

# CIE ENROLMENT FORM for 2024

Thank you for booking a course at CIE Oxford.

Please complete the form and pay the deposit to confirm your booking. If you are a parent applying for your child under 18 the form must be completed by the parent and CIE's parental consent form must accompany the enrolment form.

All our staff look forward to seeing you soon.

\*Please let us know if you would like to receive a hard copy of the enrolment form.

Please contact us by email: [enquiries@cie-oxford.com](mailto:enquiries@cie-oxford.com)

CIE Oxford Team

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\* Indicates required question

## STUDENT DETAILS

1. Student First name (Middle name): \*

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2. Student Surname: \*

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3. Sex: \*

*Check all that apply.*

- ☐ Male  
☐ Female  
☐ Prefer not to say

4. Date of Birth: \*

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*Example: January 7, 2019*

5. Country of Residence: \*

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6. Tel. Number ( In your country ) : \*

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7. Contact Email: \*

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8. Address in home country: \*

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Student's ID details

9. Passport / ID Number: \*

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10. Nationality of your passport: \*

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11. Please upload your passport \*

Files submitted:

12. Expiry Date : \*

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*Example: January 7, 2019*

## EMERGENCY CONTACT DETAILS

CIE requires the name and telephone number of a parent, guardian or next of kin who can be contacted 24 hours a day in event of an emergency.

13. Next of Kin Name: \*

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14. Relationship to student: \*

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15. Next of Kin's Level of English: \*

*Mark only one oval.*

- ☐ No English
- ☐ Basic English
- ☐ Conversational English
- ☐ Fluent English

16. Telephone contact number: \*

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17. E-mail: \*

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18. If the level of English of the above signatory is not sufficient to communicate with a CIE staff member in the case of an emergency please provide an alternative contact (Name, Relation to student, Level of English, Telephone Number and Email)

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### EDUCATIONAL GROUP DETAILS

19. Is this application form for an individual or as part of a group? \*

*Mark only one oval.*

☐ Individual

☐ Group

20. If part of a group, please state the name of your group/school.

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### COURSE DETAILS

21. Course start date (Must be a Monday) \*

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*Example: January 7, 2019*

22. Course end date (Must be a Friday) \*

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*Example: January 7, 2019*

23. Which course are you applying for? \*

*Mark only one oval.*

- ☐ Intensive English (AM + PM) 15+ years old
- ☐ IELTS exam preparation (AM + PM) 15+ years old
- ☐ Junior English & Activities (Summer between 8th July and 9th August) 12-13 years old
- ☐ Junior English & Activities (Summer between 8th July and 9th August) 14-17 years old
- ☐ General English (AM only) 15+ years old
- ☐ General English (PM only) 15+ years old
- ☐ General English + Private (AM + PM) 15+ years old

24. **(For summer students only)**

Do you want to join any of optional Saturday excursions?

*Check all that apply.*

- ☐ London 13th July 2024
- ☐ Bath 20th July 2024
- ☐ Warwick Castle 27th July 2024
- ☐ London 3rd August 2024
- ☐ None required

## ACCOMMODATION DETAILS

25. Do you require CIE to arrange accommodation? \*

*Mark only one oval.*

- ☐ YES
- ☐ NO

26. If yes, please state your preferred type of accommodation. \*

*Mark only one oval.*

- ☐ Junior Student Residence with Full board (10-17 years old) Summer only
- ☐ Homestay Single Standard with Half board (15+ years old studying at CIE not in residence)
- ☐ Homestay Single En-Suite with Half board
- ☐ Homestay Twin Standard with Half board (only available for 2 students coming together)
- ☐ University Residence Self-Catering (18+ years old) Summer only
- ☐ Non required

27. If yes, please state your preferred type of hosts. (Homestay only)

*Check all that apply.*

- ☐ Dogs okay?
- ☐ Cats okay?
- ☐ Children okay?

28. Do you have any dietary restrictions? \*

*Check all that apply.*

- ☐ Vegetarian
- ☐ Gluten free and Coeliac
- ☐ Dairy free and lactose free
- ☐ Halal
- ☐ None
- ☐ Other: \_\_\_\_\_

29. Accommodation start date (Weekend for Homestay, Sunday for Residence)

\_\_\_\_\_  
*Example: January 7, 2019*

30. Accommodation end date (Weekend for Homestay, Saturday for Residence)

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*Example: January 7, 2019*

31. Please provide the address in Oxford if you have made your own accommodation arrangements.

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## OTHER DETAILS

32. Do you require the following services from us? ★  
(Visa letter is only applicable for nationalities who require a visa to enter the UK)

*Check all that apply.*

- ☐ Airport Transfer
- ☐ Travel & Medical Insurance
- ☐ Visa Letter (Standard Visitor Visa) for less than 6 months
- ☐ Visa Letter (Short Term Study Visa) for less than 11 months
- ☐ None of the above

All students under the age of 16 **MUST** have a return airport taxi transfer, unless they are travelling with a named adult.

