

# CIE ENROLMENT FORM

Thank you for booking a course at CIE Oxford.

Please complete the form, watch pre-arrival information, read payment instructions and online placement test instructions below.

All our staff, teachers 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

Any files that are uploaded will be shared outside of the organization they belong to.

\* Required

## ENROLMENT FORM

1. Start date: \*

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*Example: January 7, 2019*

2. End date \*

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*Example: January 7, 2019*

3. Do you require a homestay from CIE? \*

*Mark only one oval.*

YES

NO

4. Please provide CIE the address in Oxford if you arrange your own accommodation. Address

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### Personal details

5. Student Name: \*

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6. Date of Birth: \*

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*Example: January 7, 2019*

7. Country of Nationality: \*

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

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9. Contact Email: \*

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10. Address in home country: \*

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### Student's ID details

11. Passport / ID Number: \*

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12. Please upload your passport or ID \*

Files submitted:

13. Expire Date : \*

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*Example: January 7, 2019*

14. Country of Nationality: \*

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### Emergency details

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

15. Name: \*

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16. Relationship to student: \*

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17. Level of English: \*

*Mark only one oval.*

- A1 Beginner
- A2 Elementary
- B1 Intermediate
- B2 Upper Intermediate
- C1 Advanced
- C2 Proficiency
- Native Speaker

18. Telephone contact: \*

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19. E-mail: \*

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

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CIE GUIDELINES

The parent or guardian of student must now read and complete the following guidelines. We will work hard to ensure that your child is happy and improves their English during their stay with us, and we ask you to read the following information carefully and to sign the two forms in the appropriate sections.

All students between the ages of 10 and 14 studying at CIE Oxford should be accompanied by a named adult to and from school each day. This named adult must sign the student in before classes and sign them out after school (at 15:45) each day. We cannot make exceptions in the cases of 10-12 year olds, however, in the rare cases where parents of 13 and 14 year old children ask for their child to travel alone between school and the host family they must request a 'travel consent form' from CIE Oxford before arriving in the UK. Travel Consent Form: <https://cie-oxford.com/assets/Travel-Consent-Form.pdf>

Please answer the following questions

One very popular cultural activity in Oxford is 'Punting' and therefore if your child has chosen the Activities Programme we need you to answer two questions:

21. a) Can your child swim? \*

*Mark only one oval.*

YES

NO

'Punting' is always guided by someone who is a strong swimmer and life jackets are given to anyone who cannot swim. With this in mind

22. b) Do you give your child permission to 'Punt'? \*

*Mark only one oval.*

YES

NO

**We want to protect students from the negatives of the internet and social media:**

23. a) Have you enabled 'parental settings' on your child's electronic device(s)? \*

*Mark only one oval.*

YES

NO

**CIE may sometimes use photographs/videos of student's for promotional purposes.**

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

*Mark only one oval.*

YES

NO

**Please note, CIE accepts students between the ages of 10 and 14. Therefore, we need your permission on the following.**

25. b) Your child will study in classes with students up to the age of 14. \*

*Mark only one oval.*

YES

NO

26. Do you give your child visit permission to visit a named friend/relative and stay overnight? (yes, please provide the detail where your child stay.) \*

*Mark only one oval.*

YES

NO

27. Name of friend/relative

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28. Relation to your child

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29. Level of English

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30. Tel.

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### 31. Address

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If your child visits a friend/relative they must have the school's permission and they must inform the school and host family of their travel plans and who they are going to visit. The friend/relative must collect your child and return them to the homestay.

Your child must attend all classes. The school has a strict attendance policy. Students may be absent only if they are unwell. In such cases, the student or their host family must telephone the school as soon as possible on the day of the illness.

The school's social programme for 10 to 14 year old is compulsory (unless the student is supervised by a named adult during that time.) All school social activities are supervised by school staff who can assist the students attending the activity. You can see examples of the social programme on our web site at <http://cie-oxford.com/student-information/social-activities-excursions/>

In the interests of student welfare, in July and August the school will provide lunch (as part of the programme) for all students between 10 and 14 who are either taking afternoon classes or activities, and this lunch will be provided at premises monitored by CIE staff. Students will be accompanied by CIE staff to and from the premises.

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

The school reserves the right to terminate the course of any student who seriously or persistently misconducts himself/herself during his/her stay.



32. I have read and understood the above information.

*Mark only one oval.*

Yes, I agree.

No, I disagree.

### MEDICAL DETAILS & CONSENT FORM

33. 1. Does your child have a condition or illness that requires medical treatment? If yes, please give details \*

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34. 2. Does your child suffer from any allergies? If yes, please give details \*

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35. 3. Is your child taking any medication at present? If yes, please give details \*

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36. 4. Does your child have any existing issue regarding mental health (anorexia, depression...  
If yes, please give details \*

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37. 5. We, the parents/guardian, agree that in the case of illness our child should be attended 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

38. 6. We, the parents/guardian, agree to inform the school of any change in our child's medical condition before my arrival at the school. \*

*Mark only one oval.*

YES

NO

39. 7. Please make sure that you acquire and provide CIE the details of your medical insurance before or on the first day of your course.

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40. COMMENTS: Do you have any additional requests (including social, welfare and/or learning needs)?

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41. Name of parent/guardian: \*

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42. Relationship to student: \*

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43. Level of English: \*

*Mark only one oval.*

- A1 Beginner
- A2 Elementary
- B1 Intermediate
- B2 Upper Intermediate
- C1 Advanced
- C2 Proficiency
- Native Speaker

44. Telephone contact: \*

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45. E-mail: \*

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46. Date \*

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*Example: January 7, 2019*

## Pre-Arrival Information & Induction

On your first day, please come to school at 8:30 a.m.

Address: CIE Oxford, Bocardo House, 24B St Michael's street, Oxford OX1 2EB

You will then do a short test to find the right class for you. Every day when you arrive at CIE, an adult must sign you in. When you leave CIE, an adult must also sign you out.

In the mornings, if you are 10 to 12 years old, your lessons will start at 9 o'clock. Please find your name on the timetable and check which room you are in. You will need to go to this class every day. Lunch starts at 12:20. CIE staff will accompany you to have lunch every day. Activities start at around 13:30. After activities you will come back to CIE.

If you are 13 to 14 years old, you will have activities in the morning. Activities start at 9:15am. You will have lunch at 12 o'clock. Lessons for 13-14 year-olds start at 1pm. Please find your name on the timetable and check which room you are in. You will need to go to this class every day.

### 1. Pre-Arrival Information:

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.

<https://cie-oxford.com/wp-content/uploads/2020/11/LIFE-AT-CIE.pdf>

### 2. Induction video for the first day:

Please following this link to watch our induction video:

## Induction video



<http://youtube.com/watch?v=K3aNYn71vZY>

## Payment Instructions

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

### Deposit:

A deposit of £100 (NB. If you need a Visa to enter in UK for studying, the deposit will be a minimum of £500.)

### Balance payment:

The full payment is required 4 weeks before the student arrives.

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

1. 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)  
(You can find your student ID on your invoice sent by school.)

2. 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

## Terms & Conditions

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

*Mark only one oval.*

I agree

I disagree

## Online safety agreement for use with young people

48. By ticking this box I state that I have read and agree to the Online safety agreement for us with young people. <https://cie-oxford.com/wp-content/uploads/2021/02/Online-safety-agreement-.pdf> \*

*Mark only one oval.*

I agree

I disagree

49. Name of parent/guardian \*

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