


Please complete the form and return it to “Chinese UK Study Company Limited, 2<sup>nd</sup> Floor, 145-157 St John Street, London EC1V 4PY, England”. Please also attach your non-refundable registration fee of £295 made payable to “Queen Ethelburga’s “. If paying from overseas, please issue a bank draft in GBP £.



**THE COLLEGIATE FOUNDATION**  
**QUEEN ETHELBURGA'S**  
**CHAPTER HOUSE PREPARATORY SCHOOL**  
 THORPE UNDERWOOD ESTATE YORK, YO26 9SS, ENGLAND  
 EMAIL: INFO@QE.ORG SCHOOL OFFICE TEL: 01423 33 33 00  
 REGISTRAR TEL: 01423 33 33 30

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 Intrl web (34 languages) : www.EducateUK.org  
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 Directors: B. Martin, E. Martin, F. Martin, A. Martin, C. Griffin.

The Collegiate Foundation Ltd. Reg No: 2310426  
 Queen Ethelburga's College Ltd. Reg No: 2572845  
 Queen Ethelburga's Faculty Ltd. Reg No: 3252470  
 Chapter House Preparatory School Ltd. Reg No: 1758451

The Martin Foundation  
 Reg Charity No: 1110184  
 Queen Ethelburga's Foundation  
 Reg Charity No: 1012924

**APPLICATION FOR REGISTRATION & ENROLMENT**

If you wish to register your child, please complete the form below, attach your non-refundable registration fee of £295 made payable to Queen Ethelburga's and return it to us for the attention of The Registrar.

**Note:** Please read the Terms and Conditions relating to Enrolment and Registration on the back of this form. Revised May 09

Pupil's Name		Date of Birth	Day	Month	Year
Please tick <input type="radio"/> Junior Boarder <input type="radio"/> Junior Day <input type="radio"/> Senior Boarder <input type="radio"/> Senior Day		<input type="radio"/> Male	<input type="radio"/> Female		
Name of Mother		Nationality of Pupil			
Name of Father		If English is not the first language of the pupil please state which language is:			
Address		Country			
Postcode		Country			
Father - Email Address		Occupation			
Mother - Email Address		Occupation			
Tel No: (Home) (Business)		Mobile Tel No ~ Father:			
Where did you hear about us from?		Mobile Tel No ~ Mother:			
Proposed Term and Year of Entry					
Previous School, with date of entering and leaving					
School (1)		From / To			
School (2)		From / To			
Name and Address of your Bank					
Has your child ever been suspended, asked to leave, or expelled from a school? Yes / No (If Yes please provide brief details)					
Has your child any known learning difficulties? Yes / No (If Yes please provide brief details)					
Has your child any medical condition(s) we should be aware of? Yes / No (If Yes please provide brief details)					
If you are a member of the Armed Forces please complete this Section					
Your full Military Title		Personal Forces ID Number			
Title of Forces Unit					
Full name and address of your relevant Forces Pay Office		Which branch of the Forces are you in?			
Please note for students entering Queen Ethelburga's ~ The Head Teacher will decide the most suitable Education pathway: i.e. Academy, College, Faculty or School					
I / we confirm that all the information above is correct and I / we agree to abide by all the terms and conditions printed overleaf					
Signature of Parents or Guardians (1)		Date			
(2)		Date			

**Terms and Conditions** (revised May 2009): Queen Ethelburga's College Foundation (no: 1012924) and The Martin Foundation (no: 110184) are charities registered in England and Wales.

In all terms hereafter:

(i) "School" shall include Queen Ethelburga's College/Academy/Classic Company / School Ltd, Chapter House Preparatory School Ltd, Faculty of Queen Ethelburga's Ltd, Thorpe Underwood Services Ltd, The Collegiate Charitable Foundation Ltd, The Collegiate Foundation Ltd, Queens Kindergarten, Queen Ethelburga's College Foundation, The Martin Foundation + all other associated companies, organisations or partnerships together with the Governors, Trustees, Headteachers, staff and professional advisors thereof;

(ii) "Parent(s)" shall include natural, adoptive, step and foster parents, guardians together with any other person(s) be they individually or collectively responsible for the physical, emotional or financial wellbeing of the Pupil;

(iii) "Pupil" shall include all persons enrolled at the School such enrolment occurring upon receipt by the School Registrar of an Application for Registration & Enrolment signed by the Parent(s) - enrolment is subject to acceptance by the School of the Pupil's previous educational history and confirmation that all previous financial obligations were met.

iv) "International Pupil" as (iii) above and the Pupil's Parent(s) work or reside outside of the UK for in excess of 26 weeks a year or the Pupil is normally resident outside the UK or the Pupil or Parent(s) do not hold a British passport [excluding members of HM Forces, Foreign Office and Diplomatic staff].

These terms and conditions may be varied by the School Governors at their sole discretion or by the Parent(s) upon written request to and receipt of written confirmation from the School Governors.

The Parent(s) accept that commencement or continuation of a Pupil at the School or settlement of an account in whole or in part is deemed acceptance of these terms and conditions. Where a Pupil's sibling (be they natural, half, step, adoptive, fostered, or the like) is enrolled at the School, the School reserves the right to apply any or all of these terms and conditions to one or all of the siblings as the School deems appropriate.

1) a) the School account must be settled in full by the Invoice Due Date; b) leaving accounts and all other monies owing must be settled in full no later than 7 days from the Invoice Date thereon.

2) Failure to settle the School account in full by the Invoice Due Date permits the School to: - a) charge interest upon the outstanding monies at the rate of 2.5% per month; b) disallow the Pupil's bursary/remission/award; c) disclose any or all information concerning the Pupil or the Parent(s) to a third party; d) not enter or withdraw the Pupil from any external examination; e) withhold disclosure or confirmation of examination results or the release of examination certificates; f) execute lien over all property belonging to the Parent(s) / Pupil or in the possession of the same whilst at the School; g) suspend the pupil from attending / boarding at School.

3) International Pupil(s) must provide an additional enrolment deposit of one terms fees. The School will repay this money on completion of the Pupil's education at the conclusion of Year 13 (following deduction of any monies due and owing) subject to the Parent and the Pupil's strict compliance with these terms and conditions.

4) The Pupil must follow an Educational Pathway or a course of study and enter examinations as directed by the Headteacher, in the event of dispute between the Pupil or the Parent(s) and the Headteacher, the Headteacher's decision is final.

5) The Pupil must: a) work diligently and conform to the standards required by the School; b) attend and participate in School functions and extra curricular activities, courses or functions (which may occur at evenings or weekends); c) attend School during the standard published term dates. *Term time holidays are at the sole discretion of the Headteacher and are rarely approved.*

6) The Parent(s) consent to the Pupil's participation in all School games, extra curricular sports and activities whether or not they occur upon School premises.

7) The School does not accept liability for: a) any property, personal possessions, animals, vehicles, cash, credit cards or the like owned or in the possession of the Pupil, the Parent(s) or any associated person; b) any accident, loss or damage (including sickness and disease) howsoever caused; c) consequential losses.

8) The School operates anti-drugs and smoking policies and reserves the right to test any Pupil at any time.

9) In sensitive matters pertaining to the disclosure of the Pupil's emotional, physical, psychological or moral welfare the School will, if appropriate, respect the Pupil's right to confidentiality.

10) The School will take all reasonable steps to ensure the emotional and physical health, safety, moral welfare and reasonable educational progress of the Pupil but will not be held legally, financially or consequently liable for: a) the Pupil's unwillingness, failure or inability to study or achieve academic expectations or examination results whatsoever the cause; b) the Pupil's incorrect, inappropriate or illegal actions / behaviour or interaction/behaviour with other Pupils, anyone or anything else whether occurring on the School premises or not; c) the School's failure to react appropriately to the Pupil's medical, educational, psychological or emotional needs unless the same has been previously disclosed in writing to the Headteacher by the Parent(s) and thereafter receipt by the Parent(s) of an agreed designated plan of action from the Headteacher.

11) The Parent(s) must provide to the Headteacher one full terms' notice in writing and receive a written acknowledgement therefrom to: a) discontinue charges for additional tuition or facilities (i.e. music, riding, livery, transport etc); b) withdraw the Pupil from the School for whatever reason (including the non-return of the Pupil

following suspension or exclusion and a Pupil not progressing from Years 6 to 7 and/or Years 11 to 12). Failure to provide such notice entitles the School to make a charge of one terms' fees and/or charges in lieu thereof.

12) The School reserves the right, at any time and without prior notice or reason (if appropriate), to: a) suspend, exclude, expel or remove the Pupil; b) change the basis (be it financial or otherwise) on which the Pupil commences or continues education; c) vary or cease the provision of educational or boarding practices; d) cease providing education and/or welfare where the Pupil fails to conform or adhere to the expected standards including (but not limited to) behaviour, moral welfare, dress/appearance, education, health, School rules, codes of practice or conduct regardless of whether the failure occurs during term time or on the School premises.

13) The School may, without notice or liability and at its own discretion, introduce, vary, cease or withdraw any bursary/remission/award or the like, courses, facilities or educational or boarding practices, staff or the like or for any reason to vary or cease providing educational or related services as it deems necessary.

14) (a) The School may withhold, disallow or cease any bursary/remission/award and / or receive full repayment of all bursary/remission/awards previously settled where: (i) the Parent(s) and/or the Pupil act in breach of any of these terms and conditions; (ii) the Parent(s) and/or Pupil fail to adhere to any terms and conditions relating specifically to a bursary/remission/award, be they express or implied; (iii) the Pupil shall fail for any reason, including exclusion and expulsion, to complete his or her education until the conclusion of Year 13; (iv) HM Forces bursary/remission/award holders only - the Pupil shall fail for any reason, including exclusion and expulsion to complete his or her education until the conclusion of 9 consecutive terms.

15) Parent(s) agree and accept a bursary/remission/award will not be granted where a Pupil's IQ is below 90; if any such bursary/remission/award is granted in error all assistance received is repayable to the School immediately.

16) The School does not accept any liability for loss, injury, damage, illness, death or legal liability, directly or indirectly, caused by, happening through, in consequence of or contributed to by war, invasion, act of foreign enemy or hostilities (whether war is declared or not), civil war, rebellion, revolution or insurrection, military or usurped power or confiscation or nationalisation or requisition or destruction of or damage to property by or under the order of any government or public or local authority, riot, civil commotion, looting in connection with any of the above, strikes or lock outs, nuclear or radioactive escape, accident, explosion, waste or contamination, aircraft or other aerial devices, Influenza or any derivation or variant thereof, arising from any fear or threat (whether actual or perceived) of such Influenza, any action taken in controlling, preventing, suppressing or in any way relating to any outbreak of Influenza

17) On occasion of an occurrence expressed in clause 16 above and/or any Authority or Government advice/recommendation/instruction suspending or closing the School, the School will not reduce/refund/waive fees or additional charges, except at the discretion of the School and in exceptional circumstances.

18) The Parent(s) agree and accept they must comply with the School's rules on quarantine of Pupil(s) and the disclosure of medical information.

19) The School does not accept any liability for be it financially, consequentially or otherwise for any acts or omissions of the Pupil nor will it reduce/refund/waive fees or additional charges where the Pupil does not attend, participate in or otherwise make use of the service provided due to sickness, accident, loss, damage, suspension, exclusion, expulsion, withdrawal (be it temporary or permanent) or study leave.

20) The Parent(s) / Pupil agree and accept the School will from time to time make use of photographic, video images, sound or digital files of Pupils in School publications, its website, marketing, advertising, films, video, DVD or electronic distribution system and elsewhere.

21) The School will at all times comply with the Data Protection Act 1998 (including without limitation the data principles set out in the Act) with guidelines and guidance notes issued by the Information Commissioner. Parent(s) / Pupil agree and accept any information maybe utilised or disseminated as the School deems necessary.

22) a) The Parent(s) agree to provide the School with full support and cooperation in all matters relating to the Pupil, particularly to ensure the Pupil's adherence to these terms and conditions; b) If the Parent(s) or Pupil has cause for concern s/he should address them in writing for the attention of the Headteacher; c) If the Parent or the Pupil feels his/her concerns have not been adequately addressed s/he should address them in writing to the Governing Body of the School and ensure the same is delivered by recorded post. If the Parent or the Pupil is not satisfied with the response of the Governing Body s/he may bring the matter to the attention of a specially convened meeting of the School Governors.

23) The School reserves the rights and interest in any intellectual property rights (IPR) arising as a result of the actions of a Pupil in conjunction with any member of School staff and/or other Pupils for a purpose associated with the School. Any use of IPR by a Pupil is subject to the terms of a licence to be agreed prior to use by the Pupil or Parent(s).

24) The proper law of these terms and conditions shall be the law of England and the terms and conditions are subject to English Law and Practice and English Law of Jurisdiction.

25) A person who is not a party to this contract has no rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this contract but this does not affect any right or remedy or a third party which exists or is available apart from that Act.

26) Bona fide errors and omissions shall not prejudice the rights of either party to this contract but shall be rectified as soon as possible.

**A copy of these conditions, or any of our literature  
is available in big print for those who require it. Please ask the Registrar**