

# Hockerill Anglo-European College

## CONFIDENTIAL

### BOARDING SUPPLEMENTARY INFORMATION FORM

**Proposed Entry Date:**

**Into Year:**

1. Pupil's Full Name:			
2. Date of Birth:	Age:	Current Year Group:	Gender: <input type="checkbox"/> M <input type="checkbox"/> F
3. Home Address:			
Post Code:		Contact Telephone Number:	
Fax No:		Email Address:	
4. Name and address of present school:			
5. Previous schools with dates of attendance:			
6. Please provide details of any brother or sister who will be on the roll of Hockerill as a boarder at the time of the proposed admission and living at the same address.			



# TERMS AND CONDITIONS OF ADMISSION FOR BOARDING STUDENTS

Effective for the 2011/12 Academic Year

## 1. Definitions

In these Conditions, the following terms have the following meanings: **"Boarding Fee"** means the boarding fee for the academic year 2011/2012 as notified to you by letter **"College"** means Hockerill Anglo-European College; **"Conditions"** means the terms and conditions set out below; **"Day Boarder"** means a student who arrives at the College for breakfast, stays until after prep on Monday to Friday and has breakfast at the College on Saturday during non-exeat weekends; **"Deposit"** means in the case of a Weekly Boarder and Full Boarder £1000 and in the case of a Day Boarder means £300; **"Finance Pack"** means the information sent out to You in July giving full details of financial plans; **"Full Boarder"** means the same as Weekly Boarder except that a Full Boarder stays at the College overnight Monday to Sunday inclusive except on designated compulsory exeat weekends; **"Governors"** means the Governing Body of the College details of which can be found on the College's website ([www.hockerill.herts.sch.uk/governors](http://www.hockerill.herts.sch.uk/governors)); **"the Guide"** means "A Guide to Boarding for students and parents" which is available from the College office; **"Principal"** means the Principal of Hockerill Anglo-European as may vary from time to time; **"Offer Letter"** means a formal offer of a place sent to You enclosing these Conditions, details of deposit requirements and a reply slip to accept the place; **"Registration Fee"** means £700 for Full & Weekly Boarders and £350 for Day Boarders for the academic year 2011/2012; **"We/Our"** means Hockerill Anglo-European College; **"Weekly Boarder"** means the same as Day Boarder except that the student stays overnight at the College from Sunday to Friday inclusive, except on exeat weekends where the student only stays until Thursday night inclusive; **"Written Notice"/"In Writing"** includes email or fax; **"You"/"Your"** means the person(s) named at the end of these Conditions who have signed these Conditions and who has/have parental responsibility for the student also named at the end of these Conditions.

## 2. Acceptance of Terms and Conditions

By paying the deposit or accepting the place in writing, whichever occurs first, you have accepted the offer of a boarding place at the College and are bound by the Terms and Conditions currently in force at the time of the receipt of the deposit/letter.

## 3. Variation to Boarding Fee

The Governors reserve the right to alter the Boarding Fee in accordance with clause 5.4 upon giving you one term's notice. As boarding fees are usually reviewed in March you will be notified of any revised Boarding Fee for the new academic year before the start of the Summer term preceding the new academic year.

## 4. Deposit

- 4.1 The Deposit is payable for a new boarder as acceptance of a boarding place and for an existing boarder as acceptance of a Sixth Form place.
- 4.2 The Deposit required to be paid in accordance with condition 4.1 must be paid within the timeframe specified in the Offer Letter.
- 4.3 The Governors reserve the right to withdraw, or adjust, the offer of a boarding place if the Deposit is not paid within the timeframe specified in condition 4.2.
- 4.4 The Deposit is refundable in full at the conclusion of a student's education (less any outstanding balances) subject to conditions 6, 7, 8 and 10

## 5. Registration Fee

- 5.1 In addition to the Deposit, a Registration Fee is due for all new boarders entering the College.
- 5.2 The Registration Fee is payable by boarding students on commencement of boarding.
- 5.3 The Registration Fee is a 'one off' charge and is not refundable.
- 5.4 The sum of the Registration Fee is reviewed annually, along with the Boarding Fee, by the Governors.

## 6. Notice requirement for existing boarding students ceasing to board/changing boarding arrangements

- 6.1 You must provide written notice to the Principal on or before the first day of a new term (the College's term dates are available on the College's website [www.hockerill.herts.sch.uk/termdates](http://www.hockerill.herts.sch.uk/termdates) or on request) in the event of any of the following:
  - 6.1.1 If a student is to cease boarding (other than those students leaving normally at the end of Years 11 and 13);
  - 6.1.2 If there is to be a change to a student's boarding arrangements (for example, if they are to go from being a Full Boarder to a Day Boarder) subject to condition 2.1.
- 6.2 Failure to provide notice in accordance with condition 6.1 will mean that subject to condition 6.5 the full fees for the term immediately following the new term will be payable in lieu of notice and the full deposit will be forfeit in addition to the full fees for the new term being payable in accordance with condition 6.1.
- 6.3 Fees in lieu of notice payable under condition 6.2 become due on the first day of the following term.
- 6.4 Following receipt of written notification, we will attempt to find another student to fill the boarding place at the College by reference to our waiting list for boarding places (if any) but we shall not be obliged to make any further attempts to fill the place.
- 6.5 If we are able to fill the place in accordance with condition 6.4 within 14 days of receipt of your written notice, whether or not you have complied with the timeframe for notice set out in condition 6.1, we will return the Deposit to you less the actual costs to us of administering the filling of the place and less any actual loss in fees suffered by the College which are attributable to the existing boarder ceasing to board or changing his/her boarding arrangements. However, the amount of this deduction shall not exceed the amount that would be payable under condition 6.2.
- 6.6 Notwithstanding the remainder of condition 6, sixth form boarding places are offered on the assumption that the student will remain as a boarder during their full two year programme of study. Failure to do so will cause the deposit to be forfeit and a term's fees in lieu to be charged.

## 7. Notice requirements for new boarding students

- 7.1 Where an offer of a boarding place has been accepted and a student is due to start boarding at the College but decides not to take the boarding place, you must provide written notice to the Principal prior to the first day of the term immediately preceding the term in which the student was due to start.
- 7.2 Following receipt of such written notification, we will attempt to find another student to fill the boarding place at the College by reference to our waiting list for boarding places (if any) but we shall not be obliged to make any further attempts to fill such a place.
- 7.3 If we are able to fill the boarding place in accordance with condition 7.2 (whether or not you have complied with the notification timescale in condition 7.1) before the date on which the new boarding student was due to commence boarding, we will return the Deposit to you less the actual costs to us of administering the filling of the place.
- 7.4 If we are unable to fill the place in accordance with condition 7.3:
  - 7.4.1 where written notification was given in accordance with the time frame set out in condition 7.1, we may retain the deposit that you have paid or where the deposit has not yet been paid you shall pay the Deposit; or
  - 7.4.2 where written notification has not been given within the time frame set out in condition 7.1, we may charge you a term's fees in lieu of notice and we will retain the Deposit.

## 8. Withdrawal/Exclusion

- 8.1 Boarding fees continue to be due both for the term during which the student ceases boarding and also for the following term if a student is:
  - 8.1.1 withdrawn from boarding for disciplinary reasons or serious breaches of College regulations in accordance with the terms of the Guide;
  - 8.1.2 permanently excluded from the College in accordance with the College's Behaviour Policy; or
  - 8.1.3 voluntarily withdrawn from boarding or the College by you.
- 8.2 In the event of any of the circumstances set out in clause 8.1, the Deposit will also be forfeit.

## 9. Absence

- 9.1 The Boarding Fee remains payable where a student is absent from College due to local or central government temporarily closing the College on health grounds (for example, in a flu pandemic); severe weather conditions; a student choosing to return home early after the completion of examinations; a student choosing to take study leave at home before or during exams.
- 9.2 The Boarding Fee will not normally be reduced as a result of absence due to illness, although in extreme cases, this is at the Governors' discretion.

## 10. Non-payment and Late payment

- 10.1 The Governors have the right to withdraw a student's boarding place following non payment of boarding fees or consistent late payment of boarding fees.
- 10.2 In the event that the Governors withdraw a student's boarding place in accordance with condition 10.1, boarding fees will continue to be due for the term(s) for which payment is still owed, the term during which the student ceases boarding and the term following the term in which the student ceases boarding. In addition, the Deposit will be forfeit.

## 11. Interest

- 11.1 We reserve the right to charge interest on fees which are not paid in accordance with the payment plan agreed (the payment plan options are detailed in condition 12 below).
- 11.2 Interest, where charged, will be at a rate of 5% above the HSBC base rate until payment is brought up to date.
- 11.3 In addition to interest, we reserve the right to charge the costs of debt collection (including the use of debt collectors) without prejudice to other rights and remedies where fees have not been paid in line with the agreed payment plan.

## 12. Payment Plans

- 12.1 Changes in payment plans must be requested by you giving written notice to the Financial Controller and need to be confirmed by the College.
- 12.2 Payment of the Boarding Fee must commence prior to the start of term and may be via any of the following methods:
  - a) One payment of the full Boarding Fees less 1% one month prior to the start of Michaelmas term by Standing Order, Cheque, Debit cards, Banker's Draft or Bank Transfer. Other payment methods including Credit cards\* will be considered but will not attract a discount.
  - b) Termly – in three payments as detailed in the Finance Pack on 1st August, 1st December and 1st March by Standing Order, Cheque, Debit Card, Banker's Draft or Bank Transfer. Credit cards\* will attract a 1% administration charge.
  - c) By ten monthly payments of as detailed in the Finance Pack payable on the first of every month (from 1st August to 1st May) by Standing Order, Cheque, Debit Cards, Banker's Draft or Bank Transfer. 1% administration charge for paying monthly
  - d) By ten monthly payments as detailed in the Finance Pack, payable on the first of every month (from 1st August to 1st May) by Credit Card\* (subject to a 2% administration charge).

