

PLEASE  
ATTACH A  
RECENT  
PHOTOGRAPH  
(optional)

## Rossall School MINI ACCORDIONS PROGRAMME

## BOOKING FORM

Please complete ALL sections of the booking form and return via email to [info@accord-iss.com](mailto:info@accord-iss.com). 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: .....

### PARENT/GUARDIAN AND EMERGENCY CONTACT DETAILS:

Full name: .....  
 Address: .....  
 .....  
 Home phone number (including country code): .....  
 .....  
 Work phone number: .....  
 Mobile phone number: .....  
 Email address: .....  
 Does the above contact speak English? Yes  No   
 .....  
 Emergency contact name: .....  
 Address: .....  
 .....  
 Home phone number:.....  
 Work phone number:.....  
 Mobile phone number: .....  
 Email address: .....  
 Does the above contact speak English? Yes  No

### COURSE DATES:

Please tick the weeks you would like to book:

- Week 1: 12<sup>th</sup> July – 17<sup>th</sup> July
- Week 2: 19<sup>th</sup> July – 24<sup>th</sup> July
- Week 3: 26<sup>th</sup> July – 31<sup>st</sup> July
- Week 4: 2<sup>nd</sup> August – 7<sup>th</sup> August

Course	Price/ week	Number of Weeks
English Course Only	£460	
English Course + Afternoon Activities Including Lunch	£820	

How did you hear about ACCORD ISS? .....

Have you attended ACCORD ISS before? Yes  No

### AIRPORT/TRAIN TRANSFER:

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

Manchester Airport	<input type="checkbox"/>
Liverpool Airport	<input type="checkbox"/>
Manchester Railway Station	<input type="checkbox"/>

Prices for all transfer services are available on request.

### TOTAL AMOUNT:

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

TOTAL COURSE FEE: £.....

TOTAL TRANSFER FEE: £.....

**TOTAL PAYABLE AMOUNT: £.....**

# 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.
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 Tysers Insurance. The provided cover is detailed on the website under ‘Terms and Conditions’ this in no way replaces the Master Policy (full terms, conditions and exclusions). The Master Policy is available for viewing at ACCORD ISS office.

Claims procedure: The Insurance has been specially arranged for ACCORD ISS by Covea Insurance plc, Norman Place, Reading, RG1 8DA 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: [info@accord-iss.com](mailto:info@accord-iss.com)

**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: