



Transfer policy for individual students aged 16 and 17

Centre of English Studies has a strict policy regarding transfers for individual students under the age of 18 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 18 to come to the school and / or host family via transportation booked and arranged by Centre of English Studies. Parents of students aged 16 or 17 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 signed consent form below before the student leaves his or her home country
- agree to Centre of English studies contacting the person doing the transfer to verify the details of the transfer (if a private collection)
- agree to pass Centre of English Studies emergency contact details to the student and the person collecting the student (if a private collection)
- ensure that the student carries with him or her a copy of the signed consent form
- return the completed consent form before your son or daughter leaves his or her home country.



**Non CES transfer consent form for students on adult courses and junior
Individual students aged 16-17**

Student details	
Student family name	
Student first name	
Date of birth	
Passport number	

Arrival details			
Arriving from		Flight number	
Air line		Arrival time	

CES Emergency number	0753 8462164
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Parental declaration	
I _____ being the parent of _____ (print name) (print name)	
give permission for my son/daughter _____ to travel to CES Worthing (print name)	
without a CES transfer. He/she will travel by _____ (bus/train/private collection). If it is a private collection, the person collecting my son/daughter	
is _____ / _____ / _____ (name) (relationship to student) (phone number)	

Signed		Parent of		Date	
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