

**University of the Arts London  
International Summer School  
Application Form 2009**

Please complete the form in CAPITALS and return it to [info@universityofthearts london.com](mailto:info@universityofthearts london.com) or fax: (303)379-5671. We will then send you an invoice and instructions about how to pay the fees online by credit card. Please tell us if you prefer not to pay by credit card and we will advise you of alternative payment methods. Your place will be confirmed once we receive full payment.

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

First name \_\_\_\_\_

Male  Female

Date of Birth (day/month/year) \_\_\_\_\_

Nationality \_\_\_\_\_

Address for correspondence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Country \_\_\_\_\_

Postcode \_\_\_\_\_

Daytime telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Email address \_\_\_\_\_

Name of your school \_\_\_\_\_

What qualification are you currently studying? \_\_\_\_\_

Name of local representative **Josephine Auerback** \_\_\_\_\_

I have read, and I understand and accept, the Booking Terms and Conditions

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **Booking Terms and Conditions**

### **Reservation and confirmation**

Reservation will only be complete once we receive full course fees. Full payment must be received at least 28 days before the course starts. On receipt of full fees we will send you confirmation of your reserved place on the course.

### **Payment of fees**

All fees are payable in pounds sterling and should be made by credit card using our secure online payment system. Alternatively, payment can be made by bank transfer. If you are paying by bank transfer all bank charges must be paid by you. We require a copy of the bank transfer details together with the name and student ID number. Please fax us a copy of this as soon as payment is made.

### **Cancellation before arrival**

You must return the Letter of Confirmation and inform the International Centre in writing at least 28 days before the programme start date if you wish to cancel your place. We will refund your fees in full less an administration fee of £40. If you cancel your place less than 28 days before the start date of the programme, no refund will be made under any circumstances.

### **Cancellation after arrival and non-attendance**

Once the programme has started, no refunds can be made under any circumstances. If you do not arrive to take your course, or if you miss classes due to illness or any other reason, no refund will be given.

### **Insurance**

Once the programme has started, no refunds can be made under any circumstances. Students are therefore strongly advised to take out an appropriate insurance policy to cover themselves against loss of fees as a result of illness, accidents, non-arrival, absence or unexpected termination of their course. Please contact us for advice on suitable insurance cover.

### **Accommodation**

All students will be accommodated at Passfield Hall of Residence, in either a twin or triple room. Room allocations will be made by University of the Arts London. The same price applies to all students, whether they share a room with 1 or 2 other students.

For enquiries in the US, please call tollfree 1-866-693-7056 or email [info@universityoftheartslondon.com](mailto:info@universityoftheartslondon.com)