



LONDON ADVANCED STUDIES PROGRAM

Please include two
passport-sized photographs
with this application,
attaching one here.
Please write student name on
reverse of photos.

Registration Form

STUDENT DETAILS

FULL NAME

SEX M F

DATE OF BIRTH

NATIONALITY

HOME ADDRESS

TELEPHONE

CELL PHONE

EMAIL

PLEASE INDICATE ANY HEALTH PROBLEMS, DIETARY REQUIREMENTS OR ALLERGIES

PARENT/GUARDIAN DETAILS

FULL NAME

HOME ADDRESS

TELEPHONE (DAY)

(EVE)

CELL PHONE

EMAIL

OCCUPATION

BUSINESS ADDRESS

BUSINESS TELEPHONE

HOW DID YOU HEAR ABOUT THE COURSE?

2016 ENROLMENT

Please tick a box for each week of your stay:

WEEK ONE **28 JUNE - 5 JULY 2016**

WEEK TWO **5 JULY - 12 JULY 2016**

WEEK THREE **12 JULY - 19 JULY 2016**

WEEK FOUR **19 JULY - 26 JULY 2016**

Conditions of acceptance

The course is open to all students who have reached the age of 14 by the beginning of the course. The application form must be completed in full and signed by both the student and a parent/fee payer. The personal statement must be carefully completed. Students who do not speak English as their first language are accepted on the basis of a satisfactory score on the Bucksmore Pre-Placement Test.

ARRIVALS AND DEPARTURES

All students arriving and departing on a designated day between 10.00 and 22.00 at Heathrow, Gatwick or London City airport will be entitled to a free transfer service, including a personal meet and greet from Bucksmore staff upon arrival. Students arriving or departing at any other airport will be charged a supplementary transfer fee of £120 per journey. On departure days, a Bucksmore representative will take students to the check-in desk and ensure they are checked in. Bucksmore will also arrange transport for students transferring between centres free of charge.

After completing your booking, please download and complete our **Airport Transfer Request Form** as soon as you know your flight details, and return it to Head Office at least four weeks before arriving.

If you are making your own arrangements to arrive at the centre directly, please let Head Office know your arrival details in advance so we can inform the Centre Manager. No refunds can be issued for students not using the Bucksmore transfer service.

INSURANCE

Insurance is included in our course fees. Full terms and conditions of the cover provided by Ace European Group are available upon request. Our insurance covers medical and cancellation fees.

DECLARATION

I hereby apply for admission to the London Advanced Studies Program and undertake to abide by the Conditions of Acceptance as set out above and in the course brochure, which I have read.

SIGNATURE OF STUDENT

DATE

SIGNATURE OF PARENT/GUARDIAN

DATE



259 Greenwich High Road
London SE10 8NB, United Kingdom
Tel: 0044 (0) 208 312 8060

CANCELLATION POLICY

Cancellations must be made in writing to Bucksmore Head Office. Once booking confirmation has been received, the following cancellation fees will apply:

30 days or more prior to arrival -

25% of total fees

7-29 days prior to arrival -

50% of total fees

0-6 days or more prior to arrival -

100% of total fees

In case of visa refusal, all fees will be refunded minus an administration fee of £100. Please send evidence of refusal to Head Office to claim this refund.

DAMAGE AND LOST KEYS

Bucksmore will pass on any charges for damage caused to college property by students. Students will also be liable for any fees incurred for lost or damaged keys. This fee can be paid directly to the host college by students before a replacement is issued.

PERSONAL BELONGINGS

Bucksmore Education is not liable for any loss or damage of personal belongings during the student's stay.

STUDENT BEHAVIOUR

Bucksmore Education reserves the right to remove any student from a centre if their behaviour is deemed to be against the best interests of the program. Bucksmore Education will not be liable for any resulting costs.

PAYMENT

In order to secure the booking, a £400 deposit should be included with the booking form or immediately upon receipt of the booking confirmation. Full payment is required not less than 8 weeks before arrival. Payment will be expected by return for bookings made within 8 weeks of arrival. Students whose fees have not been paid in full.

Acceptable means of payment include:

- Sterling cheque drawn on a UK bank
- Banker's draft
- Bank Swift Transfer
- Credit card (Visa/Mastercard)
There is a handling fee of 2% for credit card payment of balances

When arranging a bank transfer please ensure your bank clearly shows your name, **the student's name** and the **Bucksmore invoice number** on the transfer advice, and return the Payment Advice form to Head Office.

Please also ensure that the full invoiced amount is transferred (without the deduction of bank charges). Cheques and other payments should be made payable to:

Bucksmore Education Ltd.

Bank Details: NatWest Bank,
2 Greenwich Church Street,
Greenwich, London SE10 9BQ

Account No.: 73672009

Sort Code: 60-09-16

Swift Code: NWBKGB2L

IBAN: GB95 NWBK 6009 1673 6720 09

MAKING A BOOKING

Complete all sections of the Registration Form, sign and return it to Bucksmore Head Office by:

Email: info@bucksmore.com

Mail: 259 Greenwich High Road
London SE10 8NB, United Kingdom

Fax: 0044(0) 208 293 1199

Wait to receive booking confirmation before booking flight tickets.

Please visit our website www.bucksmore.com to enquire about availability or call us with any questions on 0044 (0) 208 312 8060.