



Kingdom Education

APPLICATION FORM

To apply for a programme, please complete the application form below and return it to Kingdom Education:

- Email to: info@kgdm.org
- Fax to: +44 1223 451100 (UK) or +1 310-734-1558 (USA)
- Send to: Wellington House, East Road, Cambridge CB1 1BH, UK
or 9107 Wilshire Blvd, Suite 450, Beverly Hills, CA 90210, USA

1. Student information Please use English letters (Latin alphabet) for all answers.

First name: _____ English name (if used): _____ Last name: _____

Date of birth (DD/MM/YYYY): ____ / ____ / ____ Gender: male female

Email address*: _____ *This will be used as the main method of contact for the booking

Home phone number: + _____ (country code) _____ (number)

Mobile phone number: + _____ (country code) _____ (number)

Postal address: _____

City: _____ Postcode: _____ Country: _____

Passport number: _____ Passport expiry date: _____

Name on passport: _____ Nationality: _____

Emergency contact information 1

Contact person name: _____ Relationship with student: _____

Contact email address: _____

Contact phone number: + _____ (country code) _____ (number)

Emergency contact information 2

Contact person name: _____ Relationship with student: _____

Contact email address: _____

Contact phone number: + _____ (country code) _____ (number)

2. Current school/university

Name of school/university: _____ Year of graduation: _____

City: _____ Country: _____

3. Diet/health/room requests

Please advise of any dietary requirements, health issues of which we should be aware, or any activities in which the student may not take part; you may also wish to give the name of a friend with whom the student would like to share a room. Please attach additional sheets if necessary. (We do our best to meet all requests, but cannot guarantee them.)

4. Programme and course selection, 2017

Please select the **programme** you wish to take, and then the **courses** during the programme.

Please number your preferences (1, 2, 3 etc.) if you have more than one option.

Kingdom Education programmes – 2017

(All fees quoted are payable in local currency – payment options are on our website)

<u>Programme</u>	<u>Ages</u>	<u>Arrival</u>	<u>Departure</u>	<u>Nights</u>	<u>Centres</u>	<u>Fees</u>
United Kingdom						
<input type="checkbox"/> UK1	16-18	Mon, Jul 3	Mon, Jul 17	14	Cambridge & Durham	(GBP) £2,995
<input type="checkbox"/> UK2	16-18	Mon, Jul 10	Mon, Jul 31	21	Cambridge, St. Andrews & Durham	(GBP) £3,995
<input type="checkbox"/> UK3	16-18	Mon, Jul 17	Mon, Jul 31	14	Cambridge & Durham	(GBP) £2,995
<input type="checkbox"/> UK4	16-18	Mon, Jul 17	Mon, Jul 31	14	St. Andrews & Cambridge	(GBP) £2,995
<input type="checkbox"/> UK5	14-16	Mon, Jul 17	Mon, Jul 31	14	Durham & London	(GBP) £2,995
<input type="checkbox"/> UK6	14-16	Mon, Jul 17	Mon, Aug 7	21	Durham, St. Andrews & London	(GBP) £3,995
<input type="checkbox"/> UK7	14-16	Mon, Jul 24	Mon, Aug 7	14	St. Andrews & London	(GBP) £2,995
United States of America						
<input type="checkbox"/> US1	16-18	Mon, Jul 3	Mon, Jul 17	14	East Coast	(USD) \$3,975
<input type="checkbox"/> US2	16-18	Mon, Jul 3	Mon, Jul 17	14	West Coast	(USD) \$3,975
<input type="checkbox"/> US3	16-18	Mon, Jul 3	Mon, Jul 24	21	2 weeks East & 1 week West	(USD) \$5,950
<input type="checkbox"/> US4	16-18	Mon, Jul 3	Mon, Jul 31	28	2 weeks West & 2 weeks East	(USD) \$7,500
<input type="checkbox"/> US5	16-18	Mon, Jul 17	Mon, Jul 31	14	East Coast	(USD) \$3,975
<input type="checkbox"/> US6	16-18	Mon, Jul 17	Mon, Jul 31	14	West Coast	(USD) \$3,975
<input type="checkbox"/> US7	14-16	Mon, Jul 3	Mon, Jul 17	14	East Coast	(USD) \$3,975
<input type="checkbox"/> US8	14-16	Mon, Jul 3	Mon, Jul 17	14	West Coast	(USD) \$3,975
<input type="checkbox"/> US9	14-16	Mon, Jul 3	Mon, Jul 31	28	2 weeks East & 2 weeks West	(USD) \$7,500
<input type="checkbox"/> US10	14-16	Mon, Jul 10	Mon, Jul 31	21	1 week West & 2 weeks East	(USD) \$5,950
<input type="checkbox"/> US11	14-16	Mon, Jul 17	Mon, Jul 31	14	East Coast	(USD) \$3,975
<input type="checkbox"/> US12	14-16	Mon, Jul 17	Mon, Jul 31	14	West Coast	(USD) \$3,975
Canada						
<input type="checkbox"/> CA1	16-18	Mon, Jul 31	Thu, Aug 17	17	Calgary, Rockies tour & Vancouver	(CAD) \$4,500
<input type="checkbox"/> CA2	14-16	Mon, Jul 31	Thu, Aug 17	17	Calgary, Rockies tour & Vancouver	(CAD) \$4,500
<input type="checkbox"/> With optional, additional week from July 24 at UC Berkeley before the start in Canada – total:						(USD) \$5,295

Course options within the programmes

Specialist subject (duration: one week – included on all programmes)

Please choose **one** of these options
(or number your preferences)

(two if you're taking
a 4-week programme)

- Creative arts
- Economics, business and entrepreneurship
- Engineering and technology
- Law, society and international relations
- Medical sciences and psychology

'Skills for learning' (duration: one week – included on all programmes, except UK4 and UK7)

Please choose **one** of these options
(or number your preferences)

- Critical thinking (all countries)
- ACT and SAT preparation (USA only)
- English for academic purposes (EAP) (UK only)
- Communication skills with TOEFL (USA only)
- Communication skills with IELTS (UK/Canada)

Leadership training and development (duration: one week)

Included on all 3-week and 4-week programmes, also UK4 and UK7.

5. Payment

Kingdom Education arrange payments with **Flywire**, an established company providing currency transfers. Flywire gives you the opportunity to make payments in your own currency by bank transfer, credit card or debit card.

For more information about Flywire, please visit: <http://www.flywire.com/how-it-works>

After you submit your application, we will email you an invoice for the amount due for your chosen programme.

On the invoice, there will be a personalised URL link for you to make a payment through Flywire. Your enrolment is confirmed after we receive full payment.

Alternative methods of payment are also available upon request.

Full details of payment procedures are sent with our invoice.

6. Declaration

In signing this form, I agree to Kingdom Education's Terms and Conditions, which follow this form, or which are available online at <http://kingdomeducation.com/apply/>. I also acknowledge that these programmes have an academic focus, and I believe that I am/my child is suited to this type of programme.

Student's signature: _____

Date: _____

Parent's/guardian's signature (if student is under 18): _____

Date: _____

7. How did you hear about us?

Newspaper

School

Online search

University

Radio

Consultant/other

Name



Accredited by the British Accreditation Council for Independent Further and Higher Education as a Short Course Provider. Accreditation covers courses delivered in the UK only.

Kingdom Education Group (UK) Ltd/ Kingdom Education Group LLC/ Kingdom Education Canada Ltd are independent companies trading in any country in which they operate as 'Kingdom Education' or 'KE'. Kingdom Education has no religious or political affiliations, or any association with any other organisations which may have a similar name.

In the UK and the USA, Kingdom Education is a **non-profit (not-for-profit) organisation**.

We organise accommodation, meals and classrooms with various universities in the UK, the USA, Canada, Australia and New Zealand. We arrange our own programmes, and these are completely independent of the host universities.

Terms and conditions

(You may wish to keep a copy of this page for your records. It is also available on our website.)

1. Payments

We ask for the full payment of all fees when we confirm acceptance onto a programme. The enrolment is only finalised when we receive the full payment of all fees.

Payments, by bank transfer or by card, are generally made through 'Flywire' [website <https://www.flywire.com/how-it-works>] - full details are provided when the booking is confirmed.

Alternative methods are available upon request.

2. Cancellation

If you have to cancel your booking, please inform us as soon as possible. We make refunds as follows:

- more than two months before arrival – all fees are re-imbursed, less a 10% cancellation fee;
- less than two months, but more than one month before arrival – all fees are re-imbursed, less a 20% cancellation fee;
- less than one month before arrival – no refund.

If your application for a visa to study with KE is rejected, we will refund all fees paid, less our bank charges. We ask you to show us the letter from the embassy rejecting the visa application. If Kingdom Education should have to decline or cancel the booking for any reason, all fees would be refunded.

If you cancel, and we make a refund, we deduct our bank fees from the amount refunded, and we do not take account of any variations in exchange rates.

3. KE programmes

Care should be taken when enrolling and selecting courses to ensure that students' level of English and general academic background are at an appropriate level (we are pleased to provide extra guidance if there is any doubt). If students are unable to cope after arrival with certain aspects of the programme because their English is not of a high enough level, we reserve the right to provide alternative classes and activities which will be more appropriate.

Kingdom Education reserves the right to change or cancel programmes or courses without prior notice in the event of low numbers or unforeseen circumstances beyond our control.

All sports/activities/study visits are carefully supervised, but are undertaken at students' own risk. If you do not wish your child to participate in any particular sporting or other activity, please advise on our application form.

4. Visas

It is the responsibility of parents to ensure that students have a valid passport and to arrange a visa, if required. It is also the responsibility of parents to ensure that correct documentation is carried and produced for immigration checks. Kingdom Education cannot accept any responsibility for students who are denied entry, for any reason, to the country where the programme is taking place.

5. Money and valuables

What to bring: a full list will be sent to you with confirmation of enrolment.

On arrival at their first study centre, students are asked to hand in passports and all cash for safekeeping. We recommend £75/ USD125/ CAD125 AUD150 NZD\$150 per week or equivalent to cover lunches and incidental expenses (personal laundry, postcards, stamps, drinks, souvenirs) + £50/ USD100/ CAD100/ AUD100/ NZD100 damage deposit. Please bring cash in small denominations.

Pocket money can be taken out at stated times.

Students may wish to bring their own laptop – it will be useful, though particular care must be taken to ensure it isn't damaged or lost. We recommend that insurance policies are checked to see whether laptops are covered. There is some public access to computers at all centres.

Otherwise, we strongly recommend that students do not bring unnecessary valuables with them. Any valuables must be locked away in lockers or suitcases or handed to the centre office.

Any student found with unsuitable items will have to hand them in to the centre office until departure.

6. Contact with home

Students are asked to telephone home on arrival, and our staff will assist students in making these calls. Email access is available at all centres. KE emergency contact details will be sent with confirmation of booking.

7. Insurance

An insurance policy covering medical costs and loss of possessions is included with the fees. The detail of the cover varies from country to country. Please contact Kingdom Education for more information. You may wish to take out your own policy for more extensive cover.

8. Medical issues

Arrangements are made with a local medical practice for the treatment of our students, should it be necessary, in each locality in which we are based for periods of one week or more. In the case of illness or injury, Kingdom Education will follow the advice of the attending doctor unless advised otherwise by the parent/guardian. In the event of a medical emergency, students would be taken immediately to the nearest Accident and Emergency services.

Students may be charged for a consultation with a doctor. Receipts should be kept and insurance claims may be made later. A certain amount (the 'excess') is usually deducted from all claims.

Kingdom Education staff do not provide students with any medication, even for very mild conditions like sore throats and headaches. We will instead advise students where they can buy medication, but recommend that students contact parents first. If we are concerned about a student's wellbeing, we will contact parents in any case.

