



# Booking form

## Adult courses

A summary of terms and conditions for Bell English courses for students aged 16+ are included in this document. The full terms and conditions can be found at [www.bellenglish.com/termsconditions](http://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. **Your student will not be able to start the course until the form is received by us.**

DATA PROTECTION: We promise to keep this information secure and will only give it to people who are directly involved in caring for you/your child and who need to know. This may include healthcare and welfare professionals.

### 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: .....

Email: .....

Telephone (including international dialling code): 00 .....

Mobile/cellphone (including international dialling code): 00 .....

How did you hear about Bell? Educational Tour Operator      Teacher  
Family/friend      Event      Online search/Bell website      Bell email  
Social media      Other      please specify: .....

### COURSE INFORMATION

Start date: ..... End date: .....

### CHOOSE YOUR COURSE

#### BELL CAMBRIDGE

15 hour course*	20 hour course* please add <b>ONE 5 HOUR</b> option
General English	Skills (early afternoon)
IELTS Exam Preparation	Business Skills
Cambridge Exam Preparation B2/ C1 Advanced	1 to 1 tuition
Cambridge Exam Preparation B2/C1 Advanced Fast-track 1 to 1 tuition	
	25 hour course* please add <b>ONE 5 HOUR</b> option
	Skills (subject to availability)
	1 to 1 tuition
	Business Skills

#### BELL LONDON

15 hour course*	20 hour course* please add <b>ONE 5 HOUR</b> option
General English	Skills (early afternoon)
IELTS Exam Preparation	Business Skills
Cambridge Exam Preparation B2/ C1 Advanced	1 to 1 tuition
Cambridge Exam Preparation B2/C1 Advanced Fast-track 1 to 1 tuition	
London Explorer - (16-17 year olds)	25 hour course* please add <b>ONE 5 HOUR</b> option
	Skills (subject to availability)
	1 to 1 tuition
	Business Skills

Please note: students under 18 will come into regular contact with other students over the age of 18, in class and during the leisure programme in both Cambridge and London

Add extra hours of 1 to 1 tuition, if required: .....

*\*If you book a 15 hour course you will be automatically enrolled on our free Language in Action programme.*

No. of hours per week: .....

### YOUR LANGUAGE LEVEL

Please select your language level (see [www.bellenglish.com/LanguageLevel](http://www.bellenglish.com/LanguageLevel) for more details):

A1 Beginner	A2 Elementary	A2+ Pre-Intermediate
B1 Intermediate	B2 Upper Intermediate	(If you are unsure about your level, please contact us for advice.)
C1 Advanced	C2 Proficient	

Please email this form to: [enquiries@bellenglish.com](mailto:enquiries@bellenglish.com)

Bell, Hillscross, Red Cross Lane, Cambridge CB2 0QU, UK Tel: +44 (0) 1223 275598

### MAIN CONTACT INFORMATION

Educational Tour Operator (ETO)      ETO Code: .....

Parent      Other please specify: .....

Full name of contact: .....

Telephone (including international dialling code): .....

00 .....

Mobile/cellphone (including international dialling code): .....

00 .....

Email: .....

### PARENT/GUARDIAN DETAILS (STUDENTS UNDER 18 ONLY)

Title: ..... Family name: .....

First name: .....

Relationship to the child: .....

First language: .....

Do you speak English?      Yes      No

Address: .....

Country: ..... Post/zip code: .....

Nationality: .....

Email: .....

Telephone (including international dialling code): .....

00 .....

Mobile/cellphone (including international dialling code): .....

00 .....

### 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): .....

00 .....

Mobile/cellphone (including international dialling code): .....

00 .....

Email: .....

Relationship to student:      Parent      Guardian      Other  
please specify: .....

Do you speak English?      Yes      No

### ARRIVAL AND DEPARTURE TAXI TRANSFERS

I would like Bell to arrange the following taxi transfers:

I require an arrival transfer. Please specify airport name: .....

I require a departure transfer. Please specify airport name: .....

I do not require transfers

Note: We strongly recommend that all students under the age of 18 book the Bell transfer service.

### ATTENDANCE

Students are expected to attend all scheduled classes. If you wish your child to be absent from the course at any time, please contact us on [info.cambridge@bellenglish.com](mailto:info.cambridge@bellenglish.com) for our Cambridge school or [info.london@bellenglish.com](mailto:info.london@bellenglish.com) for our London school during their studies, or [enquiries@bellenglish.com](mailto:enquiries@bellenglish.com) before they arrive.



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### ACCOMMODATION OPTIONS

I am arranging my own accommodation

### UNDER 18 STUDENTS ONLY

If your son/daughter is under 18 and staying with family members or is in accommodation arranged by yourself, please give full details:

Name of responsible adult in the accommodation:

Arrival date: ..... Departure date: .....

Date of birth: ..... Relationship to the child: .....

Address: .....

Country: ..... Post/zip code: .....

Email: .....

Telephone (including international dialling code): 00 .....

Mobile/cellphone (including international dialling code): 00 .....

Please note: Bell is not responsible for students staying in their own accommodation

All accommodation is booked Sunday to Saturday and is in single rooms, unless otherwise stated. Bell's schools and accommodation are non-smoking.

### ACCOMMODATION IN CAMBRIDGE

#### HOMESTAY (OVER 16s ONLY)

Daily bed and breakfast, evening meals

High season: **22 June - 2 August 2025**. A £25 per week supplement is payable for homestay during this period.

#### RESIDENTIAL (16-18 YEAR OLDS)

Scholars House (Half board), private bathroom (Summer only)

Sorrento (Shared kitchen), private bathroom

The Railyard (Shared kitchen), private bathroom (Summer only)

St Barnabas Place (Half board), single room, private bathroom (Summer only)

St Barnabas Place (Half board), twin room, private bathroom (Summer only)

#### RESIDENTIAL (OVER 18s ONLY)

Bell Garden House (Shared kitchen), shared bathroom

Bell Garden House (Shared kitchen), private bathroom

Sorrento (Shared kitchen), private bathroom

The Frank Bell Residence (Shared kitchen), private bathroom - premium room

The Frank Bell Residence (Shared kitchen), private bathroom - standard room

Student Castle, private bathroom and kitchenette

### ACCOMMODATION IN LONDON

#### HOMESTAY (OVER 16s ONLY)

Daily bed and breakfast

Daily bed and breakfast, evening meals

Daily bed and breakfast, private bathroom

Daily bed and breakfast, evening meals, private bathroom

High season: **23 June - 4 August 2024**. A £25 per week supplement is payable for homestay during this period. A £30 per week special diet supplement will be charged where applicable.

#### RESIDENTIAL (OVER 18s ONLY)

All residential rooms include private bathroom facilities.

Vita Lewisham Exchange, shared kitchen, private bathroom

Drapery Place, shared kitchen, private bathroom

### VISA INFORMATION

Information on visas can be found on the UK Home Office website: [www.gov.uk/visas-immigration](http://www.gov.uk/visas-immigration)

Type of visa required for entry to the UK:

None ..... Short-term Student

Student route visa ..... Other please specify: .....

If you require a visa, please send us a copy of your passport.

### PHOTOGRAPHS AND VIDEO CLIPS

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.

### MAILING LIST

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](mailto:enquiries@bellenglish.com).

Yes I'd like to receive information about Bell's products and services by: Email ..... Post ..... Phone  
I have read and accept the privacy policy attached.

### UNDER 18 STUDENTS ONLY

#### ACCOMMODATION (CAMBRIDGE AND LONDON)

I agree to my son / daughter staying in a homestay or U18 residence arranged by the school.  
Yes ..... No

He/she understand he/she must follow the school and homestay or residence rules

Yes ..... No ..... including a **curfew time of 23:00**, which applies **7 days a week**.

#### UNSUPERVISED TIME

I understand that:

- my son/daughter will be unsupervised during the time between the end of classes/activities and the time of the evening meal at their accommodation.
- my son/daughter will be unsupervised in the evening after the evening meal until the curfew time of 23:00.

**Signature of the parent/guardian (please sign electronically):**  
.....

#### TRAVEL

I give consent to my son/daughter to travel to the UK to study and attend activities and excursions at Bell.

I agree that my son/daughter can travel unaccompanied: between the school and his/her accommodation

#### LEISURE ACTIVITIES ORGANISED BY BELL

I give permission for my son/daughter to join trips organised by Bell.

Yes ..... No

Please note that these trips usually include an element of unsupervised time, for example for shopping with friends.

I give permission for my son/daughter to take part in the weekly programme of organised activities, under supervision. Yes ..... No

Trips and activities can be found at: [www.bellenglish.com/english-16/language-action](http://www.bellenglish.com/english-16/language-action)

If there are any trips or activities on our programme which you do not wish your son/daughter to take part in during his/her stay, please list them here.  
.....  
.....

There are certain British laws that apply to people aged under 18. As a result there may be some leisure activities that those students under 18 cannot take part in because of their age.

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Bell, Hillscross, Red Cross Lane, Cambridge CB2 0QU, UK Tel: +44 (0) 1223 275598

Last reviewed: 20/12/2023



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### STUDENT WELFARE

Here at Bell we have many years of experience helping students with a wide variety of difficulties. Our high levels of personal care for students is one of things that makes us different. If the person enrolling requires any special support, please tell us about this now. We need to know this information pre-arrival so that we can prepare to assist the person enrolling fully and ensure they are given the best possible care by our team. To help us make suitable arrangements, **please tell us about:**

- mental health issues
- physical health issues or disabilities
- learning difficulties
- high levels of anxiety or nervousness
- previous cases of severe homesickness
- previous incidents that may affect well-being
- any religious or dietary requirements
- any allergies (for example to cats or dogs)
- or any other special requirements

### DETAILS OF STUDENT'S DOCTOR IN HOME COUNTRY (STUDENTS UNDER 18 ONLY)

Title:	Family name:
First name:	
Address:	
Country:	Post/zip code:
Email:	
Mobile/cellphone (including international dialling code): 00	
I give permission for my son/daughter to be registered with a doctor (General Practitioner) in the UK.	Yes No

### MEDICAL

Please tell us about any problems. If we are not told in advance about a physical or mental condition, we reserve the right to terminate the student's course.

Does your son/daughter have:

Asthma or bronchitis	Yes	No
Heart condition	Yes	No
Fits, fainting or blackouts	Yes	No
Severe headaches	Yes	No
Diabetes	Yes	No
Allergies to known medicines	Yes	No
Other allergies e.g. materials, food, plasters	Yes	No
Travel sickness	Yes	No
Bed-wetting/incontinence	Yes	No
Any mental health problems (including eating disorders, hyperactivity)?	Yes	No
Does your son/daughter require regular hospital treatment?	Yes	No

Does your son/daughter take any medication which he/she will bring with him/her? Yes No

Is there anything else we should know about? Yes No

If the answer to any of the questions above is YES, please give details:

In case of minor pain or illness such as headache, mild cold or sore throat, do you agree to your son/daughter being given non-prescription medication such as paracetamol, cough medicine, throat pastilles, antihistamine or travel sickness tablets? Yes No

In case of an emergency do you give permission for a responsible person at Bell or in their accommodation to arrange medical treatment? Yes No

Every effort will be made to contact you, the child's parents/guardians, as quickly as possible.

When did your son/daughter last have a tetanus injection? Date:

### DECLARATION

I confirm that the above details are accurate and complete.

I agree to the terms and conditions attached and available at [www.bellenglish.com/useful-information/terms-conditions](http://www.bellenglish.com/useful-information/terms-conditions)

Signature

### CONSENT (STUDENTS UNDER 18 ONLY)

I have discussed the agreed arrangements and rules with my son/daughter  
**Signature of the parent/guardian (please sign electronically):**

I have discussed the agreed arrangements and rules with my parent/guardian.  
**Signature of the student (please sign by electronically):**

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

### INVOICE AND PAYMENT INFORMATION

Payment instructions will be sent to you once we have received your booking form. To secure your booking, you can either pay the total fees now OR pay £480 which includes a non-refundable £95 booking fee AND a non-refundable £385 deposit. Full fees must be paid at least six weeks before the course start date.

EDUCATIONAL TOUR OPERATORS  
If you are an educational tour operator handling payment on Bell's behalf, please tick to confirm you have received all fees due:

The following section MUST be completed for use in case of queries with your payment. Please provide us with the contact details of the person paying for the course.

Full name:

Address:

City:

Country: Post/zip code:

Email:

Telephone (including international dialling code):  
00



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## Adult courses

The following terms and conditions apply to all bookings for English 16+ courses at Bell Cambridge and Bell London, regardless whether the course is booked directly or through an Educational Tour Operator (ETO). By submitting the booking form you are agreeing to the full terms and conditions. If enrolling a student under 18, you agree to the terms and conditions on their behalf.

### 1. PAYMENTS

- 11 To make your booking, you must submit a booking form and pay a £385 deposit, which is part of your total fees, and the £95 registration fee, within 3 working days of submitting your form. Both payments are non-refundable.
- 12 Full fees as quoted on your pro-forma invoice must be paid at least 6 weeks before the course start date. We cannot guarantee to hold a place on the course/accommodation unless all fees are paid in full and on time. Students with unpaid fees will not be admitted to the course and may not be able to move into or remain in their accommodation.
- 13 Fees for each term are due 6 weeks before the term starts.
- 14 Payment can be made by bank transfer direct to Bell or through our online payment provider Flywire. In addition to a Flywire handling fee of up to £7, all card payments will be subject to a 2% fee levied by the card company. These fees are non-refundable.
- 15 It is your responsibility to cover all bank charges and exchange rate differences for payments.
- 16 Please note that VAT will be charged at the current rate where applicable.

### 2. TUITION FEES

- All course tuition (plus talks by visiting speakers where applicable)
- Use of Bell study centres including complete access to audio and DVD libraries, all practice and test materials and library books
- Free on-site internet access
- Bell entry tests and end-of-course certificate\*
- Advice and support from Bell staff
- Activities and trips offered on UK public holidays when no classes are running
- Core Language in Action (social programme) activities including an arrival orientation tour
- Up to one full day and one half-day/evening trip every two weeks. The number of trips will vary according to the course start date
- Use of Bell's sports and social facilities
- CAS fee for Student Route visa applicants
- Insurance\*\*

\*The Bell end-of-course certificate is subject to 80% minimum attendance.

\*\*This excludes students who are UK Domicile Residents.

Unless otherwise stated, tuition fees do not include:

- A non-refundable registration fee of £95
- Accommodation
- Classes on UK public holidays. High season supplement of £25 per week on all course weeks which fall between Sunday 22 June – Saturday 2 August 2025
- Any social programme trips, events and entrance fees which are not marked as "free" on the monthly programme
- Lunch card credit at Bell Cambridge. Students can add money to their lunch card at the school. Any unused credit is non-refundable
- Airport transfers
- Exam entrance fees
- Transport to and from external exam centres
- Courier fees

### 3. CANCELLATIONS, CHANGES TO BOOKINGS AND REFUNDS

3.1 Cancellations can only be made before the booking start date and must be made in writing to Bell's Head Office. Once a booking has been confirmed, the following cancellation notice periods and fees apply:

#### Course cancellation fees

More than 2 weeks before the course start date: you must pay £385 deposit and £95 registration fee  
Less than 2 weeks before the course start date: you must pay £385 deposit, £95 registration fee and one week's tuition fees  
You are unable to stay in any Bell arranged accommodation if you cancel your course.

#### Accommodation cancellation fees

If you cancel your accommodation in a residence at least 4 weeks prior to your arrival you will not incur any charges. However, if you cancel 1-4 weeks prior to arrival, you will incur a charge of up to 4 weeks of accommodation fees.

If you cancel your accommodation in a homestay at least 2 weeks prior to your arrival you will not incur any charges. However, if you cancel 1-2 weeks prior to arrival, you will incur a charge of up to 2 weeks of accommodation fees.

For any notice period given, a 'week' counts as Sunday to Saturday.

3.2 If you need to postpone your course, you must tell us in writing. If we are able to change your course dates, the following fees apply:

#### Course postponements

**More than 6 weeks before the course start date: no fee**  
**Less than 6 weeks before the course start date: 1 week's tuition fees**

#### Accommodation postponements

- If you postpone your accommodation in a residence at least 4 weeks prior to your arrival you will not incur any charges. However, if you postpone 1-4 weeks prior to arrival, you will incur a charge of up to 4 weeks of accommodation fees.
- If you postpone your accommodation in a homestay at least 2 weeks prior to your arrival you will not incur any charges. However, if you postpone 1-2 weeks prior to arrival, you will incur a charge of up to 2 weeks of accommodation fees.

3.3 If you cancel or shorten your course, or change to a less expensive course on or after the course start date, we will not refund any tuition fees. It is not possible to transfer fees to another student, or to premium courses such as 1-to-1 lessons, or to convert afternoon lessons to morning group lessons.

3.4 Students who decide to leave their Bell-arranged accommodation, or move to a different type of accommodation, before the end of the booked period must give 4 weeks' notice for accommodation in a residence and 2 weeks' notice for accommodation in a homestay. If less notice is received you will incur a charge of up to 4 weeks of accommodation fees for a residence and up to 2 weeks of accommodation fees for a homestay. If the new accommodation is more expensive, additional fees must be paid before moving. If you move to a less expensive accommodation on or after the accommodation start date, we will not refund any accommodation fees.

3.5 Any refunds must be made by the same payment method and to the same source as the original payment. Handling charges and fees levied by the card company on any card payments are non-refundable. Fees are not transferable to other students.

3.6 We reserve the right to charge an administration fee of £50 for any changes made to the original booking.

3.7 In the event that Bell has to cancel a course, we will do our best to move the student to an equivalent programme. If this is not possible, we will refund all fees paid to Bell, but will not refund any other payments, such as for flights.

Please note these cancellation terms also apply to funded courses.

### 4 VISAS

4.1 It is the responsibility of the client to check the student's visa requirements for entry into the UK, and if necessary apply for and ensure the student is granted the appropriate visa for their period of study with Bell. Information on visas can be found here.

4.2 Bell will only issue visa support documentation once all registration requirements are met and all fees due have been paid.

4.3 If you have not received your visa 2 weeks before the course starts, you must inform us so we can work with you to make any necessary arrangements. If we receive less than 2 weeks' notice of a visa delay and you wish to postpone your course, we will charge 1 week's tuition fees and 2 weeks' accommodation fees, if accommodation has been booked. All course and accommodation postponements are subject to availability.

4.4 If a visa application is rejected and we receive notice in writing, along with a copy of the visa refusal letter, we will refund the following:

- More than 2 weeks before the course starts: all fees except the £95 registration fee and any courier charges
- 2 weeks or less before the course starts: all fees except the £385 deposit, the £95 registration fee and any courier charges
- We will only offer refunds in cases for visa refusal where the student followed UK Home Office guidelines for their visa application
- If a student arrives at one of our centres without the correct visa, we are required by law to arrange for them to leave as soon as possible.

4.5 If a student with a Student Route visa leaves Bell before the end of their course, we are required by law to inform the UK Home Office.

4.6 All decisions on visa applications made by the UK Home Office are final.

### 5 ARRIVALS AND DEPARTURES

5.1 Do not book flights or make travel arrangements until you have received the booking confirmation documents from Bell.

5.2 Students who want to book a Bell arrival or departure taxi transfer must submit their travel details as early as possible and pay the published rate. If travel details are received less than 1 week before travel, we reserve the right to charge an administration fee.

• Students who cancel their taxi transfer less than 1 week in advance will not be entitled to a refund.

• Students are responsible for any additional taxi waiting time charges if their flight is significantly delayed.

5.3 If you have booked Bell accommodation, please inform Bell of your intended arrival time

5.4 Students staying at The Frank Bell Residence, Sorrento Residence, Tripos Court, The Railyard or Bell Garden House in Cambridge will be asked to pay a refundable damage deposit of £100 on arrival.

5.4 Students who would like to book any extra nights' accommodation before a course's official arrival date or after a course's official departure date must reserve in advance. Extra nights are subject to availability and at an additional charge.

5.5 Delayed departure: should a student's departure at the end of the period of study be delayed due to circumstances beyond the student's control, Bell will continue to provide accommodation if possible, but will do so at the standard rate of fees.

### 6 THE COURSE

6.1 All Bell centres and courses have entry requirements, such as minimum age and language level. Please refer to the course details, our level chart or contact us for further information. If any information provided at the time of application is later found to be incorrect, we reserve the right to make any changes considered necessary to the enrolment at the student's own expense and, if appropriate, ask them to leave their course and accommodation without a refund of fees.

6.2 All courses and course components are run subject to demand.

6.3 We reserve the right to change course arrangements and prices without advance notice.

6.4 In peak season, a number of classes at Bell London take place in alternative premises nearby.

6.5 On the first day of the course, students will complete a placement test and will be placed in a class appropriate to their language level. Once the course has started, we reserve the right to move students to the class most appropriate for their language level.

Please email this form to: [enquiries@bellenglish.com](mailto:enquiries@bellenglish.com)

Bell, Hillscross, Red Cross Lane, Cambridge CB2 0QU, UK Tel: +44 (0) 1223 275598

Last reviewed: 20/12/2023



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### 7 EXAM ENTRANCE

71 Examinations are held externally and are not included in the tuition fee, unless specifically mentioned in the course package. Students who would like to take external exams can register through Bell at an additional fee. Exam entrance fees include Bell's administration service and range between £180 and £215, depending on the exam. As exam places are limited, we recommend that students who wish to enter for an exam provisionally book the exam through Bell before their course starts. To confirm the booking students will need to present their passport and passport size photos to the Bell Reception.

72 Students must pay for transfers to and from the exam centre, unless otherwise stated.

73 Students wishing to enter for an exam must bring valid passports for exam entry. National Identity cards may not be accepted in the UK. Exam boards may require students under the age of 18 to provide a separate consent form completed by their parent or guardian.

### 8 ACCOMMODATION

81 We reserve the right to change accommodation arrangements and prices without advance notice.

82 If you have booked accommodation in one of our residences then by agreeing to these Terms and Conditions, you are also agreeing to the terms of the Licence to Occupy and the residence rules for your chosen residence. A copy of the Licence to Occupy and residence rules will be sent to you before arrival.

83 If you have booked homestay accommodation we will carefully select the right homestay family for you. We will do our best to meet all special requests, particularly relating to health and diet, but we cannot guarantee that this will always be possible.

### 9 HOLIDAYS

91 We encourage students to book their holiday at the time of enrolment. Students who arrange their holiday during their course must notify us at least 4 weeks in advance, and an administration fee may be charged. The holiday period can be added to the end of the course of study, subject to availability. If the added weeks take place during the summer period, the high season supplement must be paid.

Students can only qualify for holiday if they are booked for at least a 12-week course.

Holiday allowance:

12-23 week course: maximum 2 week holiday

24+ week course: maximum 4 week holiday

Students can use the holiday weeks separately or at once.

Students who have attendance of 80% and lower cannot apply for a holiday.

92 It may not be possible to place students in the same class or accommodation after a holiday.

93 If you wish to remain in your accommodation during the Christmas period, please contact us for availability. In case staying in your accommodation is not possible, we can recommend alternative options. Students who are away over the Christmas period but wish to retain their homestay accommodation must pay a retainer fee of £35 per week. Students who are away over the Christmas period but wish to retain their residential accommodation must pay a retainer fee of 25% of the standard weekly rate.

