



booking form

Section 1

Please complete all of the following sections of the booking form and return to
Kea Academy by email: summer@kea.academy

- Section 1.** Student Details and Agreement Form (including agreement to Kea Academy's Terms & Conditions)
- Section 2.** Course Selection Form
- Section 3.** Admissions & Payment Form (including payment confirmation)
- Section 4.** Supporting Evidence (Copy of ID / Passport)

Student Details & Agreement Form

First name: _____

Last name: _____

Date of birth: _____

Home address (in home country):

Nationality: _____

Passport/ID number: _____

Passport date of issue: _____

Gender:

Female

Male

Other

Phone Number: _____

Email: _____

Age (in years) at the start of the course: _____

Arrival Date: _____

Arrival Airport: _____

Arrival Flight Number: _____

Departure Date: _____

Departure Airport: _____

Departure Flight Number: _____

Airport Pick-up **Required**

Airport Pick-up **not** Required

If student is arriving by train or car, please provide appropriate details below (please attach train tickets or pre-paid private transfer or registration plate if applicable)

Emergency Contact Details

First name: _____

Last name: _____

Date of Birth: _____

Relationship to Student: _____

Home address (in home country): _____

Emergency contact number: _____

Does the emergency contact speak English?

Yes

No

Dietary Information

If you have any specialist dietary requirements, i.e., no meat or fish, please list below:

Health Information

This information will be kept strictly confidential. It will be kept secure and will be destroyed after the student has returned home.

Allergies: Yes No

Sunscreen Allergy: Yes No

If yes, please describe the severity of the reaction, requested prescriptions and what is done to manage them.

Medical, physical or emotional conditions (including disabilities):

Yes No

If your child has any conditions, please provide us with as much information as possible. This will help us to provide the best camp experience for your child.

Medications (including inhalers):

Consent Agreement

(We), the undersigned parent(s)/guardian of _____ [student's name] do hereby authorise any emergency hospital or dental treatment for the student named above. It is understood that this authorisation is given in advance of any specific diagnosis, treatment or hospital care to provide authority and power to give specific consent to any and all such diagnosis, treatment or hospital care which the physician or dentist, in the exercise of their best judgement, may deem advisable.

Payment of Fees

In order to secure a place on a course, the **Kea Booking Form** must be completed and submitted to Kea Academy or a recognised agent/partner. Following receipt of the **Kea Booking Form**, an offer letter will be sent to you to confirm that a place is available and to specify the payment instructions and terms and conditions. Places are secured on a first-come-first-served basis. To secure a place, a deposit is required. Please see the deposit structure for the relevant course.

All fees must be paid in GBP pounds sterling and must be received in full 30 days prior to the start of the course. Applications will be accepted up to 1 week prior to the start of the course (if there are any available spots left). However, any application received after 1st June will require payment of the full course fees with the application. Fees are not transferable to other students. Kea Academy reserves the right to cancel or amend a course.

Booking Selection	Deposit (min 2 weeks)	Administrative Fee
Full Board Student	£560	£150
Day Student	£250	£150

Cancellation and Refund Policy

All cancellations must be made in writing to Kea Academy. Refunds may be given upon receipt of the written notice of cancellation and the refund criteria is based on the period of notice prior to the start of the course:

Cancellation of any of the reserved places up to 30 days before arrival will receive a refund of the total amount paid less the deposit (£560 for full board or £250 for day students) and less the £150 administrative fee plus additional administrative costs we may have incurred such as visa support.

Cancellation of any of the reserved places between 29 and 8 days before arrival will receive a refund of 75% of the total course value less the deposit plus £150 administration fee and any additional costs we may have incurred such as through courier & visa charges.

Cancellation of any of the reserved places within 7 days of arrival will receive a refund of 50% of the total course value less the deposit plus £150 administration fee and any additional costs we may have incurred such as through courier & visa charges.

Refunds cannot be made once a course has commenced.

Group Booking: Refunds cannot be made where a group arrives later or leaves earlier than booked. If a group member cancels after we have received the final details and is replaced with another, we will make no cancellation charge or administration charge.

Cancellation Charge

All refunds will be paid directly to the account from which payment was made. Refunds will be made within 28 days of receiving written notice of cancellation of the course.

In the case of a visa refusal, a refund will be given if cancellation is received in writing along with the visa refusal notice at least 4 weeks prior to the course start date. No refund will be given if cancellation is made less than 8 days before the course starts or if a visa refusal is based on the student's failure to meet the necessary criteria for their chosen visa category.

All refunds based on the grounds of visa refusal will be refunded, minus a £100 visa refusal fee.

Visas

It is your responsibility to check the visa requirements for entry into the UK, and if necessary apply for and ensure that the student is granted the appropriate visa for their period of study in the UK. Information on visas can be found on the UK Home Office website www.ukba.homeoffice.gov.uk. If you require help from an agent, please contact summer@kea.academy and we will connect you with an education agent in your country to guide you through the booking process.

Supporting documents that students require from Kea Academy will only be issued once payment has been made in full and all other required documentation has been received.

If you have not received your visa 2 weeks before the course starts, you must inform us so that we can liaise with you to make any necessary arrangements.

If a student arrives at one of our centres without the correct visa, we are required by law to arrange for them to leave the UK as soon as possible. All decisions on visa applications made by the UK Home Office are final.

Individual Contract

To the extent allowed by law, I, the undersigned, am the parent/guardian of the individual(s) named below, and shall hold harmless, indemnify, and defend the, employees, volunteers and agents of each of them from and against and all liability, loss, damage, expense, cost of every nature and causes of actions arising out of or in connection with any negligence in the performance of this agreement.

It is further understood and agreed that this waiver, release and assumption of risk to be binding on my heirs and assigns. I also release Kea Academy of liability for any claims that may arise out of activity. Kea Academy also reserves the right to remove participants from the programme if they present a threat to the children.

I also understand that participation in the programme can cause severe injury or death and I have taken care to enrol _____ [student name] at the level of their physical abilities and/or medical conditions.

I hereby grant permission to Kea Academy to accompany _____ [student name] onto field trips and to take photos while participating in the activities for use in future publicity.

One parent/guardian must sign for students.

I have read this entire Consent Agreement, I fully understand it and I agree to be legally bound by it. I have also read and fully understood the terms and conditions. I will ensure that I read through the Student Handbook and will ensure that I am aware of the Formal Complaints Policy.

All documents can be requested by emailing summer@kea.academy

Please tick the following box to confirm that you have read and agreed to Kea Academy' terms and conditions and Consent Agreement

Parent's / Guardian's name & Signature: _____

Student's name & Signature: _____

Date: _____

Note: I have attached a copy of the student's ID or Passport in Section 4. Please attach further supporting documentation you may wish to include in Section 4.



course selection form

Section 2

Summer Programme 2022

10th July – 21st August | For 11 – 17-year-olds

Dates:

10th – 24th July (2 Weeks)

24th July – 7th August (2 Weeks)

7th August – 21st August (2 Weeks)

Full Boarding

£2650

£2650

£2650

Day Student

£1550

£1550

£1550

I will be making a transfer of £150

Administrative Fee + Course Fee/Deposit

£ _____

Student's Last Name and first three letters of the First Name should be used as a reference when making a bank transfer.

Example: John Smith would be: SMITHJOH

Agent or Referral Code _____

Scholarship Number _____

Excursions

(day students ONLY please select you two preferred excursions) If you would like to attend more than two excursions (contact us, additional fees may apply)

London. An exciting trip to Britain's capital to explore the best sites the city has to offer.

Bath, Bristol & Stonehenge. An educational trip to see the historic sites of South West England.

Oxford & Bicester. A unique experience to visit the UK's renowned academic city.

Sports

(all students please **CIRCLE** your top 5 sports)

Archery | Athletics | Cricket | Dance | Dodgeball

Football (Soccer) | Hockey | Kayaking | Rock-Climbing

Squash | Swimming | Shooting | Tennis | Yoga

English Language Workshop Selection:

For **INTERNATIONAL STUDENTS ONLY** wishing to select English classes during the 'workshop' time.

English Level: A1, A2, B1, B2, C1, C2 _____

If unsure about the English Level, we will assess the student upon arrival.

Workshops

Please number your students preferred workshops in order of preference.

(1 most preferred and 3 least preferred) for each category in the table below.

Course Galaxy	Core Classes	Workshops (select one per category) or English Language for Internationals	Projects
Learning	-Creative Lab -Research Techniques -Learning Techniques -Memory Techniques	<input type="radio"/> Podcast creation <input type="radio"/> Blog & Creative writing <input type="radio"/> Intro to Philosophy	Create a Course, Podcast or Blog
Employability	-Career Design -Entrepreneurship -Finance & Investment -Leadership	<input type="radio"/> Crypto & NFT's <input type="radio"/> Stocks & Trading (Forms of traditional Investment)	Kea Start-up pitch (Dragons Den)
Personal Empowerment	-Public Speaking & Presentation -Networking & Communication -Time management & Productivity -Emotional Intelligence	<input type="radio"/> Theatre <input type="radio"/> Personal Branding <input type="radio"/> Ted Talks	Ted Talk delivery
Active Citizenship	-Global sustainability -Social responsibility -Inclusion & diversity -Social & Charitable enterprises	<input type="radio"/> World affairs <input type="radio"/> Sustainable fashion	UN Sustainability/ Charity Project
Wellness	-Healthy Living & Nutrition -Mindfulness -Meditation & Breathing -Self-Defence & Sports (a variety of sports during holiday courses)	<input type="radio"/> Cooking <input type="radio"/> Journaling	Wellness Programme Research Paper



admissions & payment

Section 3

If applying before 1 May 2022, a 20% non-refundable deposit is payable to secure a spot on the programme. The remaining balance is due by 1 May 2022.

If applying on or after 1 May 2022, the full fee is payable.

