ACCORD • ISS
International Summer Schools

PLEASE ATTACH A RECENT PHOTOGRAPH (optional)

BARNARD CASTLE SCHOOL DAY STUDENTS

BOOKING FORM

Please complete ALL sections of the booking form. Please enclose a £420 deposit + £30 administration fee and post to address below. Do not book transport until you receive booking confirmation.

STUDENT DETAILS:

Full name:.....
Date of birth: .....
Mobile phone number: .....
Male ☐ Female ☐ Nationality: .....
First language: .....
Is the student in good health? Yes ☐ No ☐
If NO, please provide full details separately.
English level: .....

COURSE DATES:

ENGLISH COURSE ONLY
Start date: ..... End date: .....
Total number of weeks: ..... @ £280.00 per week

ENGLISH COURSE + AFTERNOON ACTIVITIES + HALF-DAY TRIP
Start date: ..... End date: .....
Total number of weeks: ..... @ £400.00 per week

ENGLISH COURSE + AFTERNOON & EVENING ACTIVITIES + HALF-DAY TRIP
Start date: ..... End date: .....
Total number of weeks: ..... @ £490.00 per week

ENGLISH COURSE + PSG FOOTBALL ACADEMY + HALF-DAY TRIP
Start date: ..... End date: .....
Total number of weeks: ..... @ £495.00 per week

PSG FOOTBALL ACADEMY
Start date: ..... End date: .....
Total number of weeks: ..... @ £250.00 per week

Barnard Castle School opens from July 3rd to July 29th 2017.
Please note: the minimum age for the PSG Academy is 8.

ADDITIONAL ENGLISH:

Course	Hours/week	Price/ week	Number of Weeks
Intensive English	5	£120	
One to One course	5	£200	

Course	Price/hour	Number of Lessons
One to One lesson	£45	

ADDITIONAL ACTIVITIES:

Activity	Hours/ week	Price/ week	Number of Weeks
Dance	6	£180	
Tennis	6	£180	

ADDITIONAL EXTRAS:

Trip	Price/Trip	Number of Trips
Full day trip	£90	
Half day trip	£45	

AIRPORT/TRAIN TRANSFER:
Please tick the appropriate airport/train station if you require a return transfer:

Newcastle	£140	
Durham Tees Valley	£120	
Leeds Bradford	£160	
Darlington	£35	

UNACCOMPANIED MINOR SERVICE:
Please tick the appropriate UM service:

One way	£80	
Return	£120	

PARENT/GUARDIAN AND EMERGENCY CONTACT DETAILS:

Full name: .....
Address: .....
.....
.....
Home phone number: .....
Work phone number: .....
Mobile phone number: .....
Email address: .....

Emergency contact name: .....
Address: .....
.....
.....
Home phone number: .....
Work phone number: .....
Mobile phone number: .....
Email address: .....

How did you hear about ACCORD ISS? .....
.....
Has your child attended ACCORD ISS before? Yes ☐ No ☐

TOTAL AMOUNT

Please enter the total price for each item to calculate the total amount payable.

TOTAL COURSE FEE: £.....
TOTAL TRANSFER FEE: £.....
TOTAL ADDITIONAL ACTIVITIES: £.....

TOTAL PAYABLE AMOUNT: £.....

ACCORD ISS Head Office, Brook House, 64-72 Spring Gardens, Manchester, M2 2BQ, England
+44 (0)161 235 5222 +44 (0)120 043 8151 info@accord-iss.com **www.accord-iss.com**

PAYMENT AND TERMS AND CONDITIONS

TERMS AND CONDITIONS:

1. Booking is confirmed upon receipt of completed booking form and deposit. Bookings can be made for multiple whole weeks (min. 2 weeks). 1 week bookings are accepted where possible.
2. All students attending ACCORD ISS must follow the School's rules and directions. We reserve the right to immediately remove any student whose behaviour is unacceptable or disruptive. In this event, no fees shall be refunded and any additional cost incurred must be paid by the parent/guardian.
3. Student acceptance is based on the assumption that they are in good health. We do not accept responsibility for any loss or damage to property belonging to students attending the School. We do not accept responsibility for any loss or expense caused by delays or changes to public transport, weather, quarantine, illness, strike, riot, force majeure or any other cause. We do not accept responsibility for injury or death to students.
4. All cancellations must be made in writing and take effect upon receipt. Cancellation charges (applicable to curtailment of any booking) vary depending on the amount of notice we receive:

