

Overseas Teacher Development Programme Booking Form

Official Use Only			
Student ID:		Agent Name:	

PLEASE USE CAPITAL LETTERS WHEN COMPLETING THIS FORM

Title	Mr / Mrs / Miss / Other	Sex	
First Name		Surname	
Overseas Address			
Street			
Town / City		Post Code	
Country		Telephone No	
Email			
Institution (school)			
Date of Birth		Age	
Nationality		Passport Number	
Accommodation and welfare			
Arrival Date		Departure Date	
Type of Accommodation	En-suite room, Daniel Defoe Halls, University of Greenwich		
Meal Option	Full-board		
Do you have any special dietary requirements?			
Do you have any allergies or medical conditions?			
Airport Transfers	Are airport transfers required?	<input type="checkbox"/> Arrival <input type="checkbox"/> Departure <input type="checkbox"/> No	
Arrival Date		Departure Date	
Airport		Airport	
Flight Number		Flight Number	
Time of Arrival		Time of Departure	
Payment Type	<input type="checkbox"/> Bank Transfer <input type="checkbox"/> Card Payment		

Please note that the places are limited and will be sold on a first come basis. Full confirmation of your booking will be sent once payment has been received. Please complete this form and return to: International Office, KKCL, 103-105 Greenford Road, Harrow, Middlesex, HA1 3QF (Email: international.office@kkcl.org.uk).

Declaration: I confirm that the information provided above is correct. I understand and accept all the terms and conditions attached with this application form and are displayed on the College's website at <http://www.kkcl.org.uk/terms-conditions.pdf>.

Signature _____ Date _____ (DD/MM/YYYY)

BOOKING TERMS & CONDITIONS

In these conditions:

The "applicant" or "guest" means any person or their nominated agent making a booking for accommodation.

The "College" means the KKCL.

SCOPE OF THESE CONDITIONS

These booking conditions become effective upon submitting of your booking.

CONFIRMATION OF BOOKING

Once a booking is made, conclusion of that booking with confirmation from KKCL will occur once full payment in advance is received. Confirmation of bookings is only given in written electronic form, within 72 hours of receipt of both a booking and full payment. Bookings without payment in full will not be confirmed. In the event of payment not being received by the stated deadline KKCL reserves the right to cancel booking/s.

PAYMENT CURRENCY

All prices are quoted in British Pounds Sterling. Using payment methods such as bank transfer or bank draft will delay despatch of email confirmation of your booking until cleared funds are received. When organising bank transfers or bank drafts, please be informed that the college is not responsible for your bank charges. UK bank charges will be added to your cost, and are applicable to all methods of payment accepted by the college. A charge of £50 will be made to students for all dishonoured payments.

CANCELLATIONS

Cancellation of bookings will only be accepted in writing from the person who made the booking and is not effective until received and acknowledged. All notices of cancellation should be sent by email to international.office@kkcl.org.uk. Cancellations by telephone are not accepted.

The college may cancel any booking provided that notification of such a cancellation is given to the applicant prior to the confirmation date (whether or not confirmation has in fact been made). The college shall not incur any liability to the guest whatsoever other than the return of any deposit paid. **Applicants are advised to insure themselves against the possibility of cancellation.**

No fee can be refunded if a student withdraws this booking at any time.

In the event that you fail to arrive and fail to advise international.office@kkcl.org.uk of your late arrival or cancellation, you will forfeit 100% of the fee paid on booking. The college reserves the right to re-sell any accommodation where a student has failed to arrive within 24 hours of the expected arrival date.

ROOM CONDITION

Your room will be provided to you in good, clean working order. Students are expected to maintain their room in good order, in a clean and tidy condition, for the duration of their stay. Rooms that are vacated that require additional staff time and effort to return them to good order will incur the following charges:-

- Repair or replacement of furniture, fixtures or fittings – actual cost, plus VAT, from KKCL nominated suppliers;
- Loss of revenue – for each additional day that a room is out of service as a result of repair or replacement of furniture, fixtures or fittings as a result of guest damage the daily rate for that room will apply;
- Administration charge – £100 per person.

Where the room is shared between 2 or more guests, then these costs will be split equally between each guest.

GUESTS

No overnight guests are allowed.

USE OF KITCHEN

Please note that B&B / Half Board / Full Board will have only light access to the kitchen (such as microwave/kettle/fridge space etc) whereas self-catering is full-access to the kitchen (cooker, oven, hob etc).

FIRE SAFETY

Smoking is not permitted in any KKCL student residences. It is a serious breach of fire safety regulations for student of residence. You can expect a substantial penalty if you are caught smoking in any KKCL residence.

KKCL STUDENT RESIDENCE REGULATIONS

Living in a communal setting can present challenges. In order to create an environment that every student can enjoy, there are a set of simple residence regulations which you are expected to follow. These residence regulations form a further part of your booking terms and conditions.

PROHIBITED & RESTRICTED ITEMS

There are a number of items prohibited or restricted for use in the UK which may be everyday items in other countries. For the most current listing of these items, please review UK Customs website.

INSURANCE

You are advised to take out insurance for you and your possessions for the duration of your stay, and for your travel to and from KKCL residences.

USE OF ROOM

You shall not use the room or permit the room to be used for any purpose other than as a dwelling. No trade, profession or business is permitted.