Payment:

Please tick the appropriate box to indicate whether you are paying the deposit of the full course fee or full course fees at this stage. Please note that any remaining balance will be due by 1 June 2022. If full payment is not received by 1 June 2022, your booking will not be secured. For airport transfers (not included in the above fees), please complete the relevant section in the Kea Booking Form.

Choose ONE of the following:

I DO NOT HAVE an agent:

- I am paying a non-refundable deposit to secure a spot on the course.
- I am paying the full course fees.

I HAVE an agent:

- I am paying a non-refundable deposit to secure a spot on the course.
- I am paying the full course fees.

Agent's name: _____

Agent's full address: _____

Agent's contact number(s): _____

Payments to the college 'Kea Academy Ltd' can be made via: bank draft, telegraphic transfer or credit/debit card. Details can be found on the page titled 'Payment Page' as an attachment with this form or on our website: www.kea.academy

What's Included in the 2 Weeks?

Full Board Programme

- Full Board Residential Campus Accommodation
- 14 Nights' Accommodation
- 3 Cooked Meals per day

Kea Programme

- 20 Hours core class
- 20 hours of chosen workshop or English language classes (international students)
- 15 Hours of Project work
- 10 hours of chosen sport and activities
- 3 Full Day Excursions
- Structured Evening Programme
- 24-hour Supervision by a qualified staff member
- 24-hour Security Surveillance
- Course Completion Certificate & Skills Certificates (can be used on CV/resume)

Day Programme

- Day Stay
- 4 Full days with three meals included (except overnight stay)
- 10 Days of Day programme
- 1 Cooked Meal per day

Kea Programme

- 20 Hours core class
- 20 hours of chosen workshop or English language classes (international students)
- 15 Hours of Project work
- 10 hours of chosen sport and activities
- 2 Full Day Excursions
- Day Supervision by a qualified staff member
- Day Security Surveillance
- Course Completion Certificate & Skills Certificates (can be used on CV/resume)

*Not included in fees: pocket money, external examinations requested by students, extra travel such as taxi fares (to and from the airport), private tuition and flights.

Terms & Conditions

(Please read the following booking terms and conditions carefully and contact Student Admissions: summer@kea.academy with any queries)

- A booking is not valid until you have received confirmation in writing. The full balance of fees is due by 1 June 2022. Any bookings made after this date must be paid in full.
- Any cancellations must be made in writing and take effect from the date we receive such notice. If a student fails to attend or their place without written notice, no fee is refundable. If cancellation is made more than 30 days before the start of the course, a full refund of full course fees will be made minus deposit and administrative fee. If notice is given and it is cancelled 29 days to 8 days before course commencement, 75% of course fees, less deposit and administrative fee is refundable. If notice is given 7 days before the course start date or less 50% of course fees is refundable minus deposit and administrative fee. The deposit and administrative fee is not refundable and not included as part of the fee. If you cancel your course after arrival or leave your course early, no refund or credit will be given.
- It is your responsibility to ensure that you have the appropriate travel and medical insurance.
- Airport transfers can only be arranged if you return the flight information form to the Students Admission at least one week before the travel date. Any other arrangement will be subject to an additional fee.

- Kea Academy reserves the right to alter the timetable and/or to transfer students from one class to another or merge small classes if required.
- Students who consistently break the course rules, break the law or display aggressive, intimidating or racist behaviour towards another student or staff will be asked to leave immediately and no refund will be made under such circumstances.
- It is the parents' responsibility to state on the Kea Booking Form regarding any medication the student is currently taking and to ensure enough medication is packed for the entirety of the course.
- All images/videos of summer school students taken by the college may be used for future marketing purposes.

Course Rules

- All students are expected to attend all meals, classes and arranged activities and excursions. Any exceptional circumstances must be raised in advance with Student Admissions.
- Students are responsible for keeping their rooms tidy and for making their own beds.
- All damage to property, equipment and rooms will be charged to the student. Should any charges be incurred, these must be paid in full on receipt of the invoice.
- Gratuitous or wilful damage to school property, public property or another student's property may result in dismissal from the course.
- Consumption or possession of alcohol is not tolerated and will result in instant dismissal from the course.
- Drug-taking or possession of drugs will result in instant dismissal from the course.
- Smoking/Vaping is not permitted in Dean Close School buildings or grounds, and this includes any external trips or activities. Smoking is not permitted in any public place in the UK. Any student who disregards these rules will be instantly dismissed from the course.
- Racist, discriminatory, or otherwise intimidating behaviour towards another student or member of staff will result in instant dismissal from the course.
- In the Dean Close School accommodation, male and female students may mix in the designated recreation areas only, not in bedrooms. Any female and male students found together in a bedroom will be instantly dismissed from the course.
- Any student who leaves their accommodation after 'lights out' and without permission may be dismissed from the course.
- Personal mobile phones, tablets/iPads, MP3 players/iPods must be turned off during all lessons and scheduled activities.

I have read and understand the terms and conditions of acceptance.

Section 4 Supporting Evidence

Please provide: Copy of ID/ Passport and any other supporting documentation.

STUDENT'S SIGNATURE

DATE:

PARENT/GUARDIAN'S SIGNATURE

DATE:
