

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

CIE Oxford Team

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

* Required

1. Start date: *

Example: January 7, 2019

2. End date *

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 it own yourself, Address :

Personal details

5. Student Name: *

6. Date of Birth: *

Example: January 7, 2019

7. Country of Nationality: *

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

9. Contact Email: *

10. Address in home country: *

Student's ID details

11. Passport / ID Number: *

12. Please upload your passport or ID *

Files submitted:

13. Expire Date : *

Example: January 7, 2019

14. Country of Nationality: *

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: *

16. Relationship to student: *

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: *

19. E-mail: *

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 an alternative contact (Name, Relation to student, Level of English, Telephone Number and Email)

GUIDELINES FORM

The parent or guardian of student must now complete the following:

Under UK law, all students under the age of 18 are classed as children, and there are certain laws and school rules concerning what your child can or cannot do in the UK. For example, children under the age of 16 must be home by 22.00 each night; if they leave their home after dark they must inform their host family where they are going; they must not enter a pub or club; they must not drink alcohol, smoke cigarettes or take illegal drugs. (Please see the pre-arrival information in next section for more information about rules on curfews for different age groups.)

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.

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 from the age of 15. Therefore, we need your permission on the following:

25. b) Your child will study in classes with students up to the age of 17 *

Mark only one oval.

YES

NO

26. c) Your child will do activities with students up to the age of 17 *

Mark only one oval.

YES

NO

27. d) Your child will travel between the school and the host family unsupervised *

Mark only one oval.

YES

NO

28. e) Your child will not be supervised between 3:45pm and curfew (Monday to Friday) *

Mark only one oval.

YES

NO

29. Do you give your child permission to go out unsupervised until 22:00 at night? *

Mark only one oval.

YES

NO

30. If you wish your child to be home earlier in the evenings, please indicate the time below: Time to be home (weekdays)

Example: 8:30 AM

31. Time to be home (weekends)

Example: 8:30 AM

32. The school offers full-day trips on Saturday or Sundays. We strongly recommend your child attends the weekend trip. If they do not, do you give your child permission to be unsupervised one day at the weekend? *

Mark only one oval.

YES

NO

33. 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

34. Name of friend/relative

35. Relation to your child

36. Level of English

37. Tel.

38. Address

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 is not compulsory, nor is it specifically designed for this age group from September to June. Certain activities are not suitable for students under 18. All school social activities are supervised by school staff who can assist the students attending the activity. We strongly advise all students to return to their host family with a friend, or preferably by taxi, particularly in the evening when it is dark. 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 with extra charge for all under 18 students who are either taking afternoon classes or activities, and this lunch will be provided on the school premises. Students are also advised to bring enough money for transport in Oxford.

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.

39. I have read and understood the above information.

Mark only one oval.

Yes, I agree.

No, I disagree.

MEDICAL DETAILS & CONSENT FORM

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

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

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

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

44. 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

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

Mark only one oval.

YES

NO

46. 7. Please make sure that you bring with your medical insurance to school. The school would be required the information at the first day of your class.

47. COMMENTS: any additional requests (including social, welfare and/or learning needs)?

48. Name of parent/guardian: *

49. Relationship to student: *

50. Level of English: *

Mark only one oval.

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

51. Telephone contact: *

52. E-mail: *

53. Date *

Example: January 7, 2019

Pre-Arrival Information & Induction

On your first morning, please come to the reception located inside the porter's lodge at 8:30 a.m.
Address: Lady Margaret Hall (LMH) Norham Gardens, Oxford OX2 6QA

On your first day at CIE, please arrive before 8:30am. You have done the test at home, so you have already been placed in your class. One of our members of staff will meet you at the entrance and give you a 'Welcome Pack', including a map of the college, general information and everything you need to study at CIE. You will then find your way to the CIE building, where you will find the timetable with your classroom. Your teacher will meet you in your classroom and give you more information on CIE and LMH. Please don't be late.

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=da-M2DRUn6U>

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 it by their own currency by debit card, credit card or bank transfer. 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

54. 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

55. 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

56. Name of parent/guardian

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