



Cambridge Melchior College

Willingham House, Cambridge CB24 5HT, United Kingdom

Tel: +44 (0) 1954 261020

Email: admissions@cambridgemelchiorcollege.org

Web: www.cambridgemelchiorcollege.org

Parental/Student Consent Form

Under UK law, all people under the age of 18 are regarded as children. For this reason, we require students who are aged 12 to 17 years old to obtain consent from a parent or guardian to study at Cambridge Melchior College and to participate in activities and excursions.

Student's Details

Name	
Date of birth	
Nationality	
First language	
Home address	
Date of arrival	
Date of departure	

Personal Information of Parent/Legal Guardian		
Name		
Relationship to student		
Home address		
Contact number		
Email address		
Alternative emergency contact	Name:	Contact number:

Students and a parent or legal guardian should read the information below. Please tick the appropriate boxes to indicate agreement.

Travel to the UK and Cambridge

Please tick the box to indicate that you agree to the following:

I certify that the above-named student will travel to the UK for the purpose of studying at Cambridge Melchior College.	<input type="checkbox"/>
Cambridge Melchior College provides insurance for students at the College during school hours, and on activities, excursions and transfers arranged by us. We strongly recommend that students take out a travel insurance policy to cover their personal belongings, travel arrangements and any activities they organise independently.	<input type="checkbox"/>
<i>Please tick ONE box:</i>	
The student will be collected from a UK airport or port by a coach or taxi arranged by Cambridge Melchior College.	<input type="checkbox"/>
The student will travel independently from a UK airport or port to Cambridge.	<input type="checkbox"/>

Accommodation

Please tick the appropriate box:

I understand that in any accommodation arranged by Cambridge Melchior College, the rules which are laid out in the student handbook will be strictly applied by the school and/or accommodation provider.	<input type="checkbox"/>
I understand that students will travel independently, with no supervision, on public transport between the school or meeting point and their accommodation.	<input type="checkbox"/>
I understand that Cambridge Melchior College has no control over or influence on accommodation that has been arranged independently of the school.	<input type="checkbox"/>

Tuition, Activities and Excursions

Please tick the boxes to indicate that you agree to the following:

I understand that Cambridge Melchior College occasionally uses video to observe lessons and for students' project work. In the first instance, this allows teachers the opportunity to review lessons, and therefore improve the teaching strategies and techniques that we use to promote the students' learning. Also, some students may be able to use video cameras to work on group film projects.	<input type="checkbox"/>
I give consent for the above-named student to participate in activities and excursions organised by or through Cambridge Melchior College.	<input type="checkbox"/>
I give consent for photos taken during School lessons, activities and excursions to be used in future promotional material	<input type="checkbox"/>
I understand that such activities may involve travelling to cities other than Cambridge.	<input type="checkbox"/>

Medical Treatment

Please tick the box to indicate that you agree to the following:

I give consent for the above-named student to receive first aid from a trained First Aider, and/or for Cambridge Melchior college and its representatives to arrange medical treatment in the event of accident, injury or illness.	<input type="checkbox"/>
I certify that the school has been informed of all medical and behavioural conditions.	<input type="checkbox"/>

Cambridge Melchior College specifies that students must abide by the following rules during School:

1. Students must arrive on time and attend all lessons, activities and excursions as shown on their timetable.
2. If students are ill they must telephone their group leader. Individual students must contact the Head of HR and Administration to notify the reason for absence.
3. Students are allowed to leave the School site during lunchtimes and after their afternoon lessons or activity. They should take care when crossing roads and remember that in England cars drive on the left.
4. Smoking is not permitted anywhere in the Cambridge Melchior College site and Residential/Homestay accommodation.
5. On activities and excursions, students should wear appropriate clothing, use polite language, be attentive and speak in English at all times. Any student causing offence or acting in an unacceptable manner may forfeit their place on future activities and excursions and be subject to disciplinary procedures.
6. Cambridge Melchior College reserves the right to ask a student to leave because of serious misconduct or non-payment of fees. All students and staff at the School are expected to show respect to each other at all times. The following behaviour is not acceptable: harassment, bullying, actual threats of violence, damage to personal property and verbal abuse based on racial, sexual or religious differences.
7. Disciplinary procedure consists of one verbal warning, one final warning and after a third severe incident, the student will be sent home. The parent or legal guardian will be kept informed at all stages and will be liable for the cost of the return journey (travel to the airport and return flight).
8. Please observe the following laws in the UK: you must be over 18 to buy and consume alcohol, and to buy cigarettes. Shoplifting is taken very seriously and may result in being arrested and prosecuted. Any student found to have broken the law will be expelled from the school.
9. All students have a curfew of 22:30 in Homestay and 22:00 in Residential accommodation unless otherwise agreed with the Managing Director.

Parents/Legal Guardians and students are required to sign this document to indicate that they have read and understand the rules. This must be completed and returned to us before the start of the Summer School.

Name (Parent or Guardian)		Name (Student)	
Signed		Signed	
Date		Date	

**Please complete and return this form as soon as possible to:
info@cambridgemelchiorcollege.org**