



**Stoke Park - Summer School Booking Form Age 16+
(1st July 2019 - 9th August 2019)**

Part 1: Your personal information:

Given Name: Family Name:

Date of Birth: Male/Female:

Passport Number: (Please attach a copy of your passport)

Address in your home country and post code (even if you live in the UK, please give us this address):

Telephone: Mobile:

Email:

Address in the UK (for students who are living in the UK):

Telephone: Mobile:

Email:

Emergency Contact (a friend or family member who we can contact):

Name: Relationship (e.g. Mother):

Address:

Telephone:

Part 2: Your Programme

Start date: (please circle) **01/07/2019** **08/07/2019** **15/07/2019** **22/07/2019** **29/07/2019**

Number of weeks*:

* Minimum of 2 weeks for bookings.

Part 3: Accommodation and Airport Transfer:

Do you require an accomodation? (please circle) **YES** **NO**

If **YES**, please complete the accommodation booking form, this can be found on our website.

Do you require an airport transfer? Please circle your preference: **One-way / Return**

If an airport transfer is required, please specify which airport? **Heathrow / Gatwick**

Please add your flight number:

Or, please inform us when you have booked your flights.

Please note that a refundable Accommodation Damage Deposit of £150 deposit is payable on arrival. This will be returned on departure subject to no damages/breakages/spillages in the home stay.

Part 4: Agent's Information: (if applicable)

Agent Name: _____ Office (if not head office): _____
 Case Officer: _____ Email: _____

Part 5: Calculation of fees/deposit and service charges:

Fees - Tuition Only (£167 pw)	£ _____
Fees - Tuition Only (6 weeks - £960)	£ _____
Accommodation arrangement (£70)	£ _____
Half Board Accommodation (£180 pw)	£ _____
Admin Fee* (£80)	£ _____
Airport transfer: One way (£80) Return (£160)	£ _____
Total	£ _____

Part 6: Payment:

Payments can be made at the International Centre by cash/cheque or internationally by credit card or bank transfer. A deposit is required for bookings before the programme begins.

Payment Method- please circle:

From Overseas: Bank Transfer Credit/Debit Card (all cards accepted except American Express)

If you are in the UK: Bank Transfer Cash Cheque Credit/Debit Card

Payment by Bank Transfer:

Bank: Lloyds Bank
 Sort Code: 30-93-74
 Account Number: 04070236
 Account Name: Guildford College of F & HE

For our reference please give the following details to your bank to identify the transaction, please also e-mail a copy of the transaction confirmation from the bank to international@guildford.ac.uk: student name (in full) and Student Id number.

Please read all the Terms and Conditions before signing this form. By signing this form you agree to all the terms and conditions of booking, enrolment and paying at Guildford College. Terms and conditions can be found on our website.

For students under 18, a parent or guardian should sign on behalf of the student and give personal details above.

Signed: _____ **Date:** _____

Please make sure you have signed this form and attached all relevant information and then return to us by e-mail to international@guildford.ac.uk

International Office, Guildford College, Stoke Park, Guildford, Surrey, GU1 1EZ, UK

Copies of this form can be downloaded from <http://international.guildford.ac.uk/>