

Pre-Arrival Form

Central Saint Martins Residential Summer School for 16 to 18 Year Olds

Section A

First name

Family name

Preferred name

Date of birth (dd/mm/yyyy)

Gender (i.e. male, female, ...)

Passport number

Nationality

Name of your school

Which state/country is your school located in

What qualification/s are you currently studying

Company/agent you have applied through (please enter code if you have one)

Allergies/special requirements (including dietary)

Do you suffer from any allergies?

Yes No

(If yes please give details)

Do you have any special requirements or medical information you would like us to be aware of?

Family/next of kin urgent contact details through the Summer School period

Parent/guardian's full name

Telephone (daytime)

Telephone (evening/mobile)

Email

Relationship to student

Please complete all sections of this form and return by email as soon as possible, to residential@csm.arts.ac.uk along following documents:

- a copy of the photo page of your passport
- a digital passport type photography (jpeg)

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Central Saint Martins Residential Summer School for 16 to 18 Year Olds

Letter of Consent

parent/guardian's declaration

Section B

I have read the UAL Short Courses Limited Booking Terms and Conditions ("Terms") provided by UAL Short Courses Ltd. relating to the Central Saint Martins Residential Summer School for 16 to 18 Year Olds and I agree to the parent's declaration.

The use of images*

The University of the Arts London and UAL Short Course Limited may take photographs/make video recordings of students for promotional purposes. These images may appear in our printed publications, on our website or social media channels. To comply with the Data Protection Act 1998, we need permission from the parent/guardian before we take any images of students under the age of 18.

The following conditions apply

1. We will not include details of full names (which means first name and surname), personal e-mail or postal addresses, or telephone or fax number of any student in an image or video on our website, social medias channels or printed publications.

2. If we use images of individual students, we will not use the full name of that student in the accompanying text or photo caption. If an under 18 student is named in the text, we will not use a photograph of that student to accompany the article without gaining additional consent.

I understand and agree (please tick)

Parent/guardian's full name

Signature of parent/guardian

Relationship to student

Date

PARENT'S DECLARATION

I have read the **UAL Short Courses Ltd. Booking Terms and Conditions ("Terms")** provided by UAL Short Courses Ltd relating to the Central Saint Martins Residential Summer school for 16 to 18 year olds and I agree:

- a) to arrange safe return travel between the Student's home and UAL;
- b) to provide the Student with sufficient money to meet their reasonable needs whilst they are at UAL;
- c) to respond promptly if UAL Short Courses Ltd or UAL contacts me about the Student;
- d) to maintain contact with the Student, monitor their health and welfare, and notify the Central Saint Martins Short Course representative if there are any serious concerns;
- e) to guide and advise the Student about the risks and hazards associated with living in a capital city;
- f) that the Student has sufficient maturity and knowledge and understanding of the English language to be able to live independently;
- g) to notify UAL Short Courses Ltd and UAL if the Student has any disability for which we may need to make reasonable adjustments;
- h) the Student may live in student accommodation where some facilities are shared with students of the opposite gender and from different cultural backgrounds;
- i) to take responsibility for my Student's healthcare if the Student becomes ill or in need of medical attention;
- j) that first aid may be administered to the Student if necessary;
- k) that UAL Short Courses Ltd or UAL may move the Student to suitable alternative accommodation in the event of an emergency;
- l) to warn the Student about the laws in England on drinking and smoking and illegal drugs;

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Code of behaviour agreement student's declaration

Section B

Expected behaviour

Participating in Central Saint Martins Residential Summer School for 16 to 18 Year Olds will be very different from your experiences at school. UAL wants all students to benefit from the courses and to enjoy this new experience. You will be expected to show responsible behaviour while attending as well as respect for the rights of other students and Summer school Staff.

Rules and regulations

For health and safety reasons, and for the benefit of all students to enjoy the Summer School, the following rules and regulations will be in operation:

- Alcohol must not be brought onto any Summer School site or consumed during the Summer School
- The purchase or use of any illegal substances is strictly forbidden
- Students are expected to attend all timetabled classes (unless there is a valid and authorised reason for absence)
- Students are not allowed to leave any college site or the accommodation hall without prior agreement
- Students are expected to follow any emergency procedure, such as a fire drill, as directed by Summer School staff
- Students are expected to be in their rooms at specified times (as stated within accommodation section of the agreed terms and conditions)

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I understand and agree (please tick)

Student's full name

Signature of student

Date

*parents/guardians will also be asked to agree to the use of images