



# Registration Form

Registration Procedure & Conditions of Entry

BOARDING & DAY  
BOYS 7-18 YEARS

# 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.

# 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 Head Master, 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 Head Master, 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 Head Master 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 Head Master'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

## Boy's Details

Boy's family name:	<input type="text"/>	First name(s):	<input type="text"/>
Date of birth:	<input type="text"/>	Known name: (if different)	<input type="text"/>
Age on last birthday:	<input type="text"/>	Proposed year of entry:	<input type="text"/>
Nationality:	<input type="text"/>	Religion:	<input type="text"/>
First Language:	<input type="text"/>		
Name(s) of any brothers at Bedford School or Currently Registered: <input type="text"/>			

## Parent/Guardian Information

### Parent/Guardian 1:

Title: (ie) Mr, Mrs, Miss, Dr	<input type="text"/>	First name:	<input type="text"/>	Family Name:	<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"/>	Country:	<input type="text"/>		
Telephone number:	<input type="text"/>	Fax number:	<input type="text"/>		
Mobile telephone number:	<input type="text"/>	Email address:	<input type="text"/>		

### Parent/Guardian 2:

Title: (ie) Mr, Mrs, Miss, Dr	<input type="text"/>	First name:	<input type="text"/>	Family Name:	<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"/>	Country:	<input type="text"/>		
Telephone number:	<input type="text"/>	Fax number:	<input type="text"/>		
Mobile telephone number:	<input type="text"/>	Email address:	<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

Current level/year:

Name of Head/Principal:

Name of School:

Address:

Country:

Telephone Number:

Fax Number:

Email Address:

### 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

*(please provide details)*

### 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 affect our decision)*

### If you have any other children attending or registered at a Harpur Trust School in Bedford please state which school:

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 £50.00 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: