

# IH NEW YORK SUMMER CAMP FOR TEENAGERS 2012

## Individual Application Form

Please note that this form is for students or parents who want to register an individual student. If you are a teacher or agent, please email [info@ihnewyork.com](mailto:info@ihnewyork.com) and request a Group Application Form. If you are not applying for the Winter Camp for Teenagers, please email [info@ihnewyork.com](mailto:info@ihnewyork.com) with your request.

### YOUR PERSONAL INFORMATION

First Name \_\_\_\_\_

Family Name \_\_\_\_\_

Nationality \_\_\_\_\_ Native language \_\_\_\_\_

Passport Number / Country \_\_\_\_\_

Date of Birth (dd/mm/yy) \_\_\_\_\_ Gender  Male  Female

Street Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Email \_\_\_\_\_

Approximate Level of English: (Check appropriate box)

1	2	3	4	5	6	7	8
Elementary		Lower-Intermediate		Upper-Intermediate		Advanced	

### EMERGENCY CONTACT INFORMATION

Full Name \_\_\_\_\_ Relationship (Mother, Father, etc.) \_\_\_\_\_

Address (if different from student) \_\_\_\_\_

Home phone \_\_\_\_\_ Mobile phone \_\_\_\_\_

Email \_\_\_\_\_

### COURSE PACKAGE INFORMATION

Select your arrival / departure dates

Start	End
<input type="radio"/> July 8	<input type="radio"/> July 22
<input type="radio"/> July 22	<input type="radio"/> August 5
<input type="radio"/> August 5	<input type="radio"/> August 19

#### Price includes:

Accommodation, 15 hours of English classes per week, 3 meals a day, local transport, excursions and activity program including all entry fees.

#### Not included:

Flights, airport transfers, personal medical insurance.

Weeks	Fully inclusive program	9-5, no accommodation	Classes only
One week	\$n/a	\$1,100	\$300
Two weeks	\$2,990	\$2,000	\$600
Three weeks	\$n/a	\$2,950	\$850
Four weeks	\$5,550	\$3,850	\$1,100
Five weeks	\$n/a	\$4,690	\$1,350
Six weeks	\$7,900	\$5,490	\$1,600

### INSURANCE

All students at the Winter Camp for Teenagers must have medical insurance to cover them for their stay. International House New York has teamed up with Global Guard Insurance to provide cover for \$2 a day.

Do you need medical insurance?  Yes  No (I have my own insurance)

Start date (dd/mm/yy) \_\_\_\_\_ End date (dd/mm/yy) \_\_\_\_\_

Please email [info@ihnewyork.com](mailto:info@ihnewyork.com) to request a copy of the Global Guard insurance policy or download it from [www.ihnewyork.com](http://www.ihnewyork.com) or [www.guard.me](http://www.guard.me)

### YOUR FLIGHT INFORMATION

Do you require airport transfer? On Arrival:  Yes  No  
For Departure:  Yes  No

Arrival date (dd/mm/yy) \_\_\_\_\_ Arrival time (hh:mm) \_\_\_\_\_ Airline & Flight No. \_\_\_\_\_

Arrival airport Info	Airport	JFK	La Guardia	Newark
Travel time		30 min.	30 min.	50 min.
Cost each way		\$130	\$130	\$150

Departure date (dd/mm/yy) \_\_\_\_\_ Departure time (hh:mm) \_\_\_\_\_ Airline & Flight No. \_\_\_\_\_

Departure airport Info	Airport	JFK	La Guardia	Newark
Travel time		30 min.	30 min.	50 min.
Cost each way		\$130	\$130	\$150

Note:

If you do not know which airport you will be traveling to, you can let us know nearer to the time. There is an Unaccompanied Minor fee of \$200 each way.

### PAYMENT DETAILS

Who is the person responsible for paying all fees to International House New York?

Student  Parent  Agent  Teacher

Total course cost  + Other fees  +

Airport transfer  +

Health insurance  = Total Cost Due

All payments must be made in US dollars. All payment documents must include:  
[1] Full name of student, [2] Course start date.

\*No additional fees will be charged for bank transfers or credit card payments.

### CREDIT / DEBIT CARD

Card number \_\_\_\_\_ Exp. date \_\_\_\_\_ Name on card \_\_\_\_\_

Card billing address \_\_\_\_\_

C V V#

\*Upon submission of this form, a non-refundable deposit of \$200 will be charged to reserve your place.

\*Maximum card payment of \$5000 - higher value payments should be made by bank transfer.

### BANK TRANSFER

Recipient	International House New York, Inc.	Address	101 Barclay Street
Bank Swift Code	Chasus33	City	New York
Bank Name	Chase Bank	State/Region	New York
Account Number	744033127	Zip/Postal Code	10007
Routing Number/ABA	021000021	Country	USA

\*Upon submission of this form, you are required to transfer a non-refundable deposit of \$200 to reserve your place.

### Agent's Information (Optional)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## TERMS AND CONDITIONS

All bookings submitted to International House New York (IHNY) are only accepted on receipt of written confirmation from IHNY or its authorized representative. A \$200 deposit per student is payable at the time of booking (individual or group bookings). Payment in full must be received a minimum of 28 days before the course start date, or immediately in the event of late booking (bookings made within 28 days of the start date). All payments must be in US dollars.

All cancellations must be made in writing and will be confirmed in writing by IHNY. Cancellations are subject to the following charges.

More than 60 days before arrival date	\$200 administration fee
Between 7-60 days before arrival date	25% of total fee
Less than 7 days before arrival date	100% of total fees
Non arrivals	100% of total fees

Where applicable, IHNY will provide supporting documentation to enable students to secure tourist visas for the United States. However, IHNY can only provide such visa service on receipt of payment in full. Should a student be unsuccessful in their visa application, all fees apart from an administrative fee of \$200 will be refunded. Refunds will be issued on receipt of the visa refusal letter from the relevant US Embassy or Consulate.

Any alterations to bookings must be confirmed in writing and IHNY will respond in writing. IHNY recommend students arrange full insurance cover against possible cancellation charges.

IHNY reserve the right to refuse or exclude any person at any time prior to or during the operational dates of the centre if in the opinion of IHNY, that person is incompatible with the general well being and safe running of the center. This includes but isn't limited to criminal, abusive or violent behavior, putting themselves or others at risk, use of alcohol by minors, use of illegal drugs, refusal to follow the rules of the center. In this instance no refund will be given and any costs incurred, including damages, will be passed on to the student or their parents or their guardians, including any repatriation costs.

Arrangements and courses outlines in IHNY publicity materials are given in good faith. However, courses, activities and timetables may be subject to change for reasons of safety, or in the event of unsuitable weather conditions or other factors, which may arise beyond our control. IHNY reserve the right to change the particularities of courses, including changes to course, venues, facilities or dates of programs where circumstances beyond our control necessitate such changes or where the level of bookings received does not reach the minimum number required to operate a course viably. In this event, IHNY shall either provide comparable services or refund such part of that service which relates to the change. In either case, IHNY's liabilities shall cease

and clients shall have no other or further claim against IHNY. It is automatically assumed that pictures taken of students participating in activities or lessons can be used in future brochures and advertizing materials.

IHNY reserve the right, by giving notice to clients at any time before the start date, to increase the price of the service being provided to reflect any increase in costs to IHNY, which is due to factors beyond IHNY's control, such as, without limitations, significant increase in accommodation costs, transport costs, labor costs etc. IHNY do not accept liability for personal injury or the death of any student unless caused by the proven negligence of IHNY or its servants.

IHNY may take photographs and/or videos during the stay for promotional purposes. By agreeing to appear in any photographs/videos, the student agrees that IHNY may use these images to promote their products and surrenders any right to royalties. To request that a specific image be removed from the public domain because it is felt inappropriate, contact IHNY in writing.

IHNY do not accept any liability for the loss of damage of any property belonging to students. IHNY accept no responsibility for losses or additional expenses in the event of cancellation (whether whole or part) or change due to acts, omissions, or accidents beyond the reasonable control of IHNY, including, without limitations, delays in travel services, obligatory compliance with any government order, rule, direction or regulation, an Act of God, riots and/or civil commotion, war or hostilities, acts of terrorism, invasion, explosion, accident, fire, flood, lightning, storm, illness, widespread disease or infection.

All students shall bring a \$100 cash (or 100 Euro) cash deposit, which shall be held against damages or losses. If no such damages or losses are incurred, this deposit will be returned on departure from the center.

Provision by IHNY of the services outlined in this document and other promotional material, is dependent on receipt of a completed liability disclaimer form, health information sheet and the student's acceptance of the various rules imposed by IHNY.

Any complaints against any aspect of the services provided by IHNY should be addressed in the first instance to the local representative on site. In the event that the matter is not resolved, the client or his agent should make an immediate complaint in writing to IHNY's main office. All complaints will be investigated by the school and may be subject to an appropriate refund provided that the complaint is deemed to be valid, the complaint received within one month of the end of the course and that all fees and costs associated with the booking had been settled in full as laid out in the details above.

## SIGNATURE

**Please read the following and sign beside:**

1. I have read and understood the terms and conditions outlined in this form, including the cancellation and refund policy.
2. I have read and understood the International House New York price lists and hereby affirm that I have sufficient funds to pay for all tuition costs, accommodation and all other personal expenses during the full period of my course at IHNY.
3. I authorize International House New York to take appropriate action in the event of any medical emergency and I understand that I am responsible for all medical bills incurred.
4. I certify that the information provided in this enrollment form is accurate and complete.

**Signature of Parent/Guardian:**

**Date:**

**Print name of Parent / Guardian:**

**Print name of Student:**

**Signature of school agent**

**Date:**

**Agent's name in print:**

**International House New York**

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