



# STATE SCHOOL PROGRAMME REGISTRATION FORM 2017-2018

Please complete following form if you require guardianship services from Study Links. Upon completion please send to [studentservices@studylinks.co.uk](mailto:studentservices@studylinks.co.uk)

## STATE SCHOOL GUARDIANSHIP PROGRAMME REQUIRED

State Guardianship Yr 5-11: £9700

School start date:

State Guardianship Yr 12-13: £9200

Duration (one, two, or three) terms:

Please see Terms and Conditions for details of services included for one or two terms.

## STUDENT DETAILS

Surname:

Given Name(s):

Preferred Name:

Gender:

Date of Birth:

Nationality:

Religion:

Languages spoken:

Passport No:

Passport Expiry:

Visa No:

Visa Expiry:

ICFN/BRP No:

ICFN/BRP Expiry:

Home Mobile:

English Mobile:

Other contact details: (e.g. Skype / Whatsapp ID)

Preferred Contact: (e Phone/Email Whatsapp/ Skype)

Email:

Hobbies / Interests:

## 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

## ACADEMIC INFORMATION

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Which year group/ level of study will you enter in the UK? (E.g. year 10, first year of A-Levels etc.)

Subjects you wish to study:

Sporting/dancing/extra-curricular activities:

Strengths (what you excel in):

Weaknesses (what you struggle with):

Please list what you would LIKE in a school:

Please list what you would DISLIKE in a school:

## SCHOOL APPLICATION – SCHOOLS KNOWN

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If you know which school(s) you would like help applying to, please complete the following section. If you do not know, please complete the section below.

1.

2.

3.

## SCHOOL APPLICATION – SCHOOLS NOT KNOWN

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If you would like Study Links to help choose a school, please complete the following section

1.

2.

3.

## ARRIVAL DETAILS

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The programme is inclusive of 4 local airport transport transfers (i.e. Leeds West must travel from Leeds Bradford Airport) on set travel days. Students must arrive the day before term begins and leave the day after term ends. If students do not wish to travel on set transport days then there will be an additional charge for their airport transport and also for additional homestay, if for example they want to arrive 3 days before term starts or leave 3 days after term ends (please see below for costs).

Proposed date of arrival:

Arrival airport:

Study Links airport transfer required: Yes  No

## HOMESTAY AND TRANSPORT REQUIREMENTS

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The programme is inclusive of the Easter holiday homestay. Only Christmas and Summer are excluded. If homestay is required for these holidays, or before or after Travel Days, it will be charged at £40.00 per night.

**Homestay required for Christmas and Summer:** Yes  No  **Transport required for Christmas and Summer:** Study Links  School  Own Arrangement

Please state any additional information about the child which is useful when allocating a Homestay e.g. dietary requirements, fear of pets, location, type of family, activities preferred:

## HEALTH AND MEDICAL DETAILS

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Does student suffer from health problems?: Yes  No

If yes please specify:

Is the student taking any prescribed medication?: Yes  No

If yes please specify:

Does the child suffer from any allergies?: Yes  No

If yes please specify:

## COMMUNICATIONS

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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

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Company Name:   
Company Address:   
Staff Name:  Telephone:   
Email:

## DECLARATION AND SIGNATURE

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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:

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## STATE SCHOOL PROGRAMME 2017/18 TERMS & CONDITIONS

- I have elected Study Links International Limited (Study Links) as a Guardianship Practice, for the service level selected above, and agree to pay the full fee as stated above.
- I agree to pay a registration fee of £210
- I agree to pay a minimum deposit of £1,000 to cover emergency situations.

### 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 of £1,000 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 remaining deposit will be refunded at the termination of guardianship.

### INVOICES

The first invoice will include the State School Programme selected, registration fee, deposit, additional homestay and transport (if required). 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.

If accommodation is required during the Christmas and/or summer holidays please state clearly.

The Homestay Accommodation fee for Christmas, Summer and before or after the last day of term (if required) 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 International 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 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: 1<sup>st</sup> August – 31<sup>st</sup> 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.

### SERVICES INCLUDED

For students staying for 3 terms:

- 4 airport transfers (single journeys)
- Easter half-term homestay included (no supplement required)
- No refund for unused transport or homestay
- Additional airport transfers require supplement (price on request)

For students staying 2 terms (September start):

- 4 airport transfers (single journeys)
- No Christmas homestay included
- If Christmas homestay is required, £40 per night
- No refund for unused transport or homestay

For students staying 2 terms (January start):

- 4 airport transfers (single journeys)
- No Easter holiday included. If required, £150 supplement
- No refund for unused transport

For students staying 1 term (September start):

- 2 airport transfers (single journeys)
- No Christmas included
- If Christmas homestay is required, £40 per night
- No refund for unused transport

For students staying 1 term (January start):

- 2 airport transfers (single journeys)
- No Easter holiday included. If required, £150 supplement
- No refund for unused transport

For students staying 1 term (April start):

- 2 airport transfers (single journeys)
- No Easter or Summer holidays included.
- If Easter holiday is required, £150 supplement
- If Summer holiday is required, £40 per night
- No refund for unused transport

### CANCELLATION

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

A Term's Written Notice must be given if the Parents wish to cancel a place 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.