Cancellation prior to start date	Charge
8 – 30 days (Monday to Friday)	65% of total holiday cost
2 – 7 days (Monday to Friday)	85% of total holiday cost
1 day or after start date	100% of total holiday cost

If you cancel your booking because of a visa refusal, we will refund any fees minus the non-refundable deposit and administration fee that you have paid provided that you send us a signed copy of the visa refusal letter issued by the British Embassy/Consulate at least 2 weeks before your course is due to start.
5. Programme information and the main brochure have been published in good faith. We reserve the right to make changes to the Programme where necessary.
6. These terms and conditions and the published Programme form the basis of any contract between the parent/guardian and the School subject to the UK legal system.
7. Image Use: ACCORD may take photos of the students to be included in promotional material (brochures, websites, etc.) unless the student or his/her parents say otherwise. This refusal must be stated when booking.

INSURANCE:
Student insurance cover: The travel insurance cover scheme covers students attending ACCORD ISS. It is underwritten by ACE European Group Ltd. The provided cover is detailed below in a brief summary of the Insurance that in no way replaces the Master Policy (full terms, conditions and exclusions). The Master Policy is available for viewing at ACCORD ISS office.

Personal accident: Insurance for bodily injury to Insured Person during the period of insurance and causing
- Permanent disablement (continental scale) £20,000

Medical, travel and cancellation expenses (conditions precedent): All persons are in good mental and physical health at the time of booking and are not travelling against the advice of a qualified medical practitioner.

Benefits: The figures below exclude the first £50 of each and every claim. The insured sum shown is an overall limit of cover per person.
Sum Insured:

Medical	Unlimited
Travel Expenses	£20,000
Sum Insured Repatriation	Unlimited
Sum Insured Cancellation	£10,000

Medical expenses: shall mean all reasonable costs incurred for hospital, surgical or any diagnostic/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 journey.

Travel expenses: shall mean reasonable additional costs necessarily incurred for:
(i) Travel and accommodation expenses for 2 relatives or friends of the Insured Person required to travel/remain with the Insured Person on medical advice.
(ii) Travel and accommodation expenses for the Insured Person incurred returning to country of domicile.
(iii) Unforeseen travel expenses of the Insured Person returning to attend the funeral of a spouse, mother, father, sister, brother of the Insured Person incurred returning to country of domicile.

Repatriation: Unlimited expenses incurred in returning the Insured Person to country of domicile.

Cancellation: Should an Insured Person have to cancel the projected journey prior to commencement or have to curtail it by returning home prior to completion due to death, accidental bodily injury, illness or compulsory quarantine of the Insured Person, the Insurers shall pay for any irrecoverable or extra payments required for travel and accommodation (up to £10,000 maximum).

Baggage and personal property: Sum insured - Personal belongings £10,000, with sub-limits of up to £2000 per item".

Claims procedure: The Insurance has been specially arranged for ACCORD ISS by Thistle Insurance Services, Vincent House, 17 Stanley Street, Liverpool L1 6AA to whom any enquiries may be made regarding the cover provided or for additional insurance that may be required.

All claims to be reported direct to:
ACCORD ISS, Brook House, 64-72 Spring Gardens, Manchester, M2 2BQ, England

PAYMENT TERMS AND CONDITIONS:
Clients have two options to book their course:
- Payment in full
- £420.00 deposit plus a £30.00 administration fee.

For deposit payments, the balance must be paid at least 1 month before arrival (or within 48 hours of booking for late bookings). Failure to receive payment in full will result in the non-acceptance of the student. **All bank charges are payable by the client.**

PAYMENT METHODS:

Credit card:	A secure card link will be sent on receipt of booking form.
Bank transfer:	Please contact ACCORD ISS for the appropriate bank details. Please state the name of your child as your reference when making the bank transfer.
Cheque:	Sterling cheque drawn on a UK bank (GBP) payable to ACCORD ISS.

Agreement to all terms and conditions

Statement by Parent/Guardian: I have read and accept the information contained in the brochure and the terms and conditions detailed on this form. 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.

Full name: ……

Relationship (e.g. mother, father): ……

Date: ……

Signature: