSTER (W)**  **KINGHAM HILL (KH)**  **ROEDEAN (R)**

**Course options and dates** Courses run from Sunday, 04 July to Sunday, 15 August, depending on which centre is chosen. Please tick weeks required.

PART 1

School	JULY												AUGUST						COST ACCORDING TO CENTRE	If you have any notes or requirements with regards to specific dates of travel, please state below:
	04-11		11-18		18-25		25-01		01-08		08-15									
	R	R	KH	W	R	KH	W	R	KH	W	R	KH								
Summer Multi-sports																				
Summer Tennis																				
Summer Football																				
Summer Dance																				
Summer Golf																				
Summer Sailing																				
Summer Horse Riding																				
Summer Art and Design																				
Summer Media & Film																				
Summer Study																				
Summer Intensive																				

PART 2

Please note there is a £70 booking fee for all bookings

Do you require a visa support letter? Yes  No   
(Visa support letters cannot be issued until full payment has been received)

Do you require pocket money at £50 per week? Yes  No   
Please note there is a £50 fee for all pocket money transfers

Will you be bringing your own golf clubs? Yes  No

**AIRPORT TRANSFER**

Do you require an airport transfer? Yes  No  If yes, please fill in the section below

Have you booked an unaccompanied minor service?\* Yes  No

**Airport:** Heathrow  Gatwick  Stansted  Birmingham  Bristol   
 Other (please specify) \_\_\_\_\_

<b>Date</b>	<b>Time</b>	<b>Fight n°</b>	<b>From/to</b>
<b>Arrival</b>	<b>Departure</b>		

\*Please check with your airline as this service is essential for some travellers, particularly those under 12

If you have an accommodation preference for your child, please state below:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Total cost \_\_\_\_\_  
 Less £200 deposit \_\_\_\_\_  
 Balance (14 days prior to arrival) \_\_\_\_\_

## Payment method

We accept payment by international credit card: MasterCard, Visa and American Express (subject to 2% surcharge). If you wish to pay by international credit card, please complete the following section:

Please indicate your preferred method of payment: Cheque (UK £ only)  Bank transfer  Credit card

I hereby authorise Study Group to charge UK£ \_\_\_\_\_ to my credit card

<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express	<input type="text" value="Card number"/>	<input type="text" value="Expiry date"/>	<input type="text" value="Security code (UK)"/>
-------------------------------------	-------------------------------	---	--	--	---

Name and address of card holder (mandatory) \_\_\_\_\_

Signature of card holder \_\_\_\_\_

Please deduct the final balance from this credit card on the due date

**Agreement Statement of Parent/Guardian:** I have read the information contained in the brochure and the published Terms and Conditions and accept them. In case of illness or injury I hereby grant permission to the School to follow the advice of the attending medical consultant. I understand that all fees and expenses must be settled prior to the start of the course and that failure to comply with this may result in admission being delayed.

Name (please print)	Relationship (eg: Mother/Father etc)
Signature	Date

## Further information

### The courses

All courses start on a Sunday and students should report to:

#### MW Summer Schools

Warminster School Warminster, Wiltshire, BA12 8PJ	Roedean School Roedean Way, Brighton, East Sussex, BN2 5RQ
--	--

Kingham Hill School  
Kingham,  
Chipping Norton,  
Oxfordshire,  
OX7 6TH

Operational from 04 July 2010

e: [mwsummer@studygroup.com](mailto:mwsummer@studygroup.com)

Emergency telephone: +44 771 771 8776

### Arrivals

#### BY AIR

If you would like us to arrange a transfer from the airport to the centre this should be reserved at the time you make your booking, by ticking the box. A charge is made for this service.

#### TRANSFERS

All transfers are at a cost of £90 per student for a one way transfer. This price applies to arrival and departure transfers and includes the cost of the journey as well as a full escort service on arrival and departure.

#### BY CAR

If you would like us to send you a map of directions to get to the school please ask when making your reservation. Please advise us of an estimated time of arrival if you choose this option.

### Damage deposits

On arrival, all students will be required to lodge a £20 damage deposit with MW Summer Schools staff. This deposit will be returned immediately prior to departure, subject to any damage caused to the School or its property.

### Medical form

In order for us to have all necessary medical details concerning your child you will be asked to complete our medical form which will be sent to you with the MW Summer Schools enrolment pack. Once completed, the form should be returned to the office before arrival into the UK.

### Keeping in touch

All children are required to phone home immediately upon arrival and we will assist your child to do this easily. We ask you not to phone the centre during the first few days to allow your child to settle in. All children have regular access to email facilities

### Food

We provide three hot meals every day, except when children are going on a full day excursion when they will be given a packed lunch.

There is a choice of food at each meal time including a vegetarian option. Our meals are as varied as possible. Special diets can often be catered for if you give us details on the medical form sent to you with our MW Summer Schools enrolment pack. In addition there are snack breaks, morning, afternoon and evening.

### What to bring

Recommended clothing varies according to the course chosen. Everyone should bring T-shirts, trainers, tracksuits and a set of smart clothes for discos in addition to any special clothing on the list sent with your enrolment pack. All bedding is provided. Students should bring their own towels and an alarm clock. It is advisable that all students bring a waterproof jacket and suncream with them.

### General

All course materials are provided but students should bring pens, pencils and dictionaries. Students are asked to wear their ID badge on arrival in the UK. This will help staff to identify all MW Summer Schools students once they arrive in the arrivals hall. Students are also asked to bring a passport sized photo with them.

**Summer multi-sports** – Sensible summer clothes with a lightweight jacket (in case it rains!) are needed for excursions along with T-shirts, sports shoes and swimwear for afternoon sports.

**Summer tennis** – tennis rackets will be provided but please bring your own if you wish. Tennis whites and tennis shoes are recommended.

**Summer football** – football boots are preferred but not essential. Wet weather clothing is advisable.

**Summer dance** – tracksuits or similar comfortable clothing are recommended. Footwear should be jazz shoes or bare feet.

**Summer golf** – we recommend that you bring your own golf clubs if you have them (some clubs may be borrowed from the golf club). Golf shoes are preferred but not essential.

**Summer sailing** – all students should bring swimwear, shorts, T-shirts and wetsuits if you prefer. Life jackets and safety clothing are provided.

**Summer Horseriding** – all students should bring riding jodhpurs or suitable trousers (not jeans), riding boots and their own riding hat. If you do not have your own hat this may be provided by the riding school. If you do not have riding boots then please bring a pair of sturdy shoes with a small heel.

**Summer art and design** – clothing as for Summer Multi-sports. No specialist clothing or equipment required. Students are welcome to bring their own sketchbook.

**Summer study, Summer intensive + Summer Media and Film** – there are no special requirements as all course books are provided, but sensible clothes and jackets are needed for excursions and outdoor field work as well as sports clothes, including swimwear, for the activities.

### Laundry

There are laundry facilities on site. Washing will be done for your child at least once a week. Please make sure all clothes, towels and swimwear are clearly marked. Dry cleaning can be arranged at cost.

### Lost property

If something is lost your child should contact a member of our staff immediately.

### Pocket money and valuables

The cost of all day-time activities is included in the fees. Nevertheless children like to have pocket money for drinks, sweets and souvenirs. We believe a maximum of £50 per week is sufficient. As all British boarding schools do not have lockable bedroom doors all money and valuables, passports and return tickets should be deposited with the school office on arrival. Pocket money may be collected at specific times each week.

### Safety

The welfare of all children at our schools is our most important consideration. We are “in loco parentis” and apply the same standards of care and safety that any parent would expect.

Our staff are selected with this in mind and a staff/student ratio of at least 1:5 is in place.

### Register of sponsor

Embassy Summer is accredited for the provision of English and Academic courses for overseas students through the UKBA Register of Sponsors, Sponsor Licence Number RFXNYIAK2.

This means that unlike those providers who are not accredited, we are fully able to assist you in obtaining your students' visas for studying in the UK.

## Terms & conditions

1) We will confirm a place once we have received a completed booking form accompanied by the deposit of £200. The booking of a place is regarded as your acceptance of all our conditions and rules.

2) We accept children on the assumption that they are in good health.

We do not accept responsibility for any loss of, or damage to, any property belonging to participants attending the Summer School. Whilst every help is given, it is the child's responsibility to ensure that all belongings are collected before departure. We do not accept responsibility for any loss or expense due to delays or changes in public transport, weather, quarantine, sickness, strike, riot or any other cause.

3) Acceptable methods of payment are cash, personal cheques on UK banks, MasterCard, American Express, Visa\* or bank transfer

\* Payment by credit card is subject to a surcharge of 2%

**Payment should be made to:**

**Bank:** National Westminster Bank plc

**Bank address:**

103 Church Road, Hove  
East Sussex BN3 2BS

**Bank sort code:** 53-61-02

**Account name:**

Embassy Education Services UK Limited

**Account No:** 01025996

**Swift code:** NWBKGB2L

**Bank IBAN No:** GB95NWBK53610201025996

4) All cancellations must be made in writing and will take effect from the date we receive such notice. Cancellation charges, which also apply to the curtailment of any booking, are made according to the amount of notice received as follows:

Notice prior to commencement	Charges
31 days or more	No Charge
30 days – 7 days	£100
7 days – 36 hours	30% of total holiday cost
Less than 36 hours	100% of total holiday cost

5) The course details, together with the main brochure of which they form a part, have been published in good faith. Courses are subject to alteration, re-arrangement or change in the event of unsuitable weather conditions or other factors beyond our control, including where number of bookings received do not reach the minimum numbers to operate a course viably.

We reserve the right to make such changes without notice.

6) These conditions, together with the published course details, form the basis of any contract between parent/guardian and the Summer School, which contract is subject to the laws of England.

7) As students choose our courses to obtain the best programme possible, we must make sure that they can study and enjoy their activities to the fullest. All students must comply with directions given to them and obey the rules of the School. Any student disturbing others through serious misbehaviour will be warned about their actions and given the opportunity to change their behaviour. If there is no improvement we reserve the right to require their removal from the School. In such circumstance there will be no refund of fees and any additional costs incurred will be passed on to the parent/guardian for settlement.

8) Sometimes during the summer we take photos or video images of the students for promotional purposes. If you do not agree to this please inform us in writing before your student arrives.

## StudyCare insurance cover for students

It is a condition of booking that students have an adequate level of insurance prior to travelling. Our StudyCare insurance scheme covers students attending the MW Summer Schools.

An outline of the cover provided under this scheme is set out below. This, however, is intended only as a brief summary of the Insurance and in no way replaces the FULL POLICY, containing the full terms, conditions and exclusions, which is available for inspection at the office of the MW Summer Schools.

### Ace rescue

Cover unlimited.

### Personal accident

Insurance for bodily injury to the Insured Person during the period of insurance and causing:

Permanent Total Disablement

Cover up to £25,000. No excess.

### Personal property and baggage

Cover up to £1,500 (£250 per article)

for any one claim. Excess £50.

### Money

Cover up to £1,000 (£500 cash/£500 Travellers

Cheques). Excess £50.

### Medical, travel and cancellation expenses

Conditions precedent: That all Insured Persons are in good health physically and mentally at the date of booking and are not travelling against the advice of a qualified medical practitioner.

### Medical expenses

Shall mean all reasonable costs incurred for hospital, surgical or other diagnostic or remedial treatment given or prescribed by a qualified medical practitioner. Dental or optical expenses are excluded unless incurred as a result of an emergency, provided that all routine dental and optical treatment is completed prior to the journey.

Cover up to £1,000,000. No excess.

### Cancellation

Should an insured person have to cancel the projected journey prior to commencement or have to curtail it by returning home before completion because of death, accidental bodily injury, illness or compulsory quarantine of the insured person the Insurers shall pay for any irrecoverable or extra payments which have to be made for the travel and accommodation.

Cover up to £5,000. £50 excess.

### Prices

£8 per person per week of stay regardless of how many weeks stayed

e.g. 2 weeks stay £16 fee 6 weeks stay £48 fee

Students will be invoiced for StudyCare insurance to cover sickness, loss of luggage, valuables etc. If you do not wish to take StudyCare insurance you must provide evidence of alternative insurance.

### Travel expenses

Shall mean reasonable additional costs necessarily incurred for:

1) Travel and accommodation expenses of up to two relatives or friends of the insured person who, on medical advice, are required to travel to or remain with the insured person.

2) Travel and accommodation expenses of the insured person incurred in returning to normal country of domicile.

3) Unforeseen travel expenses of the insured person incurred in returning to attend the funeral of a spouse, mother, father, daughter, son, sister, brother of the insured person in his or her normal country of domicile.

Cover up to £5,000. £50 excess.

### Claims

In the event of a claim you should contact ACE Insurance, the administrators of the policy, directly on the telephone numbers which you will receive with your insurance confirmation.