

GUARDIANSHIP REGISTRATION FORM 2017-2018



Please complete this form if you require guardianship services from Study Links.
Upon completion please send to studentservices@studylinks.co.uk.

GUARDIANSHIP SERVICE REQUIRED

Full Guardianship:	£4550	<input type="checkbox"/>	School start date:	<input type="text"/>
Standard Guardianship:	£2300	<input type="checkbox"/>		
Limited Guardianship:	£999	<input type="checkbox"/>		

STUDENT DETAILS

Surname:	<input type="text"/>		
Given Name(s):	<input type="text"/>		
Preferred Name:	<input type="text"/>		
Gender:	<input type="text"/>		
Date of Birth:	<input type="text"/>		
Nationality:	<input type="text"/>		
Religion:	<input type="text"/>		
Languages spoken:	<input type="text"/>		
Passport No:	<input type="text"/>	Passport Expiry:	<input type="text"/>
Visa No:	<input type="text"/>	Visa Expiry:	<input type="text"/>
ICFN/BRP No:	<input type="text"/>	ICFN/BRP Expiry:	<input type="text"/>
Home Mobile:	<input type="text"/>	English Mobile:	<input type="text"/>
Other contact details: (e.g. Skype / Whatsapp ID)	<input type="text"/>	Preferred Contact: (e Phone/Email Whatsapp/Skype)	<input type="text"/>
Email:	<input type="text"/>		
Hobbies / Interests:	<input type="text"/>		

HEALTH AND MEDICAL DETAILS

Does the student suffer from health problems? Yes No

Is the student taking any Prescribed medication? Yes No

Details:

Study Links will automatically arrange medical and travel insurance for all students through our trusted partner. This costs £350 per year. Full T&Cs are detailed below. To opt out, please select here:

FAMILY DETAILS

Home Address:

Home Phone:

Home Fax:

MOTHER'S DETAILS

FATHER'S DETAILS

Forename:

Surname:

English Name:

Occupation:

Mobile:

Work Phone:

Email:

Other Contact Details:

Preferred Contact Method:

Languages:

Address:
(if different from Family Address)

ALTERNATIVE CONTACT (IN CASE OF EMERGENCY)

Emergency Contact Name, relationship to student and contact details

HOMESTAY AND TRANSPORT REQUIREMENTS

	Homestay Required				Transport Required:					Provide details of confirmed UK Arrivals/UK Departures			
	Yes	No	N/A	Ab Form Attached	Study Links	School	Own Arrangement	N/A	Ab Form Attached	UK Airport	Date	Time	Flight No.
TERM 1													
Arrival:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *		<input type="checkbox"/>				
1 st Exeat:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>				
Half-term:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>				
2 nd Exeat:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>				
Christmas:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>				
TERM 2													
Arrival:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *		<input type="checkbox"/>				
1 st Exeat:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>				
Half-term:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>				
2 nd Exeat:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>				
Easter:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>				
TERM 3													
Arrival:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *		<input type="checkbox"/>				
1 st Exeat:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>				
Half-term:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>				
2 nd Exeat:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>				
Summer:	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>				

* If selected No or Own Arrangement, please complete an [Absolution of Responsibility Form](#).

SCHOOL/ COLLEGE/ UNIVERSITY DETAILS

Name:

Address:

Year Group:

COMMUNICATIONS

How did you hear about Study Links? Please let us know how you heard about Study Links so that we may thank them for their kind referral:

Friend/family: Exhibition: Online:
Agent: School: Other:

Publications/Advertising: We really appreciate the opportunity to feature comments and photos of current and former students and families in our marketing communications. This helps other families decide whether Study Links is right for them. Thank you for your help. You can opt out by ticking here.

Newsletter: We will send you our monthly newsletter to keep you up to date about the work Study Links is doing, and information about education in the UK. You can unsubscribe at any time.

DETAILS OF EDUCATIONAL AGENCY

Company Name:

Company Address:

Staff Name: Telephone:

Email:

DECLARATION AND SIGNATURE

Is any special consent given or withheld by parents?

