



## Kings Young Learners: Study Tours Booking Form 2025

### 1. Student details

**Group Name:**

Family name

First names

Preferred name

Student phone number (inc. international code)

Date of birth (dd/mm/yy):

Male  Female

Country of birth

Current citizenship

Home address

Own language

Current level of English

Passport number

Passport expiry date

### 2. Emergency contact details (mandatory)

*Please provide two emergency contacts of which one should be the parent/guardian*

Parent/guardian 1 name:

Emergency contact name:

Relationship to student:

Relationship to student:

Parent/guardian 1 email address:

Emergency contact email address:

Parent/guardian 1 phone number:

Emergency contact phone number:

Parent/guardian 1 native language:

Emergency contact native language:

Parent/guardian 1 level of English:

Emergency contact level of English:

### 3. Health and medical information

*Please ensure all questions are answered*

3.1. Does the student have any medical condition? Yes  No   
*if no, please skip to 3.2.*

Does the student require medication? Yes  No

If yes, please give the name of the condition:

If yes, what is the name of the medication?:

Please provide details about the medication (specify if the medication is tablet, creams etc, what dosage is required, how often should the dosage be given, and any other relevant information):

### 3. Health and medical information (continued)

Please provide any further detail regarding medication or medical conditions:

Is the student permitted to self-medicate under the supervision of Kings staff? Yes No

3.2. Does the student have any learning or behavioural difficulties (e.g. dyslexia)? Yes No (If yes, please provide details below)

3.3. Does the student have any family problems (e.g. recent death in the family, parents recently divorced, etc.)? Yes No (If yes, please provide details below)

3.4. Does the student have any allergies (e.g. penicillin, dairy)? Yes No (If yes, please provide details below)

3.5. Does the student have any special dietary requirements (e.g. vegetarian, halal only etc.)? Yes No (If yes, please provide details below. A supplement may apply)

Can the student swim 10 metres unaided? Yes No

### 5. Course details

Course start date (dd/mm/yy):

Course end date (dd/mm/yy):

Number of weeks:

Study Tour locations	Course - (Including accommodation)
Bath (Downside)	Study Tours - (Residential accommodation)
Kings Bournemouth	Study Tours - (Homestay)
Kings London (Beckenham)	Study Tours - (Homestay)
Kings Oxford	Study Tours - (Homestay)

### 6. Airport transfer details

Please tick the required transfer service

Arrival

Departure

Arrival and departure

*Please tick here if you do not require a transfer service\**

No arrival transfer

No departure transfer

No arrival and no departure transfer

Arrival

Date (dd/mm/yy):

Flight number

Departure airport

Arrival airport

Flight arrival time

Departure

Date (dd/mm/yy):

Flight number

Departure airport

Arrival airport

Flight departure time

Please also note that all students arriving and departing must be accompanied by an adult/guardian.

Full flight details can be sent later if they are not known at this point.

### 7. Student insurance

The student must have appropriate accident and medical insurance before they can travel to any of the Kings Young Learners locations, and **Kings must be sent a copy of the travel insurance document in advance of the course.** We recommend Kings Student Insurance. Details of cover and policy are available at [kingsyounglearners.com](http://kingsyounglearners.com).

Please tick if you require student insurance for your child.

### 8. Payment details

You can pay for your course by paying either a deposit or the full fees. A deposit can be paid for courses starting four weeks or more from the time of payment. If the course starts less than four weeks from payment date, full fees are payable.

For payment information and methods, please see our website:

[kingseducation.com/young-learners/booking/prices](http://kingseducation.com/young-learners/booking/prices)

If you will be government sponsored for your studies, please provide the name of your sponsor below

You can also make a donation to Kings' charity partner, United World Schools, who are committed to ensuring that some of the world's most disadvantaged children can receive a basic education. Find out more at [kingseducation.com/uws](http://kingseducation.com/uws)

Please note that no documentation will be issued until we receive either a deposit, or full payment if your course starts in less than four weeks.

Continued over.

