



## **Transfer policy for individual students aged 12-15**

Centre of English Studies has a strict policy regarding transfers for individual students under the age of 16 from any port of entry in the UK to the school and or host family. Normally we would expect any student under the age of 12-15 to come to the school and / or host family via transportation booked and arranged by Centre of English Studies. Parents of students may decide to make their own arrangements but only if the following conditions are strictly followed. The parent must:

- provide Centre of English Studies with the name, address and phone number of the person meeting and delivering the student to the school and/or host family as soon as possible and preferably with the enrolment
- agree to Centre of English studies contacting the person doing the transfer to verify the details of the transfer
- agree to pass Centre of English Studies emergency contact details to the student and the person collecting the student
- ensure that the student also carries a copy of the signed CES consent form
- return the completed consent form before your son or daughter leaves his or her home country.



**Parental consent for a relative or family friend to provide a transfer for a student aged 12 - 15 to the school or homestay host**

<b>Student details</b>	
Student family name	
Student first name	
Date of birth	
Passport number	

<b>Arrival details</b>			
Arriving from		Flight number	
Air line		Arrival time	

<b>Details or the person meeting the student</b>			
Family name		Mobile phone number (with relevant dialling codes)	
First name		Relationship to student	
Address in UK of person meeting student		Is the same person doing the departure transfer or are you using CES arranged transportation?	

<b>CES Emergency number</b>	<b>07538462164</b>
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<b>Parental declaration</b>	
I _____ being the parent of _____ (print name) (print name) give permission for my son/daughter _____ to be collected from _____ (print name) _____ by the person named above who will then take (port of entry to the UK) my son/daughter to his/her host family at the following address :	

<b>SIGNED</b>		<b>PARENT OF</b>		<b>DATE</b>	
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