### 10 INSURANCE

10.1 Insurance is included as part of our course fees\* and covers the following, amongst others:

Cancellation and curtailment: Up to £3,000

Emergency medical & other expenses: £2,000,000

Personal money, passport & documents: £100 (currency, notes and coins), £100 (other personal money & documents), £500 (passport or visa)

Personal liability: £1,000,000

A summary of the cover, which is provided by Endsleigh, will be sent to you with your booking confirmation.

\*This policy does not cover students who are UK residents.

102 Pre-existing medical conditions are not covered by the insurance.

### 11 MEDICAL INFORMATION

11.1 You must inform us of any disabilities, medical, dietary or other information that may affect the student's ability to participate in the course at time of booking. If a student needs special assistance or arrangements and medical information has not been provided before the course, Bell may be unable to provide the necessary support and the student may be asked to leave the school and/or accommodation with no refund of fees.

### 12 BELL RULES

12.1 These rules are to ensure students benefit from their time at Bell and in the UK and apply to behaviour in School, on Bell activities and in Bell accommodation. Any students breaking these rules, or English law, or persisting in serious anti-social behaviour will be disciplined and may be asked to leave the school and their Bell-arranged accommodation with no refund of fees.

12.2 Bell accepts no responsibility for a student's personal actions to another party while at Bell, or for the supervision of students out of lessons or scheduled activities.

12.3 All students must:

- Attend all classes, complete assignments and homework, unless they are ill
- Inform the School of any changes of address or circumstances while at Bell
- Obey Bell procedures as explained at the beginning of their course
- Observe fire procedures
- Comply with all UK laws and visa restrictions

12.4 Students aged 18 and over must:

- Behave appropriately towards students aged under 18 who are considered to be children in UK law
- Smoke only in designated areas
- Never buy alcohol, cigarettes (including electronic cigarettes) or tobacco for students under 18 or give alcohol to under 18s
- Not allow students under 18 to visit Bell adult residences for students aged 18 and over

12.5 Students aged 16 and 17 are considered to be children in the UK and must:

- Return to their Bell accommodation by 23:00 hours every evening.
- Inform their homestay or Residential Supervisor in advance if they are taking part in a Bell trip or activity that will finish later than 23:00.
- Not buy or consume alcohol, cigarettes (including electronic cigarettes) or tobacco as the minimum age to purchase this in the UK is 18
- Have written permission from their parent or guardian to join day trips booked by Bell, but organised and run by an Independent travel company.
- Not be absent overnight or go on holiday without informing Reception who will contact parents or guardians for written permission
- Not move out of Bell accommodation without written permission from their parent or guardian
- Not visit any Bell residences for students aged 18 and over

**Please note: Bell does not book overnight trips for students aged 16 and 17**

12.6 We reserve the right to ask students to leave Bell immediately and with no refund of fees for these reasons:

- Not attending classes regularly
- Serious anti-social behaviour (e.g. verbal abuse or rudeness, drunkenness, sexual harassment, violence, assault)
- Bullying, intimidating or threatening behaviour of any sort
- Proof of or admission to an illegal act (e.g. theft, assault, drink driving, possession or use of illegal drugs or offensive weapons – such as knives, guns or other object with intent to cause harm etc.)
- Breaking any UK law
- Interference with fire or safety equipment and procedures
- Misuse of computers or downloading of any offensive material
- Any other act that brings the name of Bell into disrepute
- Refusal to obey reasonable requests from a member of Senior Staff

12.7 The Learning and Teaching Manager, Student Services Manager or Principal may recommend that a student is not re-admitted to Bell. Reasons for this include the following:

- Lack of academic progress in spite of everyone's best efforts
- Illness making it impossible for the student to get full benefit from the course
- Poor attendance and lack of commitment to the previous course
- A poor disciplinary record in class
- Behaviour in School or accommodation which is inappropriate, disruptive or disturbing to others
- Failure to pay fees
- Breaking any UK law

12.8 Discipline: If the problem concerns behaviour in class your teacher will speak to you. If there is no improvement, a senior member of Bell staff will speak to you. A formal warning may be given to you, and your parents/sponsor will be informed. If there is a very serious problem you may be asked to leave Bell (expelled) without a refund of fees.