## PHOTOGRAPHS/VIDEOS

CIE may sometimes use photographs/videos of students for promotional purposes, for example on our website or brochures.

33. a) Do you agree this? \*

*Mark only one oval.*

☐ YES

☐ NO

CIE may sometimes post photographs/videos of students on our social media, mainly Facebook and Instagram.

34. a) Do you agree to this? \*

*Mark only one oval.*

☐ YES

☐ NO

### **MEDICAL DETAILS**

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.

35. Do you or your child, if you are completing on behalf of your child, have any allergies?

If yes, please state the allergies you have.

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36. Do you or your child, if you are completing on behalf of your child, have a medical condition, disability or learning difficulty? \*

*Check all that apply.*

☐ Yes

☐ No

☐ I do not wish to declare here, please contact me



37. If yes, please indicate all that apply below.  
(You may be contacted to provide additional documentation.)

*Check all that apply.*

- ☐ Asthma or bronchitis
- ☐ Heart condition
- ☐ Fits, fainting or blackouts
- ☐ Severe headaches
- ☐ Diabetes
- ☐ Allergies to known medicines
- ☐ Other allergies e.g. materials, food, plasters
- ☐ Bed-wetting/incontinence
- ☐ Any mental health problems (including eating disorders, hyperactivity)?
- ☐ Temporary disability after illness (for example post-viral) or accident
- ☐ Speech, Language and Communication Needs
- ☐ Other physical disability
- ☐ Other specific learning difficulty (e.g. Dyspraxia)
- ☐ Other medical condition

38. If you ticked any of the boxes above, please give details:

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39. In case of minor pain or illness such as a headache, mild cold or sore throat, do <sup>\*</sup> you agree to being given a non-prescription medication such as Paracetamol, cough medicine, throat pastilles, antihistamine or travel sickness tablets?

*Mark only one oval.*

- ☐ YES
- ☐ NO

40. I, or my child, agree that in the case of illness should be attended to by a doctor \*  
or hospitalised or operated on in an emergency, and may be given medication  
according to a qualified doctor's advice in an emergency.

*Mark only one oval.*

☐ YES

☐ NO

41. I agree to inform the school of any change in my or my child's medical \*  
condition before my or my child's arrival at the school.

*Mark only one oval.*

☐ YES

☐ NO

42. **CONSENT FORM FOR UNDER 18 YEARS OLD**

We require the parent or guardian of students under 18 years old to complete a  
separate parental consent form after submitting the enrolment form.

Please note that the student will not be able to start the course until the parental  
consent form is received by CIE.

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## NEXT STEPS

After you submit the enrolment form, we will ask you to complete the following steps.

### **Pay the deposit payment:**

Once you submit the enrolment form, the deposit is required to be arranged to school. Your invoice will be sent by email from the school so please arrange the deposit or full payment to confirm your booking.

(If you are a part of a group, please talk to your group leader about payment arrangements.)

Deposit: A non-refundable deposit is required upon booking a course:

£200 for English Courses only

£300 for Residential Courses

£500 for courses requiring a visa

You can choose one of two options to arrange your payment to school.

**A. Flywire:** You can pay in your own currency by debit card, credit card or bank transfer. [cie-oxford.flywire.com](https://cie-oxford.flywire.com)

### **B. Bank Transfer:**

Account holder: College of International Education.

Account number: 87339714.

Sort code: 54 21 23.

IBAN number: GB 25 NWBK 54 21 23 87339714.

Swift Code: NWBKGB2L.

Bank name: NatWest Bank.

Bank address: 32, Cornmarket Street, OXFORD, OX1 3HQ, United Kingdom

Once you have paid the deposit and submitted the enrolment form you will be contacted by us to remind you of the following before arriving.

### **4 weeks before arriving in Oxford:**

Here is some useful information, which will help you prepare for your stay and ensure you get the most out of your time in Oxford.

1. [Online Placement Test](#) (students who are attending the Summer School Course at Wychwood school DO NOT need to do the test, they will be tested on the first day)
2. Read "[All you need to know booklet](#)"
3. Watch "Induction video for the first day" on our website
4. Pay the balance payment

That's all! We look forward to seeing you in Oxford.

## Terms & Conditions

43. By ticking this box I state that I have read and agree to the Terms and Conditions. <https://cie-oxford.com/terms-and-conditions/>

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*Mark only one oval.*

☐ I agree

44. Student's signature (Parent's signature if filled in on behalf of the student)

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45. Date of signature

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*Example: January 7, 2019*

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