



# London International Study Centre

**APPLICATION FORM FOR GROUPS**

**Agent information** *(please write in capital letters)*

course start date:

weeks:

course end date:

nationality:

**agency name:** \_\_\_\_\_

**contact person:** \_\_\_\_\_

**address:** \_\_\_\_\_  
 \_\_\_\_\_

tel: \_\_\_\_\_ fax: \_\_\_\_\_

e-mail: \_\_\_\_\_ mobile: \_\_\_\_\_

group leaders

forename	surname	date of birth	SEX F/M	contact number (phone, mobile)	host family in London

**emergency contact number:** \_\_\_\_\_

**additional information:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Student Information *(please write in capital letters)*

list of students

no	forename	surname	date of birth (Age)	gender F/M	nationality	level of English	contact number (mobile)	additional information (food, hobby , medical history, special diet, requirements etc.)	host family in London (office use only)
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									

## ADDITIONAL INFORMATION

*(please write in capital letters)*

group special interest/visit:

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<b>INSURANCE:</b> Has insurance been organized for your group?	YES	NO
If not, would you like LISC to do this for you?	YES	NO

### DECLARATION:

*(We / I)* confirm that, to the best of *(our / my)* knowledge, the above information is accurate.

I have read and accept the terms and conditions and enclose a payment (plus VAT) with this application form.

**signature :** \_\_\_\_\_

**name in print:** \_\_\_\_\_

**date:** \_\_\_\_\_

### 1. Introduction

#### 1.1 Definition

London International Study Centre Ltd is a limited company number 03565744. LISC is an independent institution for girls and boys coming from overseas. These 'Terms and Conditions' ('Agreement') refer to the contract between London International Study Centre Ltd ('we', 'us' or 'LISC') and the Parents or any person signing our Acceptance Letter on their behalf ('you') in respect of you, your son/daughter ('your child'). Should your child join the guardianship scheme run by Sutherland Education Ltd ('SE'), this agreement will extend to cover the guardianship arrangement.

#### 1.2 Legal Contract

Jointly or severally you are legally responsible for adhering to this Agreement. Nothing in this contract shall confer on any third party any right to enforce any benefit of any term of this contract under the Contract (Rights of Third Parties) Act 1999. This legal contract is subject to the exclusive jurisdiction of English Law.

#### 1.3 London International Study Centre Literature and Website

All our promotional information gives details about our services, company history and ethos. It is believed to be correct at the time of printing but does not form part of the agreement. Any unclear issues arising from our literature and website should be clarified in writing before you enter this Agreement. This contract forms the entire legal agreement between the parties.

#### 1.4 Reference to documents

You may request to see any documents referred to in this agreement before you accept the offer of a place but those documents do not form part of this contract.

#### 1.5 Changes in circumstances

We constantly endeavour to improve our services and ensure that we comply with the latest childcare legislation. Therefore, we may introduce changes to the way our service is provided, described or promoted. We may also appoint new staff members or guardian families to take care of your child's needs. Our fee structure is regularly reviewed. We will notify you of any changes in fees a term in advance in writing to the address stipulated by you on the application form or subsequently in writing. None of the changes can invalidate this Agreement.

### 2. London International Study Centre, Admission and Entry

#### 2.1 Registration and Admission

Your child will be considered for admission to LISC once a completed Application form together with a Registration Fee payment has been received.

#### 2.2 Offer of a place, acceptance and deposit

Your child, subject to availability and satisfaction of the admission criteria, will be offered a place at LISC. Once you have returned the Acceptance form and paid the Deposit we will confirm the place. Only once the Deposit has been paid in full will the place be secured. The Deposit is not refundable if your child does not take up a place at LISC.

### 3. Accommodation, Guardianship and Daily Care

#### 3.1 Exclusive Guardianship Service from Sutherland Education

We solely use guardianship services of SE, which is accredited by AEGIS. If your child enters the SE Guardianship Scheme this agreement will extend to cover any guardianship arrangements made by Sutherland Education Ltd.

#### 3.2 AEGIS Accreditation

SE is accredited by the Association for the Education and Guardianship of International Students. SE, therefore, adheres to a rigorous code of practice and promotes best practice in duties of care and communication.

