



THE COLLEGIATE FOUNDATION

QUEEN ETHELBURGA'S

ACADEMY ~ COLLEGE ~ FACULTY ~ SCHOOL

CHAPTER HOUSE PREPARATORY SCHOOL

THORPE UNDERWOOD ESTATE YORK. YO26 9SS. ENGLAND

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 INTNL WEB (34 LANGUAGES) : WWW.EDUCATEUK.ORG
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THE COLLEGIATE FOUNDATION LTD. REG No. 2310426
 QUEEN ETHELBURGA'S ACADEMY LTD. REG No. 2461121
 QUEEN ETHELBURGA'S COLLEGE LTD. REG No. 2573843
 QUEEN ETHELBURGA'S FACULTY LTD. REG No. 3252470
 QUEEN ETHELBURGA'S SCHOOL LTD. REG No. 4512975
 CHAPTER HOUSE PREPARATORY SCHOOL LTD. REG No: 1759451

THE MARTIN FOUNDATION
 REG CHARITY No. 1110184
 QUEEN ETHELBURGA'S FOUNDATION
 REG CHARITY No. 1012924
 THE ROYAL COURT EQUESTRIAN CENTRE
 THE ETHELBURGIAN ASSOCIATION

APPLICATION FOR REGISTRATION & ENROLMENT

If you wish to register your child, please complete the form below, attach your non-refundable registration fee of £250 made payable to The Collegiate Foundation Ltd 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.

Further copies are available on request from the Registrar.

Revised April 07

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					
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 Headmaster 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 April 2007) :Queen Ethelburga's Foundation is an Educational Charity in England under the Charities Act, registration no: 101924. The Martin Foundation is a Charity in England under the Charities Act, registration no: 1110184.

In all terms hereafter:(i) "School" shall include The Collegiate, Queen Ethelburga's Academy / College / Faculty / School / International School, Chapter House Preparatory School, Queens Kindergarten, Royal Court Equestrian Centre, Queen Ethelburga's Charitable Foundation, Martin Charitable Foundation and all other associated companies, organisations or partnerships together with the Governors, Trustees, Headmasters, 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 well-being of the Pupil; (iii) "Pupil" shall include all persons enrolled at School; enrolment occurring upon receipt by the School Registrar of an Application for Registration & Enrolment signed by Pupil's Parent (s). Parents accept that before a place at our School is considered "definite" the Headmaster will normally contact the child's current School to ascertain that everything is in order (notice, fees etc) and to ask for a report. A child would not normally be admitted to our School until all obligations to the previous school are met.

Definition of International: (Excludes British categories: Forces, Foreign Office or Diplomatic): Where a parent works or lives for more than 26 weeks a year outside of the UK, or where the pupil may reside outside the UK during school holidays, or where a parent is contracted to work outside the UK for a period of time, or where a parent or pupil is not currently or normally residing in the UK, or does not have a UK passport.

These terms and conditions may only be varied for Parent(s) upon written request to and receipt of, written confirmation from the School Governors and may be changed or varied by the Governors only, at their sole discretion, at any time in the future.

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 14 days prior to commencement of the specified School term or by the Invoice Due Date stated thereon whichever is soonest; 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 whole by the Invoice Due Date permits the School to: - a) charge interest upon the outstanding monies at the rate of 2.5% per month; and/or b) disallow the Pupil's remissions; and/or c) disclose any or all information concerning the Pupil or the Parent to a third party; and/or d) not enter or withdraw the Pupil from any external examination; and/or, e) withhold disclosure or confirmation of examination results or the release of examination certificates; and/or, f) execute a lien over all property belonging to the Parent / Pupil, or in the possession of the same whilst at the School; and/or, g) suspend the pupil from attending / boarding at School.

