



ASHDOWN HOUSE
PREPARATORY SCHOOL

Registration Form

PLEASE PRINT IN BLOCK CAPITALS:

Child's Surname: _____

First Name(s) in full: _____

Date of birth _____ Boy/Girl

Place of birth _____ Religion _____

Nationality _____ Ethnicity _____

**Please supply a copy of your child's Passport with this application form*

Parent 1		Parent 2	
Title	Mr / Mrs / Miss / Ms / Other	Title	Mr / Mrs / Miss / Ms / Other
Full Name		Full Name	
Relationship to Child		Relationship to Child	
Address		Address (*if different)	
With whom does your child reside: Parent 1 / Parent 2 / Both			
Telephone Number		Telephone Number	
Mobile Number		Mobile Number	
Email Address		Email Address	
Occupation		Occupation	
Do you have parental responsibility: YES/NO		Do you have parental responsibility: YES/NO	
		*Separate School Report required: YES/NO	

**In the case of Sole Custody, we will require a copy of the Court Order*

*** If a parent does not have Parental Responsibility, please provide details*

Proposed term of entry _____ Duration of Study _____

Name and Address of current school _____

Tel. No: _____ Email address _____

Name of Senior School for which child has been entered _____

***Guardian's Name and Address (whose parents are not resident in the UK, this child must have a UK based guardian):**

Tel. No: _____ Email address _____

Parent 1 Signature _____ Parent 2 Signature _____

Date _____ Date _____

- To make a formal application, a non-refundable registration fee of £50 (payable to The Cothill Trust) should be returned with this form.
- A further deposit (currently £1,000 for a first child, £500 for siblings) which acts as confirmation of entry will be asked for three terms before proposed entry. This will be refunded at the end of the child's last term, but not in the event of a withdrawal after confirmation of entry.
- Should your child require a CAS certificate, a charge of £75 will be added to the first term's invoice.

Standard terms and conditions

1. Admission

The parents/guardians of the prospective pupil confirm that all sums payable to the last school attended by their child have been, or will be paid, before he/she takes up the place that has been offered.

2. School Fees

- All fees are payable in advance on or before the first day of the term for which they are due. Disbursements made on the pupil's behalf are payable in arrears at the same time. A fully detailed invoice is presented soon after the end of each term.
- A full term's notice in writing is required before the removal of a child; in default of this a term's fee will be charged. Similarly, a term's written notice is required for a child to give up music lessons, or a full term's fee will be charged.
- Inevitably fees tend to rise annually. The final decision on the following year's fees is usually made at the Lent term Governors' Meeting, held in March, and parents are notified soon afterwards.
- In case of absence for all or part of a term the full fee is payable.
- Emergency medical expenses such as Specialists' fees, Hospital and Nursing Home charges, where these are not covered by the National Health Scheme, will be added to the next term's bill.
- In addition to the above, parents will be charged for any external examinations, whether academic or musical, purchases made on the child's behalf and any school trips or outings.

3. Some Methods of Paying the Fees

Payment by cheque. Cheques should be made payable to COTHILL TRUST. For bank transfers, the school's bank account details are given below:

Cothill Trust

Barclays Bank plc

Liverpool Lord Street

Leicester

LE87 2BB

Sort Code: 20-01-25

Account No: 90314382

Cothill Trust IBAN number:

IBAN GB50 BARC 2001 2590 3143 82

SWIFTBIC: BARCGB22

Please use your child's name preceded by AH (for Ashdown House) or invoice number in the reference.

If making an international transfer, please remember to check 'remitter pays all charges' on the transfer to ensure the correct amount is paid.

For more information, please contact bursary@cohilltrust.org

4. Medical

The schools' medical procedures with regards to pupils will be detailed in full by the school medical staff on entry. The Headmaster reserves the right to authorise any medical or surgical procedure *in loco parentis* where he considers that any delay in obtaining parents' or guardians' authority will put the pupil at risk.