9. Behaviour

In order that all our students can benefit fully from the programmes, we do have certain rules, and it is a condition of enrolment that students agree to follow these.

Any students breaking the law of the land or persisting in serious anti-social behaviour will be disciplined. In serious cases, students may be sent home at parents' expense with no refund of fees.

In the event of suspected theft, we reserve the right to search students' rooms and belongings.

10. Damage

Students are responsible for any damage they may cause, and will have to pay the full cost of replacement or repair.

A damage deposit of £50/ USD100/ CAD100/ AUD100/ NZD100 will be kept by the centre office and returned in full at the end of the programme provided no damage is caused and no keys lost.

11. Laundry

At all centres, bed linen is supplied and laundered once a week. Bath towels are also provided. In the United States and Canada, students are generally responsible for making up their own beds; in other countries, this is generally done by the centre staff.

Students are responsible for doing their own personal laundry, for which a small charge is usually made. Our staff will provide assistance.

12. Kingdom Education responsibilities

Kingdom Education does not accept responsibility for: loss or damage to any property belonging to students; injury or loss of life to any participant; loss or expenses due to delays or changes in air, rail, sea or other services, weather, quarantine, sickness, strikes or any other cause.

We do not accept liability for theft or loss of money/valuables in our safekeeping or in any other locations.

13. Miscellaneous

- We take photographs and videos during our programmes which we may use for promotional purposes. We will ask you later to confirm whether you are happy for us to do this or if you do not wish your son/daughter to appear in any promotional material.
- If students are enrolling through an agent, the agent's terms of contract may apply, but we reserve the right to apply our own Terms.
- We reserve the right to take any fair and reasonable action we think appropriate should a situation arise which is not covered by these Terms.

14. Special point: students taking medical sciences and psychology

Students taking this course are introduced to simple, non-invasive medical tests, such as taking blood pressure and using a stethoscope, which can be conducted in public. Male students test male students, female students test female students. The teacher may also test students, or demonstrate procedures on students, but only with their consent and in the presence of the whole class. In choosing the medicine course, parents are consenting to these processes taking place unless they inform us otherwise. Students may themselves choose at any time not to take part in certain procedures if they prefer. Because students are not experienced in these procedures, they may sometimes appear to discover irregularities (e.g. in blood pressure) where none exist; these are not pursued unless symptoms are present, though any student feeling concerned should consult a doctor on returning home.

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Student welfare

Kingdom Education is committed to safeguarding and promoting the welfare of its students and expects all its staff to share this commitment. Because they are in a foreign country and don't always understand how everything works, we probably protect students more than young people of their age would be used to. But we make no apologies for this: we believe that things work better this way.

Our commitment

We aim to offer a degree of commitment to student welfare which exceeds government requirements, and a degree of supervision which exceeds what is normal for summer schools.

- We have a dedicated **welfare officer/child protection officer** available throughout our season; all our staff have her contact details, and she can be contacted at any time. She has written detailed guidelines for us to follow.
- We have very specific rules regarding child protection, and all our staff are trained in this area.
- All our staff are required to pay attention to students' wellbeing, and report any possible problems.
- Before our programmes begin, we arrange first aid training for as many of our staff as possible, so a high proportion of them are qualified first-aiders.
- We carry out a risk assessment for all our activities, and staff leading the activities sign to confirm that they have read and understood the assessment.
- We meet all students on their arrival into the country, provided we have been given transfer details and have agreed to arrange the transfer. Students are then accompanied by a member of our staff to the study centre. We also accompany students to the airport for departure, see them go through passport checks. We ensure that all the requirements for unaccompanied minors are met. If there are any problems, we will do our best to help students in any way we can. We check all the accommodation we use to ensure that there is an adequate level of security.
- All students have a full briefing on health and safety when they start their programme.
- Where the accommodation does not include en suite bathrooms, we ensure that boys and girls have separate bathroom areas. Staff are not allowed to use the same bathrooms as students.
- We have strict rules regarding the access that staff have to students' rooms. Details are available on request.
- A member of our management team is on duty at each centre every night.
- Students are required to be in their rooms by a certain time, and are asked to switch their lights off at a certain time. The times vary somewhat from centre to centre and according to the age group.
- In our accommodation, we always have a fire drill as soon as possible after students arrive.
- We check on all our students throughout the day and immediately check on any absence. We arrange the accommodation so that boys and girls are in different areas.
- When students go out on trips, we check that they have their student identification with them.

- We ask that all students carry a mobile phone with them, and we make sure that we have their contact details, and that they have ours.
- Even if students have some free time, they are required to report to us periodically so we can be sure that all is well.
- If students should fall ill, except in the case of very minor, everyday conditions, we will immediately seek medical advice.

These are some of the main points regarding our level of supervision:

What we allow

- Students are allowed some free time, especially in accommodation areas, where they are not directly supervised by our staff – although someone is always on hand in the area.
- Students are allowed to go by themselves into the nearby town or shopping centre to buy lunch and at certain other times during daylight hours, but only if accompanied by at least one other.
- Students are allowed to walk by themselves around certain areas of the campus (which are explained to them).
- On study visits, students may be allowed a limited amount of free time in a certain area which has been determined by our staff to be reasonably safe – although a member of staff is always on hand in the area, and students are required to stay together.

What we do not allow

- Students are not allowed to leave the campus, or go beyond certain areas of the campus, except as agreed with our staff.
- Students are not allowed to leave with people unfamiliar to us unless we have written authorisation from parents and we have checked the credentials of the person meeting the student on arrival at the centre.
- Students are not allowed to leave their accommodation area after a certain time.

Student rules

We try very hard to attract students who will take advantage of the opportunities we offer and co-operate fully with our staff to ensure that everyone on the programme has a rewarding and enjoyable experience. We do not tolerate any behaviour which has a negative effect on the quality of the programmes or other students' opportunities. We do also believe that all young people need guidance as they adjust to life in a communal environment away from home, and for this reason we have certain rules. We would ask that all students should be made aware of these, and should accept these, before a decision to enrol is taken.

Important: We have different age groups attending our programmes, and different rules may apply to different age groups. However, we do treat all students on any one programme in the same way. So, for example, all students attending a 14-16 programme will be treated as if aged 14 or 15; all students attending a 16-18 programme will be treated as if aged 16 or 17. **Since they are attending a programme for teenagers, not adults, students who have reached the age of 18 must accept that they will be treated as if aged under 18, and will not, for example, be allowed to stay out late, drink alcohol etc.**

Shortly after arrival, students are asked to sign a document agreeing to a certain code of behaviour. Some detail in the rules varies from centre to centre, and this is explained by the Centre Manager when students arrive.

The following points apply to all centres in all countries:

General principles – students are expected to:

- Speak English
- Be on time
- Show respect to KE staff and to others they might meet while staying in the country
- Be kind and friendly to other students
- Attend and join in all the lessons and activities
- Make every attempt to adjust to the new time zone, sleeping at night and being alert during the day
- Look after their belongings, also the premises and property of KE
- Keep their room tidy
- Stay in their bedroom after a certain point and remain quiet
- Have their Kingdom Education ID card on them at all times

Students are not permitted to:

- Leave the campus except with staff or with permission
- Smoke, drink alcohol or take drugs
- Bring or buy knives, weapons or toy guns
- Swear, fight or bully
- Drop litter or chew gum
- Use their mobile phone, write text messages, MP3 player or handheld games console in lessons, activities, meetings or after 'lights out'
- Steal or shoplift
- Swim without a lifeguard being present
- Use fire escapes unless for emergency exit
- Play with fire extinguishers
- Go into the boys' accommodation area if a girl, or go into the girls' accommodation area if a boy
- Download copyright or inappropriate material on my computer (doing this may also result in a fine)