3) All parents resident outside of the United Kingdom must provide an additional enrolment deposit of one terms fees. The School will repay this money on completion of the Pupil's education (following deduction of any monies due and owing) SUBJECT TO the Parent and the Pupil's strict compliance with these terms and conditions. *Please note, clause 3 does not apply to HM Forces personnel resident overseas.*

4) The Pupil must follow an Educational Pathway or become a pupil of a specific School under The Collegiate Foundation - Queen Ethelburga's Group, and/or course of study and enter examinations as directed by the Headmaster. In the event of a dispute between the Pupil or the Parent and the Headmaster, the Headmaster's decision is final.

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

6) The Parent(s) consents to the Pupil's participation in all School games, extra curricular sports and activities whether or not 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 or an associated person; or b) any accident, loss or damage (including sickness and disease) and c) any consequential losses thereof; to any person(s) howsoever caused.

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

9) In sensitive matters pertaining to the disclosure of the Pupil's emotional, physical, psychological or moral welfare the School will, if deemed sensible, 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; and/or b) the Pupil's incorrect, inappropriate or illegal actions/behaviour or inter-action/behaviour with other Pupils, anyone or anything else whether occurring on the School premises or not; and/or 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 Headmaster by the Parent(s) and thereafter receipt by the Parent(s) of an agreed designated plan of action from the Headmaster.

11) The Parent(s) must provide to the Headmaster one full term's notice in writing and receive a written acknowledgement therefrom to: a) discontinue charges for additional tuition or facilities (i.e. music, riding, livery); and/or b) withdraw the Pupil from the School (including the non-return of the Pupil following suspension or exclusion) for whatever reason - this includes pupils leaving at the end of Year 6 and not proceeding through to Year 7 and pupils leaving at the end of Year 11 and not proceeding through to Year 12. Failure to provide such notice entitles the School to make a charge of one term's fees and/or charges in lieu thereof.

12) The School will not reduce or refund fees or charges (including lunches, transport, extra tuition, riding lessons, riding user choice, facility outlay charge or termly based charges): a) as a result of any communicable disease be it human, animal or otherwise; and/or b) 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.

13) At any time the School reserves the right, without prior notice or provision of a reason (if necessary), to:- a) suspend, exclude, expel or remove the Pupil; and/or b) change the basis (be it financial or otherwise) on which the Pupil commences or continues education; and/or c) vary or cease the provision of educational or boarding practices, and/or 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 upon the School premises.

14) The School may, without notice or liability, and at its own discretion introduce, vary, cease or withdraw any remissions, awards 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.

15) (i) The School may withhold, disallow or cease any remission and/or receive full repayment of all remissions previously settled if:- a) the Parent(s) and/or the Pupil act in breach of any of these terms and conditions; and/or b) the Parent(s) and/or Pupil fail to adhere to any terms and conditions relating specifically to a designated remission, be they express or implied, and/or c) the Pupil shall fail for any reason, including exclusion and expulsion, to complete his or her education until the conclusion of Year 13. *(Please note (c) above does not apply for Pupil's in receipt of the HM Armed Forces Remission whereas (d) does apply for Pupil's in receipt of the HM Armed Forces Remission.)* d) the Pupil shall fail for any reason, including exclusion and expulsion, to complete his or her education until the conclusion of nine consecutive terms.

(ii) The "average" child has an IQ of 90 to 110. Financial awards should be not granted where IQ is found to be below 90. If it is found that IQ is below 90, the Award (regardless of type), would cease and any Award granted up until that time would be required to be repaid immediately in full.

16) a) The School does not accept liability be it financial, consequential or otherwise i) for any acts or omissions of the Pupil, ii) due to the intervention/action of any authority, Government or International Body, b) Parent(s) remain liable to pay fees in the event of i) any Authority or Government directive suspending or closing the school including in the event of a national, regional or local emergency ii) any "Act of God"/disaster.

17) The Parent(s) / pupil agrees 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.

18) Information the School holds relative to pupils / parent(s), complies with the Data Protection Act. Parent(s) / pupil agree that any information maybe utilised or disseminated as the School deems necessary.

19) a) The Parent(s) agrees to provide the School with their 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 the Pupil has cause for concern s/he should address them in writing for the attention of the Headmaster. 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.

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