



# Registration form

## Young learner courses 2012

**For office use only**  
Student reference:

Please read our terms and conditions before completing this form by visiting [www.bell-centres.com/termsconditions](http://www.bell-centres.com/termsconditions)  
Write clearly in BLOCK CAPITALS and use black ink. Please post, fax or scan and email this form to us. Please photocopy for your own records.

### Child's information

Child's full family name(s): .....

Child's first name(s): .....

Male  Female  Date of birth (day/month/year): .....

Nationality: ..... First language: .....

Correspondence address: .....

.....

City: .....

Country: ..... Post/zip code: .....

### Visa information

Type of visa: None  Child Visitor  Other  please specify: .....

Passport number: ..... Expiry date: .....

If you require a visa support document, please send us a copy of your passport.

### Course information

Course code: ..... Course code: .....

Location: ..... Location: .....

Dates: ..... Dates: .....

Places on the following courses are limited and MUST be pre-booked by ticking ONE of these boxes:

**Young Achievers:** Water sports  Performing arts  Technology   
Ardingly College only Sports leaders  Outdoor survival skills

**Focus English:** Olympic  Golf\*  Horse-riding\*   
Wellington College only The Leys School and Wellington College  
\*Students must bring their own golf equipment/suitable shoes for horse-riding.

### Medical and welfare

The following section MUST be completed and FULL details provided in order to ensure your child receives all necessary care/medication during their stay. YES NO

1) Has your child ever suffered from a serious medical condition?  YES  NO  
Details: .....

2) Has your child had a serious illness/condition/surgery within the last 12 months?  YES  NO  
Details: .....

3) Does your child have any psychological/physical/developmental difficulties?  YES  NO  
Details: .....

4) Does your child suffer from asthma or a cardiac condition?  YES  NO  
Details: .....

5) Has your child had a tetanus vaccination?  YES  NO  
If yes, which year? .....

6) Is your child undergoing a course of medical treatment?  YES  NO  
Details: .....

7) Does your child have any allergies or is there any food they cannot eat?  YES  NO  
Details: .....

8) Will your child bring any medicines with them?  YES  NO  
If yes, the following information MUST be provided separately: medical condition, name of medication, dosage, time and frequency of treatment, doctor's prescription.

9) Do you consent to your child being given non-prescription medication?  YES  NO  
Details: .....

10) Is there any other information that Bell should be aware of?  YES  NO  
Details: .....

### Agent information

Agent code: .....

Contact name: .....

Telephone: .....

Email address: .....

### Parent/guardian information

Title and full name: .....

Telephone: .....

Email: .....

Relationship to child: .....

Mother  Father  Guardian  Other

The following section MUST be completed. Please note that emergency telephone numbers should be available for contact 24 hours a day.

Emergency contact name: .....

Emergency contact number (mobile preferred) including international dialling code: .....

Emergency contact email: .....

Has your child been on a Bell course before?  
Yes  No  If yes, which year? .....

How did you hear about Bell? Agent  Teacher   
Family/friend  Advertisement  British Council   
Website  Please specify: .....

Promotion code (if applicable): .....

### Parent/guardian authorisation

The following section MUST be completed. Bookings cannot be accepted without authorisation.

- All of the information supplied is correct.
- I accept Bell's terms and conditions for young learner courses.
- I accept Bell's course rules for young learners.
- I give permission for my child to participate in all activities.
- I authorise Bell to look after my child's welfare while he/she is on the course(s) and authorise qualified staff to safely administer any medications that my child brings to the course(s), as per the prescription provided.
- I give my consent for a doctor to give any medical treatment considered necessary and authorise the administration of an anaesthetic and operation if I cannot be contacted in an emergency.

**Signature:** .....

**Date:** .....

Occasionally we photograph or film activity at our centres. These photos/film footage are used for promotional purposes. If you do not wish your child to be photographed/filmed please tick here

Occasionally we will send information about promotions or services that may be relevant to you. If you do not wish to receive this information please tick here

For more information on our privacy policy visit [www.bell-centres.com/privacy](http://www.bell-centres.com/privacy).



# Fees and payment

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Child's full family name(s):

Child's first name(s):

### Payment contact information

The following section MUST be completed for use in case of queries with your payment. Please provide us with the contact details of the person paying for the course.

Name:

Email:

Telephone:

### Payment information

You can either pay the total fees now **OR** pay a non-refundable deposit of £300 now to secure your booking and the balance of fees six weeks before the course begins.

#### Online Payment

You can pay online using Bell's international online payment service provider **Uni-Pay**. You can pay through Uni-Pay in your local currency by credit card, debit card or by setting up a bank transfer. This method is secure, easy to use and offers competitive exchange rates.

#### How does it work?

Once we have received your registration form and confirmed availability you will receive:

- An invoice for the total fees payable
- An email from Uni-Pay inviting you to register for online payment

#### To register for online payment you will need:

- A unique email address which matches that provided to Bell on your registration form
- Your postal address
- Your student ID number, which can be found on your invoice

I wish to pay online by: Bank transfer  Credit/debit card  (Uni-Pay accepts Visa credit/debit cards, Mastercard and American Express)

Please note that, in addition to a handling fee, all card payments will be subject to a 2% or 4% (American Express) fee levied by the card company. These fees are non-refundable.

#### Bank Transfer

I have arranged a bank transfer which does not use Uni-Pay

I have attached a copy of the transfer documents

Barclays Bank plc, 9-11 St Andrews Street, Cambridge CB2 3AA, UK

Bank sort code: 20 17 19  
Bank account number: 93284301  
Reference: Bell Educational Services Ltd  
IBAN code: GB08BARC20171993284301  
Swift/BIC code: BARCGB22

**A copy of the bank transfer documents must be included with this form. Please quote the student's first name, family name and Bell reference on the documents.**

Bell is not responsible for bank charges. Please inform your bank that you will pay all bank transfer charges. All payments must be made in £ sterling.

#### Cheque (UK only)

I enclose a sterling cheque  Please make cheques payable to **Bell Educational Services Ltd**. All cheques must be in £ sterling.

### Pocket money

We recommend that your child brings about £100 a week pocket money in cash (£ sterling). Please note that a £30 refundable damage / key deposit will be taken at the start of the course to cover any damages caused.

You can also send money in advance, as a sterling cheque made payable to **Bell Educational Services Ltd** or by bank transfer to the following:

Barclays Bank plc, 9-11 St Andrews Street, Cambridge CB2 3AA, UK

Bank sort code: 20 17 19  
Bank account number: 03338908  
Reference: Bell Educational Services Ltd  
IBAN code: GB57BARC20171903338908  
Swift/BIC code: BARCGB22

- Please write your child's name and booking reference number on the transfer documents and send us a copy of the banking papers.
- Your child can also obtain money from your bank account while they are in the UK by using a credit/debit card. Please enquire at your bank in your own country if you wish to arrange this.
- We are unable to pass on money to your child before we receive it. Because of the time taken to transfer money, we recommend that adequate funds are sent before the course starts.
- We are unable to accept any online or credit card payments for pocket money.
- Please note that bank transfers can take up to two weeks and you will be liable for all bank charges.