### 13 STUDENTS UNDER THE AGE OF 18

The minimum age for students joining Bell adult courses is 16. Students under the age of 18 are considered children by UK law and we require additional information and consent to be able to accept these students onto our adult courses. In addition to the above rules, the following applies to students aged 16 and 17:

13.1 We strongly recommend that students aged 16 and 17 stay in Bell arranged accommodation.

13.2 By choosing not to book Bell arranged accommodation you are giving permission for the student to live independently in the UK.

13.3 If a student is not staying in Bell arranged accommodation, we must receive full contact details of where the student is staying. We accept no responsibility for accommodation not booked through us.

13.4 We strongly recommend that students aged 16 or 17 book the Bell taxi transfer service.

13.5 By choosing not to book the Bell taxi transfer service, you are giving permission for the student to travel to the UK independently. We cannot be held responsible for the safety of under 18s who have not booked the Bell taxi transfer service.

13.6 Some airlines do not allow students under the age of 18 to travel without an adult. Please check the airline's guidelines before booking flights.

13.7 Students aged 16 and 17 are able to join all social activities arranged and supervised by Bell staff.

13.8 Students aged 16 and 17 can travel independently within the UK on day trips, providing they return to their accommodation by 23:00 hours.

13.9 Bell must receive written permission from parents or guardians for students aged 16 and 17 who wish to:

- be absent from lessons or leave school during lesson time
- travel independently and be absent overnight
- arrange a holiday during their course
- move out of Bell accommodation

13.10 If a student under 18 needs urgent medical attention and their parents/guardians cannot be contacted, Bell will act in loco parentis and will arrange for a doctor to give any medical treatment considered necessary, as well as authorise the administration of an anaesthetic and operation.

### 14. COMPLAINTS PROCEDURE

14.1 We are committed to providing the highest level of customer care. If you are not satisfied with our service, please see the complaints procedure <http://www.bellenglish.com/terms-policies>



# Booking form

## Adult courses

### 15. PRIVACY POLICY

15.1 By making a booking with Bell you are agreeing to the storage and use of the information you supply for Bell's purposes only.

15.2 Bell will share your personal details only with third party providers who are contracted to provide a specific service on behalf of Bell and require the information to perform their function (i.e. taxi transfers, 24-hour helpline.) Bell will pass on your details to UK government agencies if requested by them to do so.

15.4 We will take photographs of students at the beginning of the course for identification cards.

15.5 Bell may take photographs and video of social events, lessons and activities which may be used in promotional materials, such as brochures, social media and the website. We will not use any images/footage of you unless you give consent first. You can check the consent box on our booking form, or we may contact you ahead of time to ask for your permission.

### 16. INTELLECTUAL PROPERTY

16.1 All intellectual property rights in Bell's name and logo, website, promotional and marketing materials and all course and examination content and materials belong to Bell. Anyone seeking to use, publish or copy any of Bell's materials needs to seek our permission in order to do so.

### 17. LIABILITY

17.1 Bell will only be responsible for loss or damage suffered by a student which occurs as a foreseeable result of Bell's breach of the terms and conditions or its negligence.

17.2 Nothing in the terms and conditions shall limit or exclude Bell's liability for death or personal injury caused by negligence, or for fraud or fraudulent misrepresentation.

### 18. FORCE MAJEURE

18.1 Bell is not liable for any failure or delay in providing our services that occurs as a result of any event outside our reasonable control, such as but not limited to war, disease outbreak, natural disaster or terrorist attack. In such cases, we will immediately notify you in writing and shall be excused from performing our obligations for the duration of the force majeure event.

### 19. LEGAL ENFORCEMENT

19.1 These terms and conditions are governed by English law. English courts will have exclusive jurisdiction to settle any disputes that may arise out of the terms and conditions.

Information is correct at time of publication but may be subject to change.

**These terms and conditions apply to Bell's English 16+ courses only.**





# Booking form

## Adult courses

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](http://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](mailto: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](mailto: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](mailto:dpo@bellenglish.com)
- or write to us, Bell, Red Cross Lane, Cambridge, CB2 0QU