



PERSONAL DETAILS (please write clearly using BLOCK CAPITALS)

FIRST NAME: _____ MALE: FEMALE:

FAMILY NAME: _____ NATIONALITY: _____

DATE OF BIRTH: _____ AGE WHEN COURSE STARTS: _____

NAME OF PARENT/GUARDIAN: _____

CORRESPONDENCE ADDRESS: _____

STUDENT'S PHONE: _____ STUDENT'S EMAIL: _____

PARENT'S PHONE: _____ PARENT'S EMAIL: _____
(EMERGENCY PHONE NUMBER)

SCHOOL NAME: _____ SCHOOL COUNTRY: _____

IB SUBJECTS

- Please list the IB subjects you will take in May 2018 with your most recent grades.
- Tick the box for the subject(s) you would like to review. See our website osc-ib.com for available subjects.

| HIGHER LEVEL: | CURRENT GRADE: | OSC REVIEW: | STANDARD LEVEL: | CURRENT GRADE: | OSC REVIEW: |
|---------------|----------------|-------------|-----------------|----------------|-------------|
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NB: If you have chosen Mathematics Standard, make sure you have told us whether you are taking Maths SL or Maths Studies so that we can put you in the correct class. For your language subjects, please specify whether they are Language A: Language and Literature, Language A: Literature, Language B or Language Ab Initio.

REVISION COURSES: 9th - 13th April (BRUSSELS)

- Please tick which revision course(s) you would like to attend:

COURSE 1: 9th - 11th April

COURSE 2: 11th - 13th April



ADDITIONAL PERSONAL INFORMATION:

We want to make your Revision Course as pleasant and comfortable as possible, so you can concentrate solely on your work. Please help us to do this by answering the following questions:
Do you suffer from any disabilities/medical condition/allergies?
Please attach details of special arrangements you need

PAYMENT

Please tell us how you intend to pay (for details on payment methods, please refer to our website).

| | DEPOSIT | BALANCE |
|---|--------------------------|--------------------------|
| Personal cheque or bank draft (enclosed) | <input type="checkbox"/> | <input type="checkbox"/> |
| Bank transfer (copy of bank receipt required) | <input type="checkbox"/> | <input type="checkbox"/> |
| Credit card (Visa or Mastercard only, please give details below). | <input type="checkbox"/> | <input type="checkbox"/> |

The deposit will be charged to your card on receipt of the application form.

Please tick if you want us to debit your card for the balance of fees on 2nd February 2018.

CARD NUMBER:

CV2 NO (SECURITY CODE):

TYPE OF CARD: MASTERCARD VISA CARD EXPIRY DATE (MM/YY): _____

CARD HOLDER'S NAME: _____

SIGNATURE: _____

DATE: _____

1. Definitions

- 1.1 "OSC" is Oxford Study Courses Ltd
- 1.2 "Course" is the IB Exam Revision Course 2018 provided by OSC in Brussels, Belgium.
- 1.3 "Single Course" is one of the 2 consecutive time slots of 2.5 days during the Course.
- 1.4 "Subject" is one IB subject at HL or SL.
- 1.5 "Class" is one group of students taking one Subject led by a teacher for 2.5 days and individual sessions within the 2.5 days.
- 1.6 "Final Payment Date" is 2nd February 2018
- 1.7 "Venue" is the International School of Brussels.
- 1.8 "OSC Staff" is the people employed by OSC to run the Course.
- 1.9 "Parent" means one or more parents or guardians.
- 1.10 "Student" means the IB student attending the Course.
- 1.11 "Course Office" is the administrative centre for the Course or Venue.
- 1.12 "OSC Student Price" is the fees chargeable per Single Course for Students who have attended a previous course or who are one of up to five friends who have been given the Code by the qualifying Student.
- 1.13 "Code" is a code that can be used at the time of application to reduce fees to those of the OSC Student Price

2. OSC Responsibilities

- 2.1 OSC will use its reasonable care and skill to provide to the Student a class environment with Students of similar academic needs led by teachers who are highly experienced in the requested Subject(s).
- 2.2 This is a non-residential course. Students requiring accommodation for all or part of their stay will need to book independently.
- 2.3 OSC will confirm enrolment subject to availability in any Single Course after full payment is received on behalf of the student. The Course, Single Course, Subject or Class may be cancelled if there are insufficient Students enrolled. All Classes require a minimum enrolment of four Students and Students will be advised four weeks before the start date of the Single Course in the unlikely event that there are insufficient numbers to run a particular Class. Students may then choose another Subject or obtain a full refund of the fees for the Single Course.
- 2.4 The Parent agrees to the Student taking part in activities organised by OSC Staff and understand that it will not always be possible for OSC Staff to be supervising him/her at all times and that these activities carry inherent dangers for which OSC cannot be held responsible, except to the extent that liability cannot by law be excluded.
- 2.5 In order to keep class sizes small and/or to ensure the Student is in the most appropriate class, OSC reserves the right to change the order in which the Subjects are taken.
- 2.6 All OSC Staff and teachers agree to treat Students with the courtesy and respect they deserve as young adults. OSC operates a strict non-discrimination policy with regard to disability, ethnic origin, nationality, religion, gender, age and sexual orientation.
- 2.7 OSC will deal promptly with any issues, grievances or complaints, whether raised by the Student or Parent. OSC

Staff are trained to deal with most issues, otherwise please contact OSC using the e-mail address and telephone number provided on the website. A copy of OSC's full complaint policy is available on request.

3. Parent and Student Responsibilities

- 3.1 Due to limited availability in all the Courses, Students are strongly advised not to book travel until receipt of the email confirming Course place. OSC cannot be held liable for any costs incurred prior to having the Course place confirmed.
- 3.2 The Parent agrees to pay the required deposit at the time of booking, and the balance of fees by the Final Payment Date. Additional extras added after the Final Payment Date, medical fees incurred by the Student, and the cost of rectifying any loss or damage caused by the Student are payable immediately.
- 3.3 Where a Class has been booked in an undecided subject, the Student/Parent must confirm to OSC the choice of Subject before the Final Payment Date. If OSC has not been informed of the choice by this date, no refund will be offered in the event we are unable to run a Class in the Subject of choice.
- 3.4 Whilst attending the Course, Students must behave in a respectful, responsible and entirely legal manner. In particular from the time they first arrive in the Venue to their final departure from the Venue, Students must:
 - 3.4.1 arrive on time for all Classes unless they are ill in which case they must inform the Course Office;
 - 3.4.2 treat all OSC Staff, teachers and Students with respect and courtesy;
 - 3.4.3 not consume, or have in their possession alcohol or any illegal and/or intoxicating substances either in or outside the Venue;
 - 3.4.4 the day to day rules of the Course and any instructions given by OSC Staff.
- 3.5 The Parent/Student will be responsible for arranging any insurance cover they wish to have including:
 - 3.5.1 medical and dental insurance;
 - 3.5.2 travel insurance;
 - 3.5.3 contents or other personal possessions insurance; and
 - 3.5.4 cancellation insurance which covers them if they are not able to take up their place for any reason such as ill health, visa problems or flight changes.
- 3.6 The Parent gives their consent for:
 - 3.6.1 the Student to go out of the Venue unsupervised by OSC Staff;
 - 3.6.2 the Student to undertake their own recreational activities entirely at their own risk;
 - 3.6.3 medical treatment to be given to the Student if required and recommended by a qualified medical practitioner (the cost of which may be recovered from the Parent);
 - 3.6.4 OSC to engage a private general practitioner at the request of the Student or at the discretion of OSC Staff (the cost of which may be recovered from the Parent);
 - 3.6.5 over the counter medicines to be provided by OSC Staff at the request of the Student.
- 3.7 It is essential to the safety and wellbeing of each Student that the application form is completed accurately and fully.

Students with disabilities or any educational, dietary, social, personal, psychological, medical or religious needs that may require special attention, treatment or medication are obliged to provide sufficient information at the time of booking to enable OSC to consider whether they can be accommodated or if reasonable adjustments can be made.

- 3.8** Failure to notify OSC of any such need as set out in 3.7 above prior to the Course start date may result in OSC having to withdraw the offer of a place on the Course. OSC reserves the right to request medical evidence in such form as it, in its absolute discretion, deems appropriate in light of the special requirements.
- 3.9** In the event of non-compliance with these terms and conditions by student/parent, or if the Student engages in any behaviour which, in OSC's opinion does or is likely to prejudice the safety and smooth running of the Course, OSC reserves the right to require the Student to withdraw from the Course. The Parent will be informed, and the Student will be expected to leave the Venue immediately at the Parent's expense. In this event no refund of fees will be made for the remainder of the Course.

4. OSC Student Price and Code terms of use

- 4.1** The OSC Student Price is available to the following categories of IB student wishing to attend an OSC IB Exam Revision Course in 2018:
- 4.1.1** students who have attended an OSC Pre IB Summer School or an OSC Mid IB Summer School; or
 - 4.1.2** students who are siblings or 1st cousins of students who have attended an OSC Pre IB Summer School, an OSC Mid IB Summer School, or an OSC IB Exam Revision Course in the last two years; and
 - 4.1.3** up to five of their friends to each of whom are given, in good faith, the code supplied to the qualifying students in 4.1.1 and 4.1.2 above
- 4.2** The OSC Student Price for a qualifying Course will be set at least 90 days in advance of the first day of that Course.
- 4.3** When the place of a Student eligible for the OSC Student Price has been confirmed on the course, the Student will be issued with a unique Code. The Code can be used on the application forms by up to five friends applying to attend the same Course as the Student.
- 4.4** The Student who provides the Code to his/her friends must pay for and attend at least one Class in the same Course to enable Friends to make use of the OSC Student Price.
- 4.5** If more than five friends apply to attend the same Course, the Code will be assigned to the first five applicants on a 'first come first served' basis.
- 4.6** The use of the Code and/or the OSC Student Price does not guarantee a place in a Course, Subject or Class.
- 4.7** Where the applicant qualifies for the OSC Student Price it will be applied to all their Classes. For Exam Revision Students, this will be for the Single Course fee for each Course.
- 4.8** Except as stated in these terms and conditions, the OSC Student Price is not transferable and cannot be used in conjunction with any other offer.
- 4.9** Actual or perceived misuse of the OSC Student Price or the Code may result in its withdrawal from the Student and/or their friends.

- 4.10** OSC reserve the right to alter or withdraw the OSC Student Price and/or Code at any time.

5. Liability

- 5.1** The Parent and Student indemnify and hold harmless OSC, its agents, staff, officers and representatives against any failure by the Parent or Student to comply with these conditions and any rules reasonably imposed by OSC in connection with the operation of the Course. To the fullest extent permitted by law, the Parent is fully liable for any damage, loss or injury to persons or property, however caused by Student.
- 5.2** Other than those implied by statute, OSC makes no warranty about the services and the Courses it provides. It is solely for the Parent and Student to determine the Student's academic needs and abilities, and the suitability of any OSC Course. OSC makes no warranty about the impact and effect of the Course upon the Student's academic performance or exam results.
- 5.3** OSC will not be liable for any loss or damage, whether direct or indirect, suffered by the student, parent or any sponsoring institution caused by OSC's negligence or breach of these terms and conditions. OSC is not responsible for any loss, theft or damage to the student's personal property during the course.
- 5.4** In the event of any such OSC liabilities arising, the maximum liability of OSC shall be equivalent to the amount of fees paid for the Course in question, although nothing in these terms shall limit OSC's liability for those liabilities that cannot be excluded by law, including personal injury caused by negligence or fraudulent misrepresentation.
- 5.5** Save only for liabilities which cannot by law be excluded, the maximum liability of OSC for breach of contract shall be the amount of fees paid for the Course in question.

6. Cancellation Policy

- 6.1** For all bookings there is a cancellation period of 14 days from the order date in which the application can be cancelled and a full refund issued.
- 6.2** Before the Final Payment Date for each Course you can cancel your booking and receive a full refund minus a €100 cancellation fee.
- 6.3** After the Final Payment Date no refunds will be made except within the 14 day cancellation period.
- 6.4** For bookings made within 14 days of the start of the Course, any cancellation refund will only apply to whole unused Single Courses.
- 6.5** OSC recommends the Student or Parent take out cancellation insurance to cover the Student in case they are unable to attend the Course.

7. Visas

- 7.1** It is the sole responsibility of the Student and/or the Parent to ensure the appropriate visa is in place before attending the Course. Students are strongly encouraged to contact their local Embassy, Consulate or High Commission in good time to ensure they are allowed to enter and attend the Course in their chosen country. Please note: OSC recommends that visa applications are submitted to the appropriate authority at least three months in advance of the course start date.
- 7.2** No visa support documentation will be provided by OSC until all the fees have been received.

7.3 Visa Refusal: In addition to the Cancellation Policy above, if the visa was applied for in good faith at least one month in advance of the start of the whole course and the application is refused, an application can be made to OSC for a refund in full minus the handling fee. Proof of refusal must be provided. Not having received a reply regarding the visa application does not qualify the student for a refund.

8. Payment Terms

- 8.1** The deposit is payable on application. It is the first part of the full payment. The Student's place on the Course is secured with the deposit until the Final Payment Date for the Course.
- 8.2** The balance of fees must be paid by the Final Payment Date or 48 hours after the place is confirmed, whichever is later, in order to secure the place on the Course.
- 8.3** The Course fee can be paid in full on application.
- 8.4** OSC reserves the right to charge the cost of any outstanding balance, medical fees, cost of loss or damage to the credit card used for payment of the Course fees, or by other means.

9. Force Majeure

- 9.1** OSC will not be liable to the Student or Parent or other person or organisation paying for the Course in the event of any change in the Course or accommodation due to circumstances beyond the reasonable control of OSC.

10. Privacy and Data Protection

- 10.1** Any information that is provided will be treated in accordance with OSC's Privacy Policy available at www.osc-ib.com/legal/privacy-policy for the purposes of providing the services and goods requested. It may also be used for customer management purposes. By providing this information, the Parent and Student consent to the use of this information for these purposes.
- 10.2** The Parent and the Student agree that OSC can use photographs of the Student taken during the Course for its own marketing purposes unless indicated when submitting these terms and conditions.

11. General

- 11.1** This agreement represents the entire agreement and understanding between OSC and the Parent and the Student and supersedes any previous agreement relating to the subject matter of this agreement. No term of this agreement shall be enforceable by a third party.
- 11.2** This agreement shall be governed and construed in accordance with the law of England and Wales. Each party irrevocably agrees to submit to the exclusive jurisdiction of the courts of England and Wales over any claim or matter arising under or in accordance with this agreement.
- 11.3** Unless otherwise stated in writing, all prices are quoted in € Euros

DECLARATION

I have read and accept the terms and conditions above.

PARENT'S NAME: _____

PARENT'S SIGNATURE: _____

I agree to abide by the rules of the course as laid out above and have read and accept the terms and conditions.

STUDENT'S NAME: _____

STUDENT'S SIGNATURE: _____

Please tick here if you would like us to send you information on future OSC IB Courses and Revision Guides.

Please tick here if you do not want a photographic image of you/the student taken on our courses to be used in our marketing.