

2018

# LINES Enrolment Form



DOWNE HOUSE

# LINES Downe House - Enrolment Form

## Student's Information

First Name:

Surname:

Male  Female  (please tick ✓)

Address:

City:

Country:

Postcode:

Nationality:

Passport Number:

Mother Tongue:

Birth Date:

## Parent/Guardian's Information

Mother's Name:

Occupation:

Email Address:

Father's Name:

Occupation:

Email Address:

Visa documents sent per DHL (100 GBP) (please tick ✓)

## Medical Information

**Do you suffer from any of the following medical conditions?** (please tick ✓)

Asthma     Anorexia or bulimia     Epilepsy     Physical disability     Behavioural difficulties     Allergies to medicine or animals     Any other medical conditions

Any Dietary requirements?    Yes    No

Any Allergies?    Yes    No

**Please supply the relevant information if you have answered yes to any of the above.**

**Emergency phone number reachable 24/7 during the student's stay:**

**Contact person:**

I authorise LINES to administer first aid\* where the care of a nurse or doctor is not available. In the unlikely event that my child should require emergency surgery, I authorise LINES staff to sign the consent form on my behalf.

Signed: \_\_\_\_\_ (mother/father/guardian)

Date:

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**Step 1**- Please tick the appropriate boxes ✓

## Dates

**Age groups:** Please circle one (please look at the document titled age groups if unsure)

**Kids** born in 2012->2008

**Teens** born in 2007 -->2006

**Juniors** born in 2005 -->2003

**Seniors** born in 2002 -->1999

**Arrival** Please tick ✓

08/07/2018\*  14/07/2018  21/07/2018\* \* For beginners

**Departure** Please tick ✓

21/07/2018  28/07/2018  04/08/2018

## Transfers

Please tick ✓

Arrival  Departure OR  Own Arrival Transfer  Own Departure Transfer

Under Minor Service (20 GBP) (obligatory for children under 12 who fly alone. Please check with your airline for conditions).

UM On arrival  UM On departure

## **Step 2 Optional Pro Activities**

**(Not included in the basic fee)**

NOT FOR KIDS

	PRO-MUSIC (190 GBP/week)	PRO-FOOTBALL (190 GBP/week)	PRO-TENNIS (190 GBP/week)	PRO-GOLF (270 GBP/week)
Week 1				
Week 2				
Week 3				
Week 4				

(A minimum of 4 participants is required for each activity to take place)



LINES  
Learn & Smile  
in the same language!

## Step 2 Optional Excursions

(Not included in the basic fee)

**THORPE PARK or HARRY POTTER STUDIO, 80 GBP**

- Sunday, the 15<sup>th</sup> July **THORPE PARK/Chessington World of Adventure** (for Teens)
- Sunday, the 22<sup>nd</sup> July **HARRY POTTER**
- Sunday, the 29<sup>th</sup> July **THORPE PARK/Chessington World of Adventure** (for Teens)

**EATING OUT AND MUSICAL in LONDON, 130 GBP**

- Saturday, the 14<sup>th</sup> July
- Saturday, the 21<sup>st</sup> July
- Saturday, the 28<sup>th</sup> July

## Step 3 – Please read and tick one ✓

- Students can choose among 2 types of workshops: option A and option B. **For option B, a minimum level is required.** Should a student choose an option B workshop, he/she will need to sit a test (sent by LINES) prior to his/her arrival for LINES to determine whether he/she has the appropriate level. For option B workshops, a minimum of 4 participants is requested.
- In both cases, the students need to choose their workshop for the first week of their stay before they arrive on site. The workshops for the other weeks will be chosen on site.
- Please note that the students can change the workshops weekly.

### TEENS

### JUNIORS

### SENIORS

Option A	Option B		Option A	Option B		Option A	Option B
<input type="checkbox"/> Film Production	<input type="checkbox"/> Best of Britain (minimum level B1.1)		<input type="checkbox"/> Film Production	<input type="checkbox"/> Best of Britain (minimum level B1.1)		<input type="checkbox"/> Film Production	<input type="checkbox"/> Best of Britain (minimum level B1.1)
<input type="checkbox"/> Popular Music			<input type="checkbox"/> Popular Music	<input type="checkbox"/> Exam preparation (no minimum level required)		<input type="checkbox"/> Popular Music	<input type="checkbox"/> Exam preparation (no minimum level required)
<input type="checkbox"/> Drama			<input type="checkbox"/> Drama	<input type="checkbox"/> Debate society (minimum level B1.4)		<input type="checkbox"/> Drama	<input type="checkbox"/> Debate society (minimum level B1.4)
<input type="checkbox"/> Everyday English			<input type="checkbox"/> Everyday English	<input type="checkbox"/> Business English (minimum level B1.4)		<input type="checkbox"/> Everyday English	<input type="checkbox"/> Business English (minimum level B1.4)
<input type="checkbox"/> Health & Fitness			<input type="checkbox"/> Health & Fitness			<input type="checkbox"/> Health & Fitness	
<input type="checkbox"/> Fashion Design			<input type="checkbox"/> Fashion Design			<input type="checkbox"/> Fashion Design	
			<input type="checkbox"/> Journal & Creative Writing			<input type="checkbox"/> Journal & Creative Writing	

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## School Rules & Information

- Upon arrival, all valuables such as passport, flight ticket, medical insurance etc. as well as 100 GBP refundable security deposit is to be given to the LINES staff
- Students can keep their mobiles phones, but are not allowed to use them during lessons and activities
- Respect the complete immersion at the centre and respect the other students and LINES staff.
- All property of LINES and of the campus are to be treated with care
- No smoking, drinking of alcohol or drug taking is permitted on campus
- The student may not leave the campus without prior permission from the parent/guardian and the Centre Manager
- The student is not allowed to change rooms without prior permission from the Welfare Manager and/or the Centre Manager
- The student is to attend classes, activities, meals, excursions and meetings on time and to comply with all safety instructions
- The use of hairsprays and /or deodorizers is not permitted in the student's room
- The student is not allowed to enter the dorms of the opposite gender nor to leave his/her room after curfew
- First aid is only by means of assessment of the child's injury or ailment. First aiders employed by LINES have no capacity to diagnose or prescribe medication.
- By signing this document, you allow the first aiders to administer your child basic medication such as Paracetamol, Ibuprofen, cough medicine, throat lozenge's etc.

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## **Conditions of booking**

### **No contract exists until**

- The enrolment form and the medical form completed and signed by the Custom
- The total cost payable for bookings made within 4 weeks before the beginning of the course
- The payment of the 20% deposit is ensured within 1 week after the confirmation documents have been sent

### **All bookings are subject to these conditions and to the Law and Jurisdiction where the LINES Company is based.**

- The balance of any total price due must be paid by the Customer at least 4 weeks before the beginning of the course
- The deposit must be paid 1 week after the confirmation documents have been seen
- An invoice for the balance(s) due will be sent to the Customer at least 4 weeks before the beginning of the course
- Cancellation of a booking is only effective when received in writing from the person signing the form

### **Scale of Cancellation charges:**

- 30 days or less before scheduled arrival: 100% of the total cost is forfeit.
- For cancellations prior to 30 days, the deposit is forfeit.
- For any cancellation made prior to the deadline of the 20% deposit, 100 GBP is forfeit.
- For cancellations of options (transfers, pro-sport etc) 14 days or less prior to arrival, no refund will be made
- In the unlikely event that the Customer has a complaint, this must be made within 7 days of the Participant concluding the course. No claims will be considered outside this period
- In no event shall the liability of LINES to any Customer for any loss, damage or injury, howsoever incurred, sustained or suffered, exceed the total price paid by the Customer. It is the responsibility of the Customer/Participant to have in his/her possession the necessary documents, visas, insurance and travel tickets at the time of departure and the time of return
- If you arrive late or leave early, no refunds will be made
- LINES reserves the right to send home at the earliest moment a participant who is being seriously disruptive during his/her stay without any refund. The costs related to such an early return will be charged to the participant or his/her legal representatives.
- Reasons for expulsion: mentioned in the "School Rules" section
- LINES reserves the right to charge parents for repairs or replacements for any damage caused to property by their child

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**Please read the following statement carefully before Signing**

I the Parent/Guardian and Student confirm that above conditions of booking have been read thoroughly and understood.

By signing this document all parties agree to such terms and conditions.

## **Student**

Print Name:

Signed:

Date:

## **Parent/Guardian**

Print Name:

Signed:

Date: