



SURBITON

HIGH SCHOOL

ACCEPTANCE FORM

Please complete this form and return it to the Head of Admissions with your acceptance deposit of **£1,000** per child. Please pay by bank transfer as cash payments and cheques cannot be accepted. Bank transfers should be made to 'United Church Schools Trust' (not Surbiton High School), Barclay's Bank, Sort Code: 20-46-50, Account No: 50748285. Please use the initial of your child's first name followed by their last name eg. SJones.

<p>1. LAST NAME OF PUPIL:</p> <p>FIRST NAMES: <i>(Please underline the name generally used)</i></p> <p>Date of Birth..... Boy / Girl</p> <p>Address where child normally resides:.....</p> <p>.....Post Code:.....</p> <p>Nationality..... Religion.....</p> <p>Please give the name and address of the present school (with dates):.....</p> <p>.....</p> <p>Name of Head:.....Telephone:.....</p>
<p>2. Names of any siblings attending this or any other school within the Group (please specify)</p> <p>.....</p>
<p>3. Term and Year or Date of Entry:</p> <p>Year Group on Entry:</p>
<p>4. PARENT 1 FULL TITLE / NAME:.....</p> <p>PREVIOUS / OTHER NAMES:.....</p> <p>Relationship to Pupil:.....</p> <p>Address (if different from above):.....</p> <p>.....Post Code:.....</p> <p>Occupation / Place of work:.....</p> <p>.....</p> <p>Home Telephone:.....Mobile:.....</p> <p>Work Telephone:.....Email:.....</p>



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5. PARENT 2 FULL TITLE / NAME:.....

PREVIOUS / OTHER NAMES:.....

Relationship to Pupil:.....

Address (if different from above):.....

..... Post Code:.....

Occupation / Place of work:.....

.....

Home Telephone:..... Mobile:.....

Work Telephone:..... Email:.....

6. DETAILS OF ANY OTHER PERSON HAVING PARENTAL RESPONSIBILITY AND/OR GUARDIAN TITLE / FULL NAME:.....

(Appointed under section 5 of the Children Act 1989, by the court or by a parent with parental responsibility, or by an existing guardian. This is compulsory for Overseas pupils).

Please note: The above named person must sign the declaration in addition to the parents.

ADDRESS:.....

..... Post Code:.....

Occupation / Place of work:.....

Home Telephone:..... Mobile:.....

Work Telephone:..... Email:.....

7. PERSON TO WHOM THE FEE INVOICE SHOULD BE SENT:

.....

Relationship to Pupil:.....

Address (if different from above):.....

..... Post Code:.....

Occupation / Place of work:.....

Home Telephone:..... Mobile:.....

Work Telephone:..... Email for billing purposes:.....

Signature..... Full Name:.....

Please note: For the avoidance of doubt, all signatories to the declaration are jointly and severally liable for the payment of Fees.



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DECLARATION

Declaration (this must be signed by all persons named in sections 4, 5, 6 & 7)

We accept the offer of a place as set out in the Letter of Offer. We have read, agree and understand the Standard Terms and Conditions enclosed, and note that they may undergo reasonable change from time to time as circumstances require.

We understand that a full term's fees (less deposit) are payable if less than one term's written notice is provided of a cancellation of a place, and that in the case of cancellation without notice the deposit will be retained by the School. We are not (jointly or individually) in arrears on the payment of fees or charges owing to our child's current or previous school / placement. We understand that we are jointly and separately liable for the payment of fees, including any extras and any fees in lieu of notice.

We the above-named parents, co-habit/live separately at the address(es) shown above, and agree to notify the school immediately of any change of address or family circumstance. All holders of parental responsibility for the pupil have signed this form, and no one else holds parental responsibility for him/her. There are no court orders or parental responsibility agreements in place in respect of the care or living arrangements of our child, or relating to the payment of fees, and any such orders or agreements will be immediately notified to the school and copies provided.

A Medical Declaration in relation to the pupil will be completed, and the School will be provided with all relevant information regarding our child's needs, including copies of any medical or other professional reports or assessments. Our child has not been expelled or removed at the request of another school for misconduct. Any information or circumstance relating to us and/or our child that has been previously notified to the School is and remains complete and accurate, and we will notify the school immediately of any change.

We understand that the offer of a place is conditional on satisfactory Right to Study checks being completed to confirm that our child has the right to enter, live and study in the United Kingdom. We undertake to provide any such documentation required by the School to evidence this. If we require the School to sponsor our child as a condition of their entry into the UK, we have already notified the School and agree to provide all documentation necessary under UK Visa and Immigration rules in relation to any such sponsorship.

The Acceptance Deposit of £_____ is enclosed / has been transferred (delete as appropriate).

Data Protection

*The data controller for personal information held by Surbiton High School is United Church Schools Trust (UCST). UCST is registered with the Information Commissioner's Office (ICO). The registration number is **Z533407X**.*

The Data Protection Officer is Alison Hussain, company.secretary@unitedlearning.org.uk.

The School and UCST will obtain process and hold personal information about you and your child in accordance with the purposes set out in the Standard Terms and Conditions and the School's Privacy Notice, which is available on the School's website.

Signature (Parents)

.....Full Name:.....Date:.....

.....Full Name:.....Date:.....



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Signature (Parental Responsibility / Guardian) Sections 4,5,6

.....Full Name:.....Date:.....

Signature (Person to whom invoice should be sent) Section 7

.....Full Name:.....Date:.....



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INSURANCE AND PAYMENT DETAILS

If you have any queries regarding the completion of this form, please contact the Head of Admissions at the School.

8. INSURANCES AND FEES REFUND SCHEME

Over the years, parents have asked us to help them secure cover against various mishaps. We have obtained a good, competitive scheme and a significant number of parents subscribe to it. A summary of these schemes can be found on the school website.

If you wish to participate in this scheme, please provide your consent by circling the appropriate yes / no option below and signing section 8. Please note, applicable charges for these schemes will be added to your day pupil fee bill. Failure to complete and sign section 8 will be accepted as confirmation that you do not wish to participate in this scheme.

Pupil Name:.....

AXA PPP Private Medical Insurance Yes No

Fees Refund Scheme (including Accidental Death Cover for the fee payer) Yes No
(Please note the fees refund scheme is not an insurance policy)

Parent Name:..... **Parent Signature:**.....

9. PAYMENT TERMS

United Learning offers parents, at its discretion, the option to pay a particular terms fees by instalment under our Instalment Scheme. Under the Instalment Scheme the dates and amounts of each instalment for that particular terms fees will be set out in a separate agreement for that term. No administration charges, interest or other charges are included in the Instalment Scheme. The School reserves the right to withdraw or amend the terms of the Instalment Scheme at any time by giving you notice in writing before the beginning of a new school term. No agreement to accept payment on deferred terms will be valid unless it provides for no more than twelve payments within a twelve-month period. For more information on the Instalment Scheme please refer to the enclosed Introductory Letter.

We also accept payments by debit or credit card

Please indicate below the method that you will be using to settle your school fees and if paying by direct debit, please complete the mandate overleaf.

Please note that Direct Debits can only be set up on UK current accounts.

Please tick

Termly by Bank Transfer or Standing Order

Termly by Direct Debit *(Please complete the DD Mandate form)*

Monthly by Direct Debit *(Please complete the DD Mandate form)*
Please note, DD collections are on the first working day of each month

United Learning have recently introduced a multi-year fee purchase scheme. If you would like further information about this, please contact fees.assistance@unitedlearning.org.uk. Please ensure you have also ticked one of the above boxes.

Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

United Church Schools Trust
Worldwide House
Thorpe Wood
Peterborough
PE3 6SB

Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

For United Church Schools Trust Office Use Only
This is not part of the instruction to your Bank or Building Society

Pupil Name

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Service user number

7	5	0	0	5	7
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Reference (for completion by UCST)

1	0	1									
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Instruction to your bank or building society

Please pay United Church Schools Trust Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with United Church Schools Trust and, if so, details will be passed electronically to my bank/building society.

Signature(s)

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Date

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Banks and building societies may not accept Direct Debit Instructions for some types of account

Jan 2023

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit United Church Schools Trust will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request United Church Schools Trust to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by United Church Schools Trust or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when United Church Schools Trust asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify United Church Schools Trust.