



Parental Agreement (under 18)

To be completed by the parents/guardians of all students under 18.

Please complete, sign and return to The English Language Centre at least 2 weeks before the student's arrival.

All courses at The English Language Centre are for adults. Any student participating in an ELC course will be treated as an adult with limited supervision. The welfare of all of our students is important to us, and especially students under the age of 18, and ELC has a legal duty of care to look after U18s.

We have local knowledge and know the norms of UK life - these are not always be the same in your country. Some things which are OK at home are not accepted in England so we want you to be clear about what is expected of your child during their stay in Brighton or Eastbourne and confirm that you and your child accept these conditions.

Student's name:			
Student's mobile (tel):			
Father's name:			
Mother's name:			
In the case of emergency, please contact:			
Home (tel):	Work (tel):	Mobile (tel):	

The student and parents understand that:

- he/she can be out unsupervised after lessons finish and before dinnertime
- he/she can go out unsupervised with friends after dinner
- he/she is expected to be home by 23.00 Sunday – Thursday evening and by 00.00 on Friday & Saturday evening. Please do not ask us to make exceptions to these times.
- he/she understands that lunch is not provided. Students must get this themselves from shops or cafes near to the school
- he/she is expected to tell his/her homestay where he/she is going when he/she goes out
- he/she is expected to provide ELC and his/her homestay with a contact telephone number where he/she can be contacted 24 hours a day
- he/she can attend full-day excursions to other destinations organised by ELC or trusted suppliers and he/she can be unsupervised for 2-3 hours during these trips. No overnight stay is involved
- he/she must provide written permission from his/her parents 1 week beforehand should he/she wish to stay out overnight or go on an overnight trip
- he/she is expected to inform his/her homestay in advance if he/she has dinner with friends
- he/she is expected to follow the school's ICT policy regarding the safe use of the internet



The English Language Centre

BRIGHTON / EASTBOURNE

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- he/she must always carry the ELC student card because the card has ELC's emergency contact numbers. We will provide the student card on arrival at ELC
- it is illegal to buy cigarettes or alcohol under the age of 18
- it is illegal to shop-lift (steal from shops)

Homestay

For their welfare, all students under the age of 18 must stay in homestay accommodation that has been organised and checked by ELC unless the student's parents/guardians make alternative accommodation arrangements (e.g. with a relative, close friend). The information in this form will be passed to the homestay and the host will immediately inform the school if the student is not following the agreed rules. The school will speak to the student and inform you (the parent) in the case of repeated or serious problems. If the student continues to break the rules, ELC may send him/her home. There will be no refund of tuition fees in this case.

Alcohol & Shoplifting

ELC will discipline any student under the age of 18 who is found to be drinking alcohol. Shops will call the police and take to court anyone they find stealing from them. In both cases the school will inform you (the parent) and the agent. The school views these matters very seriously – ELC may send the student home. There will be no refund of tuition fees in this case.

Arrival and departure from the UK

Your child must not be left alone at the airport so you (the parents) must either book an ELC taxi transfer on arrival and departure or you must make other suitable arrangements with you must agree with the school.

The school will inform you (the parent/guardian) if your child breaks any of the above rules and that in such a case, you understand and accept that he/shemay be sent home. There is no refund of fees in this case.

Declaration

Medical consent

I have completed the Medical Information form for Under 18s.

I give permission for staff/homestays to administer 'over the counter' or non-prescription medicine if required

I give permission for a doctor to administer necessary medical treatment, including anaesthetic and operation, if I cannot be contacted in an emergency.

Data Protection

I give consent for ELC to keep a record of personal data and pass on personal information to relevant ELC staff, homestays and suppliers in order for them to provide the services requested.

By signing this agreement we confirm that we have read and understood the information, and that we accept the conditions. We also accept that ELC will keep our, and our child's, personal data.

Name of Student

Signature

Date

Name of Parent/Guardian

Signature

Date



Medical Information form (under 18)

To be completed by the parents/guardians of all students under 18.

Student's name:

Has your child had any of the following:	Yes	No	If yes, please give details here of the condition and any treatment or medication. Please continue on a separate sheet if necessary and attach it to this form
Asthma and bronchitis			
Heart condition			
Severe headaches			
Allergies to any known drugs or medication			
Any other allergies eg material, food, insect bites, etc			
Diabetes			
Fits, fainting or blackouts			
Any recent contact with contagious diseases and infections			
Other illness or disability			
Has your child received vaccination against Tetanus in the last 10 years?			
Does your child have any behavioural conditions or special education needs? (eg dyslexia, autism, ADHD)			
Does your child have any other condition that we should know about (eg mental health issues, mobility problems, eating disorders)?			
Does your child have any medical conditions, are they on any medication or are they receiving medical treatment of any kind from either your family doctor or hospital?			
Has your child been given specific medical advice to follow in emergencies?			

Students on medication should bring a letter from their doctor written in English with the name of the medicine, the dosage and the frequency it should be taken and the condition for which it is prescribed.

Your child must have adequate travel and medical insurance. Please organise this before departure.

I confirm that I have arranged travel and medical insurance for my child. Yes No

If your son/daughter is from the EEA (European Economic Community), does he/she have a valid EHIC (European Health Insurance Card)? Yes No

I confirm that the information provided is complete and true. I understand that I must notify ELC of any changes, or information relevant to the health and welfare of my child. I understand that information will be stored and used for ELC purposes only.

Signed Name Date.....

Failure to sign and return this form implies agreement and consent for medical treatment.