



# Booking form

## Teacher development courses 2018

PLEASE NOTE: THIS FORM IS FOR PARTICIPANTS WHO ARE NOT APPLYING FOR ERASMUS+ FUNDING.

By submitting this booking form you are accepting and agreeing to all terms, conditions and rules for the course. Terms and conditions can be found at [www.bellenglish.com/termsconditions](http://www.bellenglish.com/termsconditions).

If completing the form by hand, please write clearly in **BLOCK CAPITALS** and use black ink.

### PERSONAL INFORMATION

Family name (as on passport): .....

First name (as on passport): .....

Male  Female

Date of birth (day/month/year): .....

Nationality: ..... First language: .....

Address: .....

City: .....

Country: ..... Post/zip code: .....

Email: .....

Telephone (including international dialling code): ..... 00

Mobile/cellphone (including international dialling code): ..... 00

How did you hear about Bell? Educational Tour Operator (ETO)

Teacher  Family/friend  Exhibition  British Council

Bell website  Other website  Social media (eg. Facebook, Twitter)

Other  please specify: .....

### COURSE INFORMATION

Please note that all courses are run subject to demand.

Course name: .....

Start date: ..... End date: .....

Course name: .....

Start date: ..... End date: .....

### Specialist workshops running 29 July – 11 August 2018

As part of our free workshop programme, we are running two specialist workshops at Bell Teacher Campus for courses running 29 July – 11 August. Please indicate below if you would like to reserve a place on one of the following:

- Kindergarten Methodology (for ages 3-6)
- Teaching students with special educational needs (SEN)

### YOUR LANGUAGE LEVEL

All courses have a minimum language level requirement. You must make sure your language level is suitable for the chosen course. If, on arrival, your language level is assessed as being too low, you may be moved to an Effective English course at Bell Cambridge with no refund of fees. If you are unsure about your level, please contact us for further advice.

Please select your language level: (for language level details, please visit [www.bellenglish.com/LanguageLevel](http://www.bellenglish.com/LanguageLevel))

- A1 Beginner     A2 Elementary     A2+ Pre-Intermediate
- B1 Intermediate     B2 Upper Intermediate
- C1 Advanced     C2 Proficient

What type of teacher are you?

- Primary/Young Learner     Secondary     Higher Education/Adult
- Other (please specify) .....

Please email this form to: [enquiries@bellenglish.com](mailto:enquiries@bellenglish.com)  
Bell, Hillscross, Red Cross Lane, Cambridge CB2 0QU, UK Tel: +44 (0) 1223 275598

### ETO INFORMATION (IF APPLICABLE)

ETO (Educational Tour Operator) Code: .....

Contact name: .....

Telephone (including international dialling code): ..... 00

Email: .....

### EMERGENCY CONTACT INFORMATION

The following section MUST be completed. Please note that emergency telephone numbers should be available for contact 24 hours a day.

Emergency contact name: .....

Telephone (including international dialling code): ..... 00

Mobile/cellphone (including international dialling code): ..... 00

Email: .....

Relationship to student: Parent  Guardian  Other   
please specify: .....

Do you speak English? Yes  No

### VISA INFORMATION

Information on visas can be found on the UK Home Office website: [www.gov.uk/visas-immigration](http://www.gov.uk/visas-immigration)

- Type of visa required for entry to the UK:
- None     Short-term Student
- Other please specify: .....

If you require a visa, please send us a copy of your passport.

### ARRIVAL AND DEPARTURE TAXI TRANSFERS

I would like Bell to arrange the following taxi transfers:

- I require an arrival transfer. Please specify airport name: .....
- I require a departure transfer. Please specify airport name: .....
- I will book a transfer with Bell at a later date
- I do not require transfers



# Fees and payment

## Teacher development courses 2018

### STUDENT WELFARE

To help us make suitable arrangements for your stay in the UK, please tell us about:

- any religious, medical or dietary requirements you have
- any allergies (for example to cats or dogs)
- any medications you are taking
- any learning difficulties
- any physical difficulties
- or any other special requirements

Please note, Bell schools and Bell accommodation are non-smoking.

### PAYMENT

Payment instructions will be sent to you once we have received your booking form. To secure your booking, you can either **pay the total fees now** OR **pay a non-refundable £375 deposit**. Full fees must be paid at least six weeks before the course start date.

### INVOICE INFORMATION

The following section **MUST** be completed for use in case of queries with your payment. Please provide us with the contact details of the person paying for the course.

