



# Registration Form

## Registration Procedure & Conditions of Entry

# REGISTRATION PROCEDURE

## 1. Registering for a place at Bedford School

The completed Registration Form should be detached from these notes and sent to the Admissions Secretary at the address on the reverse of the form, along with the Registration Fee and a copy of the candidate's birth certificate or passport. The Registration Fee is non-refundable. The Registration Form is a legally binding contract between the parents and the School and must be signed by both parents unless one parent has sole custody.

## 2. Offer and Acceptance of a place

Completion of the Registration Form in itself does not constitute an offer of a place. Offers will be made subject to availability and on the candidate satisfying the School's entrance criteria. Once the entrance criteria have been satisfied, an offer letter will be sent along with an Acceptance Form. Parents should complete the Acceptance Form if they wish to take up the offer, and return this along with the Acceptance Deposit.

## 3. The Acceptance Deposit

The amount of the Acceptance deposit changes from time to time; and up-to-date information can be found within the Prospectus Pack. In the event that the candidate does not take up the place after acceptance, the deposit will not be refunded. Usually, however, the deposit will be held until the end of a boy's stay at the School. After he has left, it will be refunded in full (provided that there are no expenses or fees outstanding). The deposit does not attract interest.

## 4. Fair Data Processing

The information provided on this form will be used to assess your application for a place at Bedford School for your child. Should your child become a pupil it will become part of the record that we maintain. As part of the application process we may wish to contact relevant third parties to verify the information you have provided or to obtain additional pertinent information about you or your child. By submitting this application you give your consent for us to make these enquiries and for the third party to disclose the information we request.

The data controller for the information you have provided is The Bedford Charity (the Harpur Trust).

# GENERAL TERMS & CONDITIONS OF ADMISSION\*

## 1. Entrance criteria

All candidates must pass the School's entrance exam. Any offer is subject to satisfactory references from the Head or Principal of their current school.

## 2. Payment of Fees and extras

Termly boarding and tuition fees plus any extras are payable in full, in advance or within 7 days of the first day of term. Fees received before the payment date will attract a 1% discount. Late payment will attract interest charges in accordance with the Governors' regulations. Parents can opt to pay all fees in 10 monthly instalments by direct debit.

## 3. Persons responsible for Payment of Fees and Extras

The parents and/or any other person who undertakes to pay fees will be jointly and severally liable to pay all fees and extras notwithstanding any change in family circumstances.

## 4. Non-payment of Fees and/or Extras

The School may suspend a pupil from attending, or require the parents to withdraw the pupil permanently, if fees are not paid promptly by the due date. Fees due are payable in full in such circumstances.

## 5. Withdrawal / Change of status from boarding to day

A full term's notice of intention to withdraw a boy from the School must be given in writing to the Headmaster, otherwise a full term's fees will be payable. A full term's notice of intention to change from boarding to day must be given in writing to the Headmaster, otherwise a full term's boarding fees will be payable for the following term.

## 6. Conduct and expectations

All boys have an obligation, if required by the School, to take part in school games and other out-of-school activities and to attend practices, meetings, etc., unless special exemption has been granted.

Boys are required to attend School and all time-tabled lessons punctually and regularly. Except in the event of illness, no boy may be absent from School without prior permission in writing from the Headmaster.

## 7. Exclusion and Suspension

The Headmaster has the right, if he considers it appropriate in the interests either of the pupil or of the School, to exclude a pupil permanently or for such a period as he shall decide. In the case of temporary exclusions the Headmaster's decision is final. In the case of permanent exclusions parents may choose to appeal via the parent elected governor.

\* The Full 'Terms and Conditions' are available from the Admissions Secretary, and will be sent out following acceptance of an offer.

# REGISTRATION FORM

PLEASE WRITE CLEARLY IN BLOCK CAPITALS THROUGHOUT INCLUDING E-MAIL ADDRESS

## Boy's Details

Family Name / Surname	<input type="text"/>		
Boy's Full Name	<input type="text"/>		
Known Name	<input type="text"/>	Date of Birth	<input type="text"/>
Nationality	<input type="text"/>	Religion	<input type="text"/>
First Language	<input type="text"/>	Proposed Year of Entry	<input type="text"/>

## Parent / Guardian Information

### Parent / Guardian 1

*(This should/must be the person with whom the school corresponds and not necessarily the one the boy lives with and who ultimately will be responsible for the fees)*

Title <i>(Mr, Mrs, Miss, Ms, Dr)</i>	<input type="text"/>	Initials	<input type="text"/>	First Name	<input type="text"/>
Family Name / Surname	<input type="text"/>				
Relationship to the boy	<input type="text"/>	Occupation	<input type="text"/>		
Address	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>	Postcode	<input type="text"/>		
Home Telephone Number	<input type="text"/>	Work / Day Telephone	<input type="text"/>		
Mobile Telephone Number	<input type="text"/>				
E-mail <i>(compulsory)</i>	<input type="text"/>				

### Parent / Guardian 2

Title <i>(Mr, Mrs, Miss, Ms, Dr)</i>	<input type="text"/>	Initials	<input type="text"/>	First Name	<input type="text"/>
Family Name / Surname	<input type="text"/>				
Relationship to the boy	<input type="text"/>	Occupation	<input type="text"/>		
Address	<input type="text"/>				
	<input type="text"/>				
	<input type="text"/>	Postcode	<input type="text"/>		
Home Telephone Number	<input type="text"/>	Work / Day Telephone	<input type="text"/>		
Mobile Telephone Number	<input type="text"/>				
E-mail <i>(compulsory)</i>	<input type="text"/>				

## If Parent 1 and Parent 2 live at separate addresses

Please indicate with whom the boy has permanent residency:

Parent 1  Parent 2

## Entry Details

Type of Entry: Full / Termly Boarder  Weekly Boarder  Day Pupil

## Details of Current School

Name of School

Full Name and Title of Head / Principal

Full Address of School

E-mail Address  Postcode

Telephone Number  Fax Number

The school have been informed of our intentions and we are happy for you to contact the school: Yes  No

## How did you first hear about the School? (Please tick the relevant boxes)

Local Reputation  Internet  Exhibition

Agent  Current School  Other

Advertisement  Recommendation by Friend / Family

## Name of any brothers at Bedford School or currently registered

## Name of siblings at other Harpur Trust Schools

## Are you registering your child at any other School? (If so please provide details)

Is Bedford Preparatory School your: First Choice  Second Choice

(Please note that the information provided will be used only for planning purposes and will not effect our decision)

Does your child have any learning difficulties? Yes  No

N.B. If yes, please attach a report written by an Educational Psychologist or a suitably qualified Specialist Teacher. This information will be treated in confidence.

When you have completed this form, please sign below providing your full name and date where indicated. Detach filled in section and return to:  
**The Admissions Secretary, Bedford Preparatory School, De Parys Avenue, Bedford, MK40 2TU, UK**

I/We have understood the terms and conditions provided with the Registration Form, and understand that these terms are subject to change from time to time. I/We understand that the Registration Form does not constitute the offer of a place at the school and that any offer made will be subject to availability and to the entrance requirements being satisfied.

I have enclosed a cheque for £100.00 made payable to **The Harpur Trust** and a copy of my son's birth certificate and/or a copy of his passport.

Parent/Guardian 1: Signature  Date:

Parent/Guardian 2: Signature  Date: