



Booking form

Young Learner Groups - Students 2019

The terms and conditions and rules for all Bell Young Learner courses can be found at www.bellenglish.com/termsconditions.

By submitting this booking form you are accepting and agreeing to all terms, conditions and rules for the course.

If completing the form by hand, please write clearly in BLOCK CAPITALS and use black ink.

STUDENT INFORMATION

Family name (as on passport):

First name (as on passport):

Male Female Date of birth (day/month/year):

Nationality: First language:

Address:

..... City:

Country: Post/zip code:

Mobile/cellphone (including international dialling code):

OO

The student's phone number will be used for arrivals only, in cases where we cannot see the student at the airport or train station and need to get in touch.

COURSE INFORMATION

Course name: Location:

Start date: End date:

VISA INFORMATION

Information on visas can be found on the UK Home Office website: www.gov.uk/visas-immigration

Type of visa required for entry to the UK:

None Short-term Student (Child) Other please specify:

.....

If you require a visa, please enter your passport details below.

Passport number:

Expiry date:

STUDENT WELFARE

To help us provide the best possible care for your child and to make suitable arrangements for your stay in the UK, please answer the following questions, giving full details.

Does your child have any allergies? Yes No

If so, please give details (including whether they are bringing an epi-pen in case of allergic reaction):

Does your child have any dietary requirements? Yes No

If so, please give details:

GROUP NAME (if applicable)

.....

MAIN CONTACT INFORMATION

Educational Tour Operator (ETO) ETO Code:

Parent Other please specify:

Full name of contact:

Telephone (including international dialling code):

OO

Mobile/cellphone (including international dialling code):

OO

Email:

EMERGENCY CONTACT INFORMATION

The following section MUST be completed. Please note that emergency telephone numbers should be available for contact 24 hours a day.

Emergency contact name:

Telephone (including international dialling code):

OO

Mobile/cellphone (including international dialling code):

OO

Email:

Relationship to student: Parent Guardian Other

please specify:

Do you speak English? Yes No

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MEDICINES

Bell will provide non-prescription medicine for your child in case of need. The medicine is free of charge, and is used to treat mild conditions such as sore throats, headache and stomach ache.

Are you happy for Bell staff to give your child non-prescription medicine in case of need? Yes No

Answering YES will help us to treat your child more quickly.

Will your child be bringing any medicine? Yes No

If so, please give details, including dosage:

Name of medicine(s):

What is the medicine for?

Dosage:

How many times a day should it be taken?

At what time(s) of day should it be taken?

Please note that for the safety of ALL students, all medications must be handed to the course staff on arrival.

ADDITIONAL SUPPORT

Does your child need additional support with understanding and communication?

Please let us know if they have a visual or hearing impairment, a communication aid, have difficulty focusing on a task for more than 10 minutes or need any special support in the classroom.

Yes No

 Yes No

Does your child need additional support with social interaction?

Please let us know if they find it difficult to make friends, talk about how they feel and why or have ever tried to run away.

Yes No

 Yes No

Does your child need additional support with mobility and self care?

Please let us know if they have a mobility aid e.g. wheelchair or need assistance moving from place to place, if they require special aids or assistance with self-care and if there are any occasions when they require one-to-one supervision.

Yes No

 Yes No

To ensure students' welfare and success at Bell, we sometimes share relevant information such as progress reports. Please indicate below which contacts you would like us to share this information with. If you do not want us to share this information with anyone please leave all boxes blank.

I give my permission for Bell to share my progress on the course with:

Parent/guardian Emergency contact Educational Tour Operator Embassy Employer Group leader

Occasionally we take photographs, video or other multimedia of students during class or leisure activities and this media may be used by Bell or its partners for marketing purposes, including print, advertising and online platforms like social media and websites. Please tick here if you consent for you/your child to take part in these activities.

We, Bell Educational Services Ltd, would love to keep in touch with you by post, email or phone with offers, news and information on Bell's products and services. We will treat your information safely and with care, and will never share it with third parties for the purposes of marketing. The only way in which we can contact you is with your explicit consent, so to join our mailing list, please tick the box below. You can unsubscribe at any time by emailing enquiries@bellenglish.com.

Yes, I'd like to receive offers, news and information about Bell's products and services by: Email Post Phone

I have read and accept the privacy policy attached.



Privacy Policy

Bell Educational Services Limited, known as 'Bell' is committed to processing your data fairly and lawfully. This privacy policy explains how we use any information we collect about you or your child when you engage with us.

Any reference to 'your data' includes any data collected on those attending our Young Learner courses, and so may be your child. It also includes Bell employees and other individuals Bell engages with.

WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect information about you when you book onto one of our courses or engage you in employment. Information is also collected when you submit an enquiry either through our website (bellenglish.com), directly by email, or if we meet you at an event. Website usage information is collected using cookies.

We will only collect information necessary to your relationship with Bell and will retain this data for no longer than is necessary for its intended purpose or until you request otherwise.

HOW WILL WE USE THE INFORMATION ABOUT YOU?

We collect information about you to process your booking, manage your account throughout this process and your time at Bell. With your permission we will occasionally contact you following your time with Bell, with offers on our products and services we think may be of interest to you.

Information gathered from your usage of our website will be used for internal analytics to inform how we can improve the website for the benefit of the customer journey.

We will only share your information with third parties that are necessary during your time with Bell. Bell will never share your information for marketing purposes with companies outside Bell.

MARKETING

We would like to occasionally send you information on our products and services which may be of interest to you. If you have consented to receive marketing, you can opt-out at any time.

If you no longer wish to be contacted for marketing purposes you can do so through the unsubscribe link on our emails, or by emailing enquiries@bellenglish.com. Where you do opt-out of communications from us, we will retain your information to ensure we do not contact you in the future, while still maintaining a record of your academic achievements with Bell.

ACCESS TO YOUR INFORMATION AND CORRECTION

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email dpo@bellenglish.com or write to us at Bell, Red Cross Lane, Cambridge, CB2 0QU, and Bell will aim to respond within 40 days. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

COOKIES

Cookies are text files placed on your computer to collect standard internet log and visitor behaviour information. This information is used to track visitor use of the website and to compile internal reports on website activity.

You can set your browser to not accept cookies, however as a result some of the features on our website may not work as a result.

OTHER WEBSITES

If our website contains links to other websites, we are not responsible for its content. This privacy policy applies to our website only, so you should ensure you read their privacy policy.

CHANGES TO OUR PRIVACY POLICY

We will keep our privacy policy updated and under regular review and will place any updates on this webpage. This privacy policy was last updated 17 May 2018.

HOW TO CONTACT US

Please contact us if you have any questions about our privacy policy or information we hold on you:

- by email dpo@bellenglish.com
- or write to us, Bell, Red Cross Lane, Cambridge, CB2 0QU