\* Please note that we cannot accept American Express or Diners Club.

- 12.3 Please avoid payment by cash where possible due to potential security issues.
- 12.4 Payment can be in £s or Euros. Euros will be translated at the College's exchange rate (1.35)
- 12.5 Payments by cheque/banker's draft should be payable to Hockerill Anglo-European College. In the case of bank transfers or standing orders please use one of the following accounts:

£'s (Please DO NOT use this account to transfer Euros)

**Bank Name:** HSBC  
**Bank Sort Code:** 40-12-03 (SWIFT/BIC code MIDLGB2102N)  
**Bank Account No:** 01606719 (IBAN GB98MIDL401201606719)  
**Bank Account Name:** Hockerill Anglo-European College

**Euros (Please DO NOT use this account to transfer £Sterling)**

**Bank Name:** HSBC  
**Bank Sort Code:** 40-05-15 (SWIFT/BIC code MIDLGB22)  
**Bank Account No:** 70956769 (IBAN GB74MIDL40051570956769)  
**Bank Account Name:** Hockerill Anglo-European College

12.6 All bank charges remain the responsibility of the payer.

**Parental Obligations**

13. If you are resident outside the UK you are required to nominate a guardian for your child. The guardian must be permanently resident in the UK and must undertake to be responsible for your child should she/he be required to leave College for any reason. Similarly, if you are to be away from the UK for any period of time, you must inform the College of who will act as guardian in your absence.
14. You shall ensure that suitable arrangements are made for the care of your child during exeat weekends, half term holidays, end of term holidays and in cases where the closure of the College may be necessary, for example where local or central government require the temporary closure of the College on health grounds. These arrangements must be communicated to the College promptly.
15. You shall ensure that suitable arrangements are made for the transport of your child to and from College. Any requests for College assistance with transport arrangements should be made in writing and in good time to allow the College to make the necessary arrangements. We will do all that we can to provide such assistance but the responsibility for your child's transport to and from College will remain with you. We reserve the right to charge an administration fee on top of costs incurred relating to travel organised by the College.
16. You shall promptly inform the College in writing of any change of address or emergency contact number.
17. If you require cover for your child's person and property while at the College, you shall make your own insurance arrangements provided that nothing in these Conditions shall seek to restrict or exclude our liability to you and/or any student in relation to death or personal injury caused by our negligence and/or any other matters which we cannot restrict or exclude in law.

**General Provisions**

18. For students joining the College in Years 7 - 11, we are under no obligation to offer the student a boarding place in Year 12. The decision as to whether a student may join Year 12 may be taken after GCSE results are known.
19. We are entitled to treat any instruction, authority, request or prohibition received from any person who has signed these Conditions as having been given on behalf of both or all such persons.
20. Unless informed otherwise by you in writing, the College may make use of information relating to your child whilst s/he attends the College for the purpose of managing relationships between the College and current pupils, providing references and communicating with the body of pupils. Unless informed otherwise by you or your child once s/he is no longer a student at the College, the College may make use of information relating to your child after s/he has left for the purpose of communicating with the body of former pupils.
21. The conversion of a boarding place to a day place is subject to the approval of the Governors and may not be permitted by statute. Similarly, there is no automatic right to switch boarding status and any change is subject to the prior approval of the Principal and the notice requirement set out in condition 6.
22. If a student requires urgent medical attention while under the College's care, we will if practicable obtain your prior consent. If we are unable to contact you, unless we have received written notice from you otherwise, we shall be authorised to make the decision on your behalf should consent be required for urgent treatment recommended by a Doctor.
23. We cannot accept responsibility for the welfare of a student if they are not on the College premises, unless s/he is involved in a College activity or otherwise under the supervision of a member of the College staff.
24. If any provision of these Conditions is held by any competent authority to be invalid or unenforceable in whole or in part, the validity of the other provisions of these Conditions and the remainder of the provision in questions, if applicable, shall not be affected.
25. These Conditions are governed by English law and subject to the jurisdiction of the English courts.

**Acceptance Of Conditions**

26. By signing these Conditions you become jointly and severally liable for the payment of the proportion of the Boarding Fee payable for the first term and all future fees/ financial payments. These terms and conditions will be superseded by any future terms and conditions that are sent to parents, subject to one term's notice. However, any new terms & conditions will not be applied retrospectively. It is implicit within the Conditions that you have given permission for sundry invoices to be billed to your account in addition to the Boarding Fee. We require written confirmation from parents to revoke this permission.

**We advise you to contact the College prior to signing these Conditions if you require any clarification regarding these Conditions.**

I/we confirm that I/we have parental responsibility for the student named below and that I/we have read the Terms and Conditions as set out above and agree to be jointly & severally bound by them.

Name of Student:

**1st Signatory**

Signed:

Name of Signatory:

(Please print)

Date:

**2nd Signatory (If applicable)**

Signed: .

Name of Signatory:

(Please print)

Date: