

# Millfield English Language Holiday Courses

## Easter 2017 Application Form 6-17 years

Please begin the application process by completing the Student Name, and indicating the required length of stay - one or two weeks.

Student Name \_\_\_\_\_

Please tick ✓ to indicate the required length of stay

<input type="checkbox"/>	1 WEEK	Wednesday 5 April - Wednesday 12 April
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<input type="checkbox"/>	1 WEEK	Wednesday 12 April - Wednesday 19 April
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<input type="checkbox"/>	2 WEEKS	Wednesday 5 April - Wednesday 19 April
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### Afternoon Options

Please choose just one course per week. Please tick ✓ the following boxes.

Please note that students may combine courses, e.g. 1 week Preparation for UK Schools and 1 week Sports & Recreation.

EASTER 2017	WEEK 1 Wednesday 5 - Wednesday 12 April	WEEK 2 Wednesday 12 - Wednesday 19 April
Preparation for UK Schools <small>Must have intermediate English. 12-17 yrs only.</small>	<input type="checkbox"/>	<input type="checkbox"/>
Sports & Recreation <small>Choice of many different sports &amp; activities.</small>	<input type="checkbox"/>	<input type="checkbox"/>

To help with the quick processing of your application and to guarantee a place, please make sure that all forms have been completed and returned to the course administrators as soon as possible.

Please submit this application by one of the following methods: by e-mail to [mahc@millfieldenterprises.com](mailto:mahc@millfieldenterprises.com), by fax to +44 (0) 1458 840 584 or by post to the address below. If you require assistance in completing these forms please contact the course administrators on the telephone numbers below.

#### Millfield English Language Holiday Courses

Millfield Enterprises, Street, Somerset, BA16 0YD, United Kingdom

T +44 (0) 1458 444 112/458/319/326

F +44 (0) 1458 840 584

E [mahc@millfieldenterprises.com](mailto:mahc@millfieldenterprises.com)

# Student Information

Please complete this form in block capitals (e.g. PETER SMITH). Please print clearly in black ink.

**If you will be applying for a Visa to travel to the UK please list the student's passport details below which we will list on the student's confirmation letter. Please also attach a copy of the passport to this application form.**

For Visa information please visit: [www.ukba.homeoffice.gov.uk/visas-immigration](http://www.ukba.homeoffice.gov.uk/visas-immigration)

Passport Number \_\_\_\_\_ Place of Issue \_\_\_\_\_  
Date of Issue \_\_\_\_\_ Expiry Date \_\_\_\_\_

## Student Details

Family Name \_\_\_\_\_ First Name(s) \_\_\_\_\_  
Nationality \_\_\_\_\_ Country of Birth \_\_\_\_\_

Gender (please tick ✓) Male  Female

Date of Birth  
Day   Month   Year

Agent Stamp

If the student would prefer to share a room with a friend, please state their name below:

\_\_\_\_\_

We will do our best to meet any requirements, however, please note that rooms are subject to suitability and availability.

## Language Information

First Language (mother tongue) \_\_\_\_\_

Level of English (please tick ✓ one only) Beginner  Elementary  Intermediate  Advanced

## T-Shirt Size

All students will receive a free T-shirt, please tick ✓ to indicate size Small  Medium  Large

## Parent/Guardian Details

Title (Mr/Mrs/Ms/other) \_\_\_\_\_ Family Name \_\_\_\_\_ First Name(s) \_\_\_\_\_

Tel (home) \_\_\_\_\_ Tel (mobile) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_ Fax \_\_\_\_\_

Country \_\_\_\_\_ E-mail \_\_\_\_\_

## General Information

Has the student attended a Millfield English Language Holiday Course previously? Yes  No

How did you hear about Millfield? Friend  Brochure  Internet  Agent

Other (please state) \_\_\_\_\_

# Student Medical Information

Office use only

Input date &amp; initials \_\_\_\_\_

Family Name \_\_\_\_\_ First Name(s) \_\_\_\_\_

Please tick ✓

 Male  Female  Date of Birth       Day   Month   Year   Age \_\_\_\_\_ Nationality \_\_\_\_\_

A Nurse or an agreed member of staff is on duty throughout the course to treat your child and administer the following over-the-counter medicines: Paracetamol tablets or sugar-free suspension, throat lozenges, anti-histamine and travel sickness tablets.

 Please tick ✓ if you are **NOT** happy for this treatment to be given and explain your reason \_\_\_\_\_  
 \_\_\_\_\_

**Please note that all medication brought on campus must be given to the Residential Co-ordinators upon arrival.**

For reasons of safety, there are strict regulations for the management of medicines. We are only able to accept responsibility for drugs licensed in the UK. Please do not send medicines with your child unless prescribed by a Doctor together with an English translation.

Has your child suffered in the past from any major illness or injury? (please tick ✓)  
 If yes, please give details \_\_\_\_\_ Yes  No

Does your child suffer from any current medical issues of which we should be aware?  
 If yes, please give details \_\_\_\_\_ Yes  No

Is your child currently taking any long-term or repeated medication?  
 If yes, please state the name, dosage and time for the medication to be administered. Yes  No

Does your child have any significant allergies or special dietary requirements?  
 If yes, please give details \_\_\_\_\_ Yes  No

**Parent/Guardian with parental authority.** Please sign to confirm the information on this form is correct.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Please provide us with two emergency contact names and numbers where we can reach you, or a suitable alternative, for contact at any time of the day or night.

Emergency Contact (name)	Relationship (e.g. parent/guardian)	Phone Number (with country/area codes)

## Emergency Treatment

In the event of an emergency, staff will make every reasonable effort to contact a parent or legal guardian before permitting treatment to proceed as advised by the medical authorities present.

**Please inform us immediately if any of this information changes.**

This information will be accessed and used by staff who are responsible for looking after the welfare of your child.

# Student Travel Details

Please tell us your travel plans before 8 March 2017  
even if you are not using the Millfield airport transfer service

Office use only

Input date &amp; initials \_\_\_\_\_

## Student Details

Student Name \_\_\_\_\_ Age (at time of travel) \_\_\_\_\_

**Parent/Guardian/Agent travel contact name:** \_\_\_\_\_

Please make sure you are contactable 24/48 hours prior to departure in case we need to reconfirm the travel plans.

**Contact mobile/telephone:** Day \_\_\_\_\_ Evening \_\_\_\_\_

## Method of Travel (please tick ✓ one option only)

Do you require a standard airport transfer?  Please complete section 1Do you wish to make your own arrangements?  Please complete section 2

## Section 1 (for students requiring standard airport transfers)

**Airport Arrival** Please tick ✓ to indicate on which date you will require an arrival transfer:

**Wednesday 5 April**       **Wednesday 12 April**

**Unaccompanied Minor**  Please tick ✓ if the student will be travelling as an unaccompanied minor (this must be arranged with the airline directly)

Travelling from \_\_\_\_\_ Airport

Please tick ✓ to indicate which airport you will be arriving at: **Bristol**       **Heathrow**       **Gatwick** 

Terminal no. \_\_\_\_\_ Flight no. \_\_\_\_\_ Flight arrival time \_\_\_\_\_

**Airport Departure** Please tick ✓ to indicate on which date you will require a departure transfer:

**Wednesday 12 April**       **Wednesday 19 April**

**Unaccompanied Minor**  Please tick ✓ if the student will be travelling as an unaccompanied minor (this must be arranged with the airline directly)

Travelling to \_\_\_\_\_ Airport

Please tick ✓ to indicate which airport you will be departing from: **Bristol**       **Heathrow**       **Gatwick** 

Terminal no. \_\_\_\_\_ Flight no. \_\_\_\_\_ Flight departure time \_\_\_\_\_

**You can contact Mark Greenow with any urgent questions or travel enquiries on the day:**

**E-mail [markg@millfieldenterprises.com](mailto:markg@millfieldenterprises.com) or Telephone +44 (0) 7885 613 692**

All students will be met by a Millfield representative who will be wearing a red Millfield T-shirt and carrying a 'Millfield' sign

All students must report and introduce themselves to our representatives as soon as they land/arrive

All student must go to the Information Desk in the airport if they cannot find our representatives, or phone Mark Greenow on the details above