By registering for guardianship I agree to all the terms and conditions below, and those found on the Study Links [Agreement with Parents](#) document:

Signature of Father:

Name of Father: Date:

Signature of Mother:

Name of Mother: Date:



GUARDIANSHIP TERMS & CONDITIONS

- I have elected Study Links International Ltd (Study Links) as a Guardianship company, for the service level selected above, and agree to pay the full fee as stated above.
- I agree to pay a registration fee of £160
- I agree to pay a minimum refundable deposit to cover emergency situations:

Full:	£1820
Standard:	£920
Limited:	£400

EMERGENCY CASES

Should emergency assistance be required Study Links will try to contact parents via the telephone and/or email contact details given on this form.

If contact cannot be made, approval is given for Study Links to act in loco parentis and assist the student in cases of illness, suspension, failure of the parents/students own arrangements, national or international transport problems, national or international medical problems or other unforeseen emergencies.

If parents believe their child is in an emergency situation, Study Links can be contacted at any time of day. During office hours, telephone: +44 (0) 1274 679710. Out of hours, telephone the emergency number +44 (0) 7884 101679.

Study Links reserves the right to use their professional judgement when deciding what does and does not constitute an emergency. All non-emergencies, or work following from emergencies that have been handled and Study Links no longer deem emergencies, may incur costs to cover staff time and expenses.

DEPOSIT

The deposit is to cover expenses incurred during an emergency only. For your convenience, Study Links can hold a larger deposit on your behalf to cover other incidental expenses, however this is not compulsory. Any funds remaining due to unused services will be transferred to your deposit.

Any final remaining deposit will be refunded at the termination of guardianship.

INVOICES

The first invoice will include the guardianship rate selected, registration fee, deposit, homestay, and return transport for all half-terms and leave-weekends unless otherwise specified in the application form. Any additional Add-On services requested will also be included.

Other unexpected expenses incurred by the student, for example damages, extra transport or homestay, will be invoiced for as they occur.

HOMESTAY

Homestay will be allocated according to priority preferences of the student/parents. Preferences and requests cannot be guaranteed.

Study Links will try to place the student with the same homestay each holiday (unless either party requests otherwise). This cannot be guaranteed.

If accommodation is required during the Christmas, Easter and/or Summer holidays please state clearly.

The Homestay Accommodation fee is £40 per night. If day-time only homestay is required, the fee is 50% of the night rate.

Private arrangements with homestay families recommended by Study Links is prohibited; for your child or any others for the period you use Study Links or afterwards.

Study Links **strongly** advise that parents do not allow their children to stay in hotels, B&B's or privately rented accommodation without the supervision of responsible adults. Study Links does not take responsibility for any arrangements made independently by either the student, parent or a third party and Study Links are absolved of all such responsibility.

TRANSPORT

Transport costs to a homestay will be fixed within a certain radius of the school. If the student/parents choose a location outside of the area, parents agree to pay any difference in transport costs. If Study Links' homestays are at maximum capacity in the area, there will be no additional fees for transport out of the area.

All other miscellaneous transportation costs vary according to distance.

INSURANCE

For the safety and security of students, Study Links will automatically arrange medical and travel insurance through our trusted partner. Insurance is automatically arranged unless opted out. The Insurance runs annually: 1st August – 31st July. Full Terms and Conditions of the insurance are provided [here](#). Insurance costs are added to the initial invoice. All claims must be made directly with the insurance provider. One term's written notice must be given to cancel this service.

CANCELLATIONS

Homestay accommodation is automatically arranged for all the term's holidays unless we are given notice.

Term 1:	12 th September
Term 2:	12 th January
Term 3:	As Easter changes every year, Study Links will inform you of the Term 3 deadline date at the start of each academic year.

There is no refund of the Homestay fee for any unused homestay cancelled after the deadline.

An administration charge of £50 is applied for any change to a confirmed homestay & transport booking.

Guardianship services will automatically continue from year to year until either side gives notice of termination or the student completes boarding school education, and prices may change each year.

A Term's Written Notice must be given if the Parents wish to cancel guardianship after acceptance, or if the Parents wish to withdraw the student after guardianship services have commenced.

If parents fail to do this, parents agree to pay until the end of the next term after notice is given, and a cancellation fee of £50 is incurred.

PAYMENT INSTRUCTIONS

Immediate payment is due on receipt of the invoice. Our service will only commence on receipt of full payment.

Study Links provides an excellent international bank transfer payment system, saving you time and money (with excellent exchange rates, and reduced bank charges). The payment instructions will be sent with the first invoice. You can use this service by clicking [here](#).

All payment details are on the invoice.