Parental Consent Form
Under 18 years old

Westbourne Academy Bournemouth
31 Alumhurst Road | Bournemouth | BH4 8EN
Tel: 01202 75 27 77 | info@westbourneacademy.com

Student Name: _____ **Date of Birth:** _____

Student mobile number: _____

Dates of Course: **From** _____ **To**_____

As the parent(s)/guardian(s) of student named above, we understand and agree that:

1. Parents/Guardians will inform Westbourne Academy if the student has any mental health history or other existing medical condition which would affect his/her ability to follow the course. I/We will also provide information of any medication that he/she is taking.
2. I/We consent to emergency medical treatment as advised by qualified medical practitioners should there be a medical emergency or medical attention is required when I am not available.
3. Students under the age of 18 will stay in homestay accommodation provided by the school unless alternative arrangements have been agreed with the school.
4. I/We will provide a next-of-kin, and 24-hour contact will be provided for Westbourne Academy to use if there is an emergency.
5. The student will need to attend a meeting with a Senior Manager on his/her first day after the intake is completed.
6. Students under 18 are not supervised outside lesson times. They are also not supervised while travelling between their homestay and the school, during lesson breaks, or when travelling to social activities. On weekend excursions, it is normal for them to have unsupervised time for shopping etc.
7. The student should bring enough pocket money for the duration of their course.
8. Students must attend all their classes and must contact the school by phone or e-mail immediately if they are not going to attend a lesson for any reason or will be late.
9. Students should tell their homestay hosts if they are not going to be present for a meal (for example, because they want to eat out with friends).
10. Students aged 16 & 17 **MUST** return to their homestays by 10.30PM Sunday - Thursday and 11.30PM Friday and Saturday.
11. Students aged 12-15 **MUST** return to their homestays by 9.30PM every day.
12. Students under 18 must not buy or consume alcohol or buy cigarettes. This is UK Law.
13. Students must have a working mobile and provide Westbourne Academy with the telephone number.
14. Westbourne Academy must have written permission from parents or guardians before an under-18 student can stay in alternative accommodation overnight.
15. My child can attend religious ceremonies during lesson time.
16. Sometimes students go on organised excursions with local companies, and these are not accompanied by any staff from Westbourne Academy. I/We understand that Westbourne Academy will not be responsible if the student attends a non-Westbourne Academy supervised excursion.
17. Students who wish to leave the local area (for example, to visit London) must have separate written consent provided to Westbourne Academy by their parent or guardian.
18. **Before signing this parental consent form, I confirm I have read the UNDER 18 section on the website and agree to the terms and conditions of Westbourne Academy which can be found on the rear of this form and on the website ENROLMENT FORM. You should be aware that information about your enrolment, attendance and progress at this establishment may be passed to the Immigration and Nationality Directorate of the Home Office for purposes connected with Immigration.**

I agree to allow Westbourne Academy to use the image of my child for promotional purposes: **YES / NO (Please Circle)**

I agree that my child has my consent to travel alone to, within and from Bournemouth / Poole independently during their course:

YES / NO (Please Circle)

The Westbourne Academy 24-hour emergency telephone number is 0044-7974348453.
(STUDENTS TRAVELLING ALONE AND NOT PART OF A GROUP SHOULD SEND A TEXT TO THE EMERGENCY NUMBER WITH THEIR NAME BEFORE ARRIVAL SO THEY ARE CONTACTABLE WHEN THEY ARRIVE IN THE UK.)

Name of Parent/Guardian: _____

Address of Parent/Guardian: _____

_____

Email address of Parent/Guardian: _____

24hour Contact number: _____

Signature of Parent/Guardian: _____**Date:** _____

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Terms & Conditions of Enrolment

All enrolments are subject to these conditions, which become legally binding on confirmation of acceptance by Westbourne Academy. The enrolled student intends and is able to follow and complete the course of study at Westbourne Academy and declares that he/she shall abide by all current UK laws and leave the United Kingdom at the end of his/her studies. Westbourne Academy reserves the right to withhold confirmation of an enrolment, at its discretion, if such action is deemed necessary in the interests of the student or the school or if an incorrect declaration has been made.
There will be a holiday on the last Friday of each term for the Main and Examination Courses. Westbourne Academy is closed on all English Public Holidays and no fees are refundable.

Enrolment Form

Westbourne Academy enrolment forms must be completed in English and in full (this may not be necessary for students arriving as part of a group where the booker has completed our student spreadsheet). Should the required information not be provided, Westbourne Academy reserves the right to decline the booking and/or not commence the enrolment process.

English Only

Westbourne Academy students are expected to always speak English on the school premises. If you persistently break this rule, you may be asked to leave Westbourne Academy without any refund of fees.

Accommodation

All accommodation is booked Saturday to Saturday unless otherwise arranged prior to arrival.
Westbourne Academy does not charge an accommodation placement fee.
Any request to change or leave accommodation, must be made to Westbourne Academy at least one week in advance. If this is not achieved, Westbourne Academy will retain one week of accommodation fees. If you are moving into a privately arranged accommodation, Westbourne Academy will not provide any refund of fees until the full postal address has been provided.
Should you wish to change the accommodation to another homestay provider, an administration fee of £40.00 will be payable.
If you have a holiday during your course (where you are away for 7 nights) then only 50% of the accommodation is payable.
If you are asked to leave a homestay provider due to bad behaviour (or similar), Westbourne Academy will not be responsible for finding alternative/new accommodation (excluding those who are under 18 years old).

Cancellation & Fees

All fees for courses are payable prior to the start of the course.
The non-refundable enrolment fee is payable for every booking. In the event that a booking is cancelled, the enrolment fee remains payable.
All bookings are entitled to one postponement free of charge, however the enrolment fee will be payable again for each additional postponement.
No fees are refundable in the case of late arrival, leaving early or being asked to leave the Academy because of misconduct such as non-attendance or unacceptable behaviour. The Principal may use discretion under special circumstances.
A course is not transferable but may be cancelled or
postponed with written notice at least one week before the start of the course.
If a booking is cancelled due to the application for a visa being refused, Westbourne Academy will refund fees paid in advance (less the non-refundable enrolment fee and bank charge) provided that you send us a copy of the letter of refusal before the intended start date of the course.
Provided sufficient notice is provided for a cancellation, any full fees that have been paid will be refunded less the non-refundable enrolment fee. This enrolment fee will be retained by Westbourne Academy. Refunds will be made to the original payer within 28 days of receipt of bank details and refusal letter. All bank details must be confirmed by the Agency/student before the refund will be transferred.
In the absence of such notice, or if less than one week notice is received, one week of school and accommodation fees will be payable.

Leaving a course early / Holidays

No school fees are refundable in the event of leaving early, taking a holiday or being asked to leave the Academy because of misconduct such as non-attendance or unacceptable behaviour. Accommodation fees will be refunded subject to a full one-week notice. The Principal may use discretion under special circumstances.

Insurance

Westbourne Academy or its staff will not be responsible for any loss, damage, injury or illness to any students or property. Students should take out their own personal insurance before they leave home.

English Language Level

Westbourne Academy requires information about your level prior to your arrival. This will act as a guide only. Your English language level will be determined by our entry test on your first day. If you are not at the required level for your course, you will be transferred to a suitable alternative course.
Students with a Beginner level of English should only book a General Main English course and must start at the beginning of a school term.

Data Protection

To ensure that your course at Westbourne Academy meets your requirements we and, if appropriate, the Westbourne Academy Agent / representative will need to use the information you provide (such as your personal data and details of any special requirements) in order to process your enrolment efficiently.
Please note that we must pass your information on to those involved in providing you with services relating to your stay at Westbourne Academy such as, but not limited to, your reservation of accommodation and transfer services.
If required, your information will be provided to security organisations, customs and the Home Office as required by UK law. Please note that where your information is held by a Westbourne Academy Agent, it will be subject to your Agent's own data protection policy and their country's national law. We recommend checking their policy prior to your agreement.

Student Visa Regulations

Students should ensure that they apply for the appropriate visa in good time.If you are unsure whether you need a visa to study in the UK, please consult your nearest British Embassy or Consulate. You can also find up-to-date information on the UK Government (Home Office) website.
It is the responsibility of the student to ensure that they apply for the correct type of visa to allow you to study at Westbourne Academy for the full duration of your course(s). You must also check that all details on your confirmation documents (including your visa letter) issued by Westbourne Academy are correct before submitting your visa application. Westbourne Academy cannot be held liable for any errors that occur during the visa application process.
You are responsible for maintaining the correct immigration status for the entire period of your studies. Failure to do so may result in termination of your course without refund or compensation.

Payment

Westbourne Academy has partnered with Flywire to make your international payments safe and easy. Flywire allows you to pay from almost any country and currency by bank transfer, credit card and other local payment methods.
To make your payment click below: westbourneacademy.flywire.com

flywire