Full name/Company name: .....

Address: .....

City: .....

Country: ..... Post/zip code: .....

Email: .....

Telephone (including international dialling code):  
00 .....

Mobile/cellphone (including international dialling code):  
00 .....

### EDUCATIONAL TOUR OPERATORS

If you are an educational tour operator handling payment on Bell's behalf, please tick to confirm you have received all fees due:

### AUTHORISATION

To ensure students' welfare and success at Bell, we sometimes share relevant information such as progress reports. Please indicate below which contacts you would like us to share this information with. If you do not want us to share this information with anyone please leave all boxes blank.

I give my permission for Bell to share my progress on the course with:  
 Parent/guardian    Emergency contact    Educational Tour Operator    Embassy    Employer    Group leader

Occasionally we photograph or film activity at our centres. These photos/film footage are used for promotional purposes. If you do not wish to be photographed/ filmed or do not wish your child to be photographed/filmed please tick here

We, Bell Educational Services Ltd, would love to keep in touch with you by post, email or phone with offers, news and information on Bell's products and services. We will treat your information safely and with care, and will never share it with third parties for the purposes of marketing. The only way in which we can contact you is with your explicit consent, so to join our mailing list, please tick the box below. You can unsubscribe at any time by emailing enquiries@bellenglish.com.

Yes, I'd like to receive offers, news and information about Bell's products and services by: Email   Post   Phone

I have read and accept the privacy policy attached.

Please email this form to: enquiries@bellenglish.com  
 Bell, Hillscross, Red Cross Lane, Cambridge CB2 0QU, UK Tel: +44 (0) 1223 275598



# PRIVACY POLICY

## PRIVACY POLICY

Bell Educational Services Limited, known as 'Bell' is committed to processing your data fairly and lawfully. This privacy policy explains how we use any information we collect about you or your child when you engage with us.

Any reference to 'your data' includes any data collected on those attending our Young Learner courses, and so may be your child. It also includes Bell employees and, other individuals Bell engages with.

## WHAT INFORMATION DO WE COLLECT ABOUT YOU?

We collect information about you when you book onto one of our courses or engage you in employment. Information is also collected when you submit an enquiry either through our website (bellenglish.com), directly by email, or if we meet you at an event. Website usage information is collected using cookies.

We will only collect information necessary to your relationship with Bell and will retain this data for no longer than is necessary for its intended purpose or until you request otherwise.

## HOW WILL WE USE THE INFORMATION ABOUT YOU?

We collect information about you to process your booking, manage your account throughout this process and your time at Bell. With your permission we will occasionally contact you following your time with Bell, with offers on our products and services we think may be of interest to you.

Information gathered from your usage of our website will be used for internal analytics to inform how we can improve the website for the benefit of the customer journey.

We will only share your information with third parties that are necessary during your time with Bell. Bell will never share your information for marketing purposes with companies outside Bell.

## MARKETING

We would like to occasionally send you information on our products and services which may be of interest to you. If you have consented to receive marketing, you can opt-out at any time.

If you no longer wish to be contacted for marketing purposes you can do so through the unsubscribe link on our emails, or by emailing enquiries@bellenglish.com. Where you do opt-out of communications from us, we will retain your information to ensure we do not contact you in the future, while still maintaining a record of your academic achievements with Bell.

## ACCESS TO YOUR INFORMATION AND CORRECTION

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please email dpo@bellenglish.com or write to us at Bell, Red Cross Lane, Cambridge, CB2 0QU, and Bell will aim to respond within 40 days. We may make a small charge for this service

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

## COOKIES

Cookies are text files placed on your computer to collect standard internet log and visitor behaviour information. This information is used to track visitor use of the website and to compile internal reports on website activity.

You can set your browser to not accept cookies, however as a result some of the features on our website may not work as a result.

## OTHER WEBSITES

If our website contains links to other websites, we are not responsible for its content. This privacy policy applies to our website only, so you should ensure you read their privacy policy.

## CHANGES TO OUR PRIVACY POLICY

We will keep our privacy policy updated and under regular review and will place any updates on this webpage. This privacy policy was last updated 17 May 2018.

## HOW TO CONTACT US

Please contact us if you have any questions about our privacy policy or information we hold on you:

- by email dpo@bellenglish.com
- or write to us, Bell, Red Cross Lane, Cambridge, CB2 0QU