Some airlines will request details of the name and address of an individual responsible for meeting the students, please give the following information:

Mark Greenow, Millfield Enterprises, Street, Somerset, BA16 0YD, United Kingdom or telephone +44 (0) 7885 613 692

As flights land at different times, some students will inevitably have to wait with our staff for other students to arrive, please be prepared for this, but remember - we want to get all students to Millfield as quickly as possible

## Section 2 (for students arranging a taxi or making their own arrangements)

### Arrival at Millfield

Date \_\_\_\_\_

Arrival time \_\_\_\_\_

Name of accompanying adult \_\_\_\_\_

### Departure from Millfield

Date \_\_\_\_\_

Departure time \_\_\_\_\_

Name of accompanying adult \_\_\_\_\_

# Course Fees

**Length of Stay** Please tick to indicate the student's choice of week blocks.

**As a special promotion for Easter 2017, if you book a two week course, you are eligible for a 50% discount on the second week's course fees. This discount has already been allocated to the cost given below. Please note that the discount applies to course fees only and does not apply to airport transfers.**

Please tick ✓ to indicate the student's choice of week blocks.

**1 week** £1260       **2 weeks** £1890

**Full fees will be retained if students cancel on or after 8 March 2017.**

**Standard Airport Transfers** If the student will require a standard airport transfer please tick ✓ which airport.

The transfer prices are for return journeys (arrival and departure travel) on the arranged Sundays only. Halve the cost if only one way is required. Students arriving at Gatwick will be collected for onward travel via Heathrow.

**Bristol** (1 hr) £150       **Heathrow** (2½ hrs) £150       **Gatwick** (3½ hrs) £150

**Total Course Fees** Please calculate the total amount due by writing the figures in the applicable boxes.

Confirmation documents can be sent by DHL (international courier) at a cost of £60

£ Course Fees + £ Airport Transfers + £ DHL = £ TOTAL

Please note: a £10 administration fee will be charged for each course change per student, once the application has been processed.

**I have read, clearly understood and accept the Terms & Conditions**

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Payment This section must be completed.**

Please tick ✓ whether you will be paying the £300 deposit or full course fees at this stage.

Please note, for those paying £300 deposit, the remaining balance will be due by 8 March 2017.

I am paying the deposit of **£300**

I am paying the full course fees of £  (please state the amount you are paying)

**Please note that any booking made on or after 8 March 2017 must be accompanied by full payment.**

Please tick ✓ to indicate your chosen method of payment

£ Sterling Cheque (Payable to 'Millfield')       Credit/Debit Card (Complete Section 1)       Bank Transfer (Complete Section 2)

## Section 1

Mastercard/Visa/Amex/Maestro

Card No.

Card Expiry Date

Valid From

Issue No.

Security Code

Cardholder Name (please print) \_\_\_\_\_

Cardholder Signature \_\_\_\_\_

Date \_\_\_\_\_

**If you have paid the deposit only, and are paying by credit/debit card, the full balance will automatically be deducted on or just after 8 March 2017.** Alternatively, please ensure that Millfield receives the balance by this date. In line with current legislation, all card details will be destroyed once all balances have been paid in full.

## Section 2

To make payment by Bank Transfer please use these details:

**IBAN** (International Bank Account Identifier) GB21 LOYD 3098 2800 081813 **BIC** (Bank Identifier Code) LOYDGB21241 **SWIFT Code** LOYD GB2L

**Address:** Lloyds TSB Bank, 64 High Street, Street, Somerset, BA16 0ED **Account No:** 0081813 **Sort Code:** 30-98-28 **Account:** Millfield

I understand that I will be responsible for any charges incurred when payment is made by Bank Transfer (please tick ✓).  
Please complete and e-mail/fax to us with a copy of your Bank Transfer.



# MILLFIELD ENTERPRISES

**Millfield English Language Holiday Courses**

Millfield Enterprises

Street

Somerset

BA16 0YD, UK

**T** +44 (0) 1458 444 112/458/319/326

**F** +44 (0) 1458 840 584

**E** [mahc@millfieldenterprises.com](mailto:mahc@millfieldenterprises.com)

**W** [www.englishholidaycourses.com](http://www.englishholidaycourses.com)