#### 3.3 SE's Responsibilities

- SE accepts responsibility for the accommodation and guardianship of your child. This is conditional upon all pertinent information about your child being revealed to LISC and SE and your child will comply with the requirements of our guardianship service at all times.
- SE will find an alternative host family for a child if there are reasonable grounds for such a change. If a child is not happy with his host family, the case will be carefully studied and appropriate actions taken.
- Should SE be informed about your child's suspension or expulsion from school, SE will continue providing guardianship service subject to sufficient funds being held to cover additional expenditure. In the case of insufficient funds, immediate payment will be required to secure the service continuation, should this be required.
- Any suspension of the guardianship service means that SE relinquishes all the legal liability, including the responsibility for any practical arrangements during any period of such suspension. Any suspension or expulsion by SE will likewise be implemented by LISC.
- SE cannot accept any legal liability for your child's welfare whilst at LISC or for any actions other than those of an authorised guardian or persons against whom appropriate checks have been carried out.
- SE will undertake all reasonable care to protect your child's rights and to inform you of any circumstances known to us which may adversely affect them.

#### 3.4 Discretion

- SE and LISC will endeavour to exercise the same duty of care as responsible parents would in relation to their child. The amount of independence allowed will depend on the age and personality of your child. Any specific restrictions you wish to be placed on your child should be given in writing prior to the commencement of the course. There may be occasions when SE or LISC (if not in the SE's guardianship) requires your written consent to a particular arrangement, especially if you wish the guardianship service to continue without suspension when your child has been invited to stay with a third party not appointed or approved by SE.

- SE and LISC will exercise discretion in respect of your child's welfare in circumstances when unable to contact you.
- The Letter of Consent from you authorises SE and LISC to agree to any emergency medical or dental treatment such as a blood transfusion, an anaesthetic or an operation, as deemed necessary to your child's welfare by suitably qualified medical personnel. This right will only be exercised if it has not been possible to obtain your prior consent in time.

### 3.5 Parents' Responsibilities

- You must reveal all pertinent information about your child such as any medical history, record of misconduct, legal matters, or any family circumstances which may affect your child's welfare, happiness, security or health.
- You should notify SE/LISC in writing of any changes in circumstances or any information, which would assist SE/LISC in caring for your child. This includes any change in your contact details. We cannot be held responsible for not being able to contact you using the numbers and the address supplied by you.
- You should inform SE/LISC in writing should you wish to withhold your consent to your child participating in any contact sports or other physical activities which may result in some form of physical injury.
- SE/LISC requires you to inform us in writing should you have any objections to your child's photographs appearing in any of our promotional material.
- You are responsible for ensuring that appropriate insurance cover is arranged for your child, e.g. medical, travel, sickness and personal injury, either independently or through the school.
- You are responsible for ensuring that you receive a copy of an invoice so that it is fully settled in time, in accordance with this Agreement. You are legally liable for the full payment of all invoices and any other expenses incurred by your child.
- Should you have any concerns about your child's welfare or safety you must inform SE /LISC immediately so that appropriate action can be taken.

### 3.6 Adherence to our guidance

- Your child will be required to observe SE's 'Student guidelines', which are issued upon the acceptance of your child into guardianship.
- You undertake to ensure that your child is receptive to our guidance and will abide by our instructions.
- SE will not accept responsibility for the consequences of any action by your child, which contravenes given guidance.

## 4. Disclosure of Information

By signing this Agreement you agree, as far as your parental rights allow, to us:

- obtaining confidential information on any matters regarding your child such as but not exclusively, medical details or outstanding fees to an educational institution, be it a school or another guardianship organisation
- communicating confidential information to any third party on a 'need-to-know' basis should it be required to safeguard and promote the welfare of your child or protect another person from any harm inflicted by your child.
- disclosing to any person lawfully requiring information about your child information stored or retained by us to which the Data Protection Act 1998 or similar legislation applies.

## 5. Finance

You, or any person or organisation appointed by you in writing, are jointly and severally responsible for payment of 'Fees'. 'Fees' include our Registration Fee, Deposit, Credit Fund, Tuition Fee, Guardianship Fee, Accommodation and Legal Record Check Fee. Fees are reviewed from time to time. Circumstances permitting, we shall provide you with a term's notice of the proposed Fee increase.

### 5.1 Registration fee

This fee covers the processing of a student's application form both to LISC and Sutherland Education Ltd (*if applicable*). The Registration fee is a one-off fee which is not refundable and must be sent to us together with an application form. This fee is subject to the UK tax ('VAT').

### 5.2 Deposit

The Deposit is held on behalf of every student. It can only be used in case of an emergency. The Deposit cannot be used as a part-payment of any outstanding invoices. The Deposit cannot be refunded if the offer of the place is not taken up for whatever reasons or a visa application has been rejected. The Deposit will be refunded once a period of study at LISC has been completed and all the fees have been paid in full.

### 5.3 Credit Fund

The credit fund is an amount paid to us at the beginning of every term (or a shorter period of study) to cover your child's expenditure not included in LISC or guardianship fees such as UK travel, additional activities, pocket money, mobile phones, airplane tickets, etc. It is monitored regularly and maintained at the level proportionate to the expenditure incurred by each student during the previous term. By payment into such fund you authorise us to make any payment in respect of any expenditure incurred by your child.

### 5.4 Tuition Fee

Tuition Fee covers the weekly tuition programme of 25 hours unless there is only 1 student signing up for a minimum of 4 weeks group tuition in which case the number of hours will be reduced to 15. It does not cover extra group or 'one-to-one' tuition or any additional activities organised by LISC. This fee is subject to the UK tax ('VAT').

### 5.5 Accommodation Fee

This fee covers your child's accommodation. It must always be paid in advance for the course duration specified in the application form. If your child study at LISC extends beyond one term, this fee will be charged in advance of every term.

### 5.6 Guardianship Fee

This fee constitutes the remuneration for the guardianship service only as specified in our 'Fee Structure', and does not cover any additional expenses not included in LISC fees such as UK travel, accommodation, pocket money, mobile phones, airplane tickets, etc. The guardianship fee does not include any extra expenses beyond the school fees, or any costs incurred by us through the inevitable execution of responsibilities. Please refer to our 'Fee Structure' or contact us to clarify any misunderstanding. This fee is subject to the UK tax ('VAT').

5.7 Legal Record Check Fee

This is a non-refundable fee which covers the cost of the checks we conduct on our families, such as the CRB (Criminal Records Bureau) search, personal family visits, taking up references and carrying out spot checks. These checks aim to ensure the highest level of security and happiness for your child. This fee is subject to the UK tax ('VAT').

5.8 Payment policy

- All the invoices must be settled in full before the start of every term in order to avoid late payment charges. Late payment charge of £150 will automatically apply whenever an invoice is not paid in full in the stipulated time.
- If the funds are not received in the stipulated time the guardianship will automatically lapse and your child will not be able to take part in tuition or any additional activities. This means that the SE's guardianship and LISC's course responsibilities will be suspended until full payment has been received and the funds have cleared. Any part payment will only be accepted on account and will neither maintain nor reinstate the guardianship service or tuition at LISC.

5.9 Refund Policy

- At the end of the study period any unspent funds as well as a deposit are fully refundable on a written request from you. You are asked to specify in writing the preferred payment method (i.e. by cheque or by a bank transfer and provide bank details). £25 (twenty five pounds) will be deducted from the amount to be transferred to cover the transfer cost.
- Once you have accepted our terms and paid our invoices, we are unable to refund Registration Fee, Legal Checks Fee and a Deposit, whether or not the service is taken up.
- Should your child not use our services for some period, be it for personal or medical reasons, any refund will be at the absolute discretion of SE or LISC.

6. Termination of the Contract

- We reserve the right to relinquish our responsibilities without due notice if circumstances arise which are of material nature, or if important information about your child's history has been withheld. Whilst we are not bound to any set notice period in this respect, notification of any such decision made will be given in writing prior to the termination taking place.
- To secure the continuity of the service provision all payments must be made in full within the time stipulated on an invoice.
- To withdraw a student from LISC or SE guardianship, one term's notice is required in writing in order for the deposit to be refunded. A 'term's notice' means notice given to us before the first day of a term and expiring at the end of a term.
- If insufficient notice has been given a term's Fees in lieu of notice will be payable.
- We reserve the right to terminate this Agreement should any educational establishment or guardianship organisation inform us of any outstanding Fee.

THIS IS A LEGALLY BINDING CONTRACT.

BY SIGNING THIS DOCUMENT YOU AGREE TO BE BOUND BY ITS TERMS.

ACCEPTANCE OF A PLACE

I/We have read and accept the terms and conditions listed above and request that you undertake the tuition of my son/daughter

(Passport name): \_\_\_\_\_ (known to family & friends as) \_\_\_\_\_.

We wish our child to start the course on \_\_\_\_\_.

We also wish/do not wish (please delete as appropriate) the SE guardianship arrangement to start as of: \_\_\_\_\_.

Signature of parent(s) \_\_\_\_\_ (father)      Print Name \_\_\_\_\_

\_\_\_\_\_ (mother)      Print Name \_\_\_\_\_

Date: \_\_\_\_\_