## 9. Privacy Notice for Student

### 1. About us and your data

Kings Education is a specialist international education group providing pre-university academic programmes and English language courses for students from over 80 countries worldwide. This privacy notice is to inform you about how we use your personal data. It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

### 2. The personal data we hold, purposes and lawful bases

The data or type of data we process	The purpose of processing that data	The lawful bases for processing this data
Your name, date of birth, gender, addresses, email addresses and phone numbers	To identify you and communicate with you	Fulfilment of a contract with you Compliance with a legal obligation
Your nationality, ethnic background, any special educational needs, special requirements or disabilities	To provide appropriate information and assistance for you	Fulfilment of a contract with you Compliance with a legal obligation
Next of kin and emergency contact numbers	In the event of an emergency	To protect your vital interests
Your passport, BRP and visa details	To meet government immigration regulations	Compliance with a legal obligation
Bank account details	To manage payments and refunds	Fulfilment of a contract with you Compliance with a legal obligation
Your educational records and test or exam results from previous schools	To offer you the most appropriate courses	Fulfilment of a contract with you
Your medical information, including medications you take, allergies and dietary requirements	To help you manage your health while you are with us	Fulfilment of a contract with you Compliance with a legal obligation
Your educational records and test or exam results from Kings	To manage your progress while studying with us	Fulfilment of a contract with you
Your attendance records and booking in/out records for school and residence	To meet government immigration and safeguarding regulations	Fulfilment of a contract with you Compliance with a legal obligation
Details of your welfare such as how you are getting on at Kings, safeguarding or child protection records and any problems or issues you may have had	To look after your wellbeing and meet government safeguarding regulations	Fulfilment of a contract with you Compliance with a legal obligation
Details of any behaviour issues or exclusions	To manage discipline in the schools	Necessary for our legitimate interests (to manage school discipline)
Images	For maintaining security For marketing our services	Compliance with a legal obligation Where you have given us consent
CCTV footage	For security management	Compliance with a legal obligation
Data about your use of information and communications systems, including Internet use	To meet our safeguarding obligations To administer and protect the school	Compliance with a legal obligation Necessary for our legitimate interests (to secure our buildings)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

### 3. Collecting personal data

- While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether, or not, to provide the data.
- We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not.

### 4. When do we share personal data?

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- **Our local authority — to meet our legal duties to share certain information with it**
- **The Department for Education (a government department)**
- **Your family and representatives**
- **FeePAYERS**
- **Educators and examining bodies**
- A trusted educational agent in your country — to help you during the application process
- **Our regulators (Ofsted and British Council)**
- **Suppliers and service providers — so that they can provide the services we have contracted them for, such as online satisfaction surveys, transfer or taxi companies, excursion providers**
- **Financial organisations**
- **Central and local government**
- **Our auditors**
- **Health authorities**
- **Security organisations**
- **Health and social welfare organisations**
- **Professional advisers and consultants**
- **Charities and voluntary organisations**
- **Police forces, courts, tribunals**
- **Professional bodies**

### 5. Your rights

Under certain circumstances, you, the data subject, may have the following rights:

- **Right of access:** you have the right to request a copy of the information that we hold about you
- **Right of rectification:** you have a right to correct data that we hold about you that is inaccurate or incomplete
- **Right to be forgotten:** in certain circumstances you can ask for the data we hold about you to be erased from our records
- **Right to restriction of processing:** where certain conditions apply you have a right to restrict the processing
- **Right of portability:** you may have the right to have the data we hold about you transferred to another organisation
- **Right to object:** you have the right to object to certain types of processing such as direct marketing
- **Right to object to automated processing, including profiling**

Some of these rights may not apply where we are legally obliged to keep or share your personal data.

In certain circumstances, you may have additional rights beyond those above.

Further information is contained in our full Data Protection Policy:  
[kingseducation.com/factsheets/gdpr](https://kingseducation.com/factsheets/gdpr)

If you want to exercise your rights, please contact our Data Protection Officer.

(See Section 9: Contact us for details).

### 6. How long do we keep your data?

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where the law requires us to:

We have a Data Retention policy, which sets out how long we must keep information. This can be viewed on our website here:  
[kingseducation.com/factsheets/gdpr](https://kingseducation.com/factsheets/gdpr)

### 7. Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

### 8. Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

(See Section 9: Contact us for details).

You can also contact the Information Commissioner's Office (ICO) in one of the ways listed below. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Report a concern online at:  
<https://ico.org.uk/concerns/>  
Telephone: +44 (0) 303 123 1113  
Or write to:  
Information Commissioner's Office,  
Wycombe House,  
Water Lane,  
Wilmslow,  
Cheshire,  
SK9 5AF

### 9. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Allan Maule  
Kings Data Protection Officer  
58 Braidley Road,  
Bournemouth,  
Dorset,  
BH2 6LD  
Email: [privacy@kingseducation.com](mailto:privacy@kingseducation.com)  
Tel: +44 (0) 1202 293 535

Our full Data Protection Policy can be viewed on our website at:  
[kingseducation.com/factsheets/gdpr](https://kingseducation.com/factsheets/gdpr)

## 10. Parental consent and signatures

### We hereby give consent for:

- My child/ward to study with Kings Young Learners in the UK.
- The Centre Manager to make emergency decisions for my child while on the Kings Young Learners programme.
- First aid to be administered and appropriate non-prescription medication to be given.
- My child/ward to receive (in the event of an emergency) medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. Please note that any financial charges for medical treatment remain the responsibility of the student / parent / guardian.
- All students must have medical / travel insurance. Kings should be sent a copy in advance of the course.
- My child/ward to participate in off-site activities and excursions organised by Kings and other external providers.
- My child/ward's images, photos or comments to be used in Kings promotional materials.
- My child/ward may go shopping in small groups on excursions without the supervision of course staff.
- For homestay students: my child/ward to make their own way to and from the school daily (unsupervised).

### Consent for the Use of Images and Video - Please note this section must be completed

During our courses, we may wish to take photographs or video recordings, either for our own records or for communicating to parents and students. Images or film of students may also be as part of our classroom curriculum and may also be used in our promotional material such as our brochure, marketing emails and our website.

### To comply the General Data Protection Regulation (we need to ask for your consent before the we record any images of students).

**I consent**

**I do not consent**

You have the right to withdraw consent at any time. Should you wish to withdraw consent, please contact us.

### Declaration: To Whom It May Concern:

I have read and accept [Kings Terms and Conditions](#).

I agree to release Kings Young Learners from any liability resulting from any causes of action for personal injury, disability, medical expenses, property damage or theft, or any other claims that may arise from my child's participation. Kings will take all reasonable precautions to ensure the safety and well-being of all students.

I understand that if my child/ward breaks any of the rules, they may be sent home immediately and at our own cost.

Signature of student:

Date (dd/mm/yy):

Signature of student's parent/guardian (for students under 18):

Date (dd/mm/yy):

## 11. What happens next

### On receipt of a completed application form, Kings Young Learners will:

- 1) Confirm availability.
- 2) Require a non-refundable deposit of £205/\$175 or Full payment (if booking 4-weeks prior to arrival). For more information about how to pay, see here: [kingseducation.com/young-learners/booking/how-to-pay](https://kingseducation.com/young-learners/booking/how-to-pay)

### On receipt of your payment, we will send:

- Confirmation letter including a GetSet Guide with useful information prior to arrival
- Invoice for the full fees
- Visa document (if required)
- Insurance document (if required)

Thereafter, you must arrange for the full remaining balance of fees to be paid at least 4 weeks before the start of the course and ensure that all flight details are provided to us 4-weeks prior to arrival.

## Contact information

For further information please contact:

### Kings Young Learners

The Old Market  
Upper Market Street  
Hove  
BN3 1AS

T +44 (0) 1273 917166

E [younglearners@kingseducation.com](mailto:younglearners@kingseducation.com)

To contact us online: [kingsyounglearners.com](https://kingsyounglearners.com)

## Booking

Booking your child's course is straightforward. You can choose from two ways to book:

1. Via your local educational partner. If you need help locating your nearest partner, please contact us.

2. By completing this enrolment form and emailing it to Kings Young Learners at: [younglearners@kingseducation.com](mailto:younglearners@kingseducation.com)