



# 2022 Ethern Online Summer Course Application Pack

## Application Form

Please complete all sections of this pack (four pages), and return them to [info@ethertoneducation.com](mailto:info@ethertoneducation.com).

**Online Pre-GCSE Course** for Students aged 13-15 Years (maximum age 15 on last day of the course):

Dates for 2022	Weeks	Course Fee GBP	Course Code	Please Tick
Monday 11 July 2022 – Saturday 06 August 2022	4	£3,000.00	SOG4A	
Monday 11 July 2022 – Saturday 20 August 2022	6	£4,500.00	SOG6A	

**Online Pre-A-Level / Pre-IB Course** for Students aged 15-17 Years (maximum age 17 on last day of the course):

Dates for 2022	Weeks	Course Fee GBP	Course Code	Please Tick
Monday 11 July 2022 – Saturday 06 August 2022	4	£3,000.00	SOA4A	
Monday 11 July 2022 – Saturday 20 August 2022	6	£4,500.00	SOA6A	

**Student's Details:** Girl  Boy  Date of Birth: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

Family Name \_\_\_\_\_ Other Names \_\_\_\_\_ English Name \_\_\_\_\_

Student's Current Home Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_ Post / Zip Code \_\_\_\_\_

Nationality (as per passport) \_\_\_\_\_ Student's Mobile\* \_\_\_\_\_

Student's Email Address\*\* \_\_\_\_\_

\*Student mobile is required in case there are issues with the lesson times / access during the course.  
\*\*Email address is required and will be used for online lesson access – cannot be an agent email.

**Educational Background / Onward Movement:** Agent Application:  Direct Application:

Agency Company Name \_\_\_\_\_ Location of Office \_\_\_\_\_

Agent Contact Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

Present School \_\_\_\_\_ City \_\_\_\_\_ Year/Form NOW \_\_\_\_\_

What will you do after the Summer Course? Continue at school as above?  Change school? Please detail below:

Name of new school \_\_\_\_\_ Entry Date \_\_\_\_\_ School Year \_\_\_\_\_ Course \_\_\_\_\_

**Parents' Details:**

Father's Family Name \_\_\_\_\_ Other Names \_\_\_\_\_

Mobile No. \_\_\_\_\_ Email \_\_\_\_\_

Mother's Family Name \_\_\_\_\_ Other Names \_\_\_\_\_

Mobile No. \_\_\_\_\_ Email \_\_\_\_\_

Full Home Address \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ Country \_\_\_\_\_ Post/Zip Code \_\_\_\_\_



# 2022 Etherton Online Summer Course Application Pack

## Application Form – Continued...

Do you have any health or learning difficulties that may affect your study online?

YES

NO

*(Tick which is applicable)*

If YES, please detail below:

Please advise how you heard about Etherton Online, for example: through an agent or family friend:

### Application Check List:

- Complete Application Form
- Complete Consent Form signed by a parent or legally appointed guardian and the student
- Read, understand and agree to the Code of Conduct Form

Signed \_\_\_\_\_ Relationship to the student: Mother  Father  Agent

Please print your full name in English \_\_\_\_\_ Date \_\_\_\_\_



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## Consent Form

This form should be completed by a parent. We will not be able to accept an application unless this form has been completed. Please write to us if you have any problems with the details below.

Full name of your child: \_\_\_\_\_

Information	Please tick (✓) YES or NO for each item.	
	YES	NO
<b>Online Lessons</b> I consent to my child using the internet for live lessons with teachers and student hosts for this course.		
<b>Photographs and Media</b> I understand that photographs or video of students may be taken during classes or activity sessions and that these images may be used in publicity by Etherton Education Ltd., or on its social media sites.		
<b>Data Protection</b> I agree to the storage and use by Etherton Education Ltd. of personal data for the purposes of registration, operation and development of the business, marketing, provision of products and services and maintaining contact with alumni.		
<b>Basis of Consent</b> I agree to the Terms & Conditions provided by Etherton Education Ltd. I have discussed the arrangements and rules with my son/daughter.		

Signed by the **parent or legally appointed guardian**:

Signature: \_\_\_\_\_ Print your name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by the **student**:

I have discussed the arrangements and rules with my parent/legally appointed guardian.

Signature: \_\_\_\_\_ Print your name: \_\_\_\_\_ Date: \_\_\_\_\_

## Code of Conduct for Ethernaton Online Students 2022

When I join an Ethernaton Online course I will follow these rules. The rules will help me and the other students and staff, to be safe and happy.

- When I log onto Ethernaton Online I will keep my personal information safe. I will not give my passwords or my contact details to other people.
- When the online lesson starts I will make sure that I am ready to take part. This means that:
  - ✓ I will be somewhere quiet without lots of noise.
  - ✓ I will not be using social media, playing games, or using the computer/laptop for any other purposes.
  - ✓ I am dressed for a school lesson.
  - ✓ I have the equipment that I need.
  - ✓ I will speak English all the time.
  - ✓ I will switch on my video and microphone.
  - ✓ I will mute (switch off) my microphone when the teacher asks me to do so.
- I understand that my parents can look at the lessons or the work that I am doing in order to help keep me safe.
- I will only communicate with the Teachers, staff and students during the live online lessons. All other communication will be through the Ethernaton Head Office (contact details at the bottom of this page).
- I will do my best to talk to the teacher and other students in English.
- I will not send messages to staff or students that are unkind or rude. I will be kind and friendly to the other students and teachers.
- If somebody sends me a message that is unkind or makes me feel unhappy I will tell a member of staff.
- I will not record any of the lessons or activities, or take photos or share images of anybody else unless they give me permission to do so.

***Students breaking the code of conduct may be suspended from continuing with the online course without refund.***

Signed by the **student**:

I have discussed the Code of Conduct with my parent/legally appointed guardian and I understand how I must conduct myself online during the course.

Signature: \_\_\_\_\_ Print your name: \_\_\_\_\_ Date: \_\_\_\_\_

**Parents hereby accept that these terms and conditions may be revised from time to time at the entire discretion of Ethernaton Education Ltd. All dealings with Ethernaton Education Ltd., including the offer and acceptance of places and the continuing presence of a student on an Ethernaton Education Ltd. course, will be on the Terms and Conditions as from time to time apply.**

This contract is made with Ethernaton Education Ltd. and is governed exclusively by English law.

**28 April 2022**

**Ethernaton Education Ltd.**

# 2022 Ethern Online Summer Course Application Pack

## Terms and Conditions

These terms and conditions only apply to Ethern Online courses, which are delivered by Ethern Education Ltd.

### Enrolment Procedure

- To enrol, please contact [info@ethertoneducation.com](mailto:info@ethertoneducation.com) and request an Application Pack.
- When we (Ethern Education Ltd.) have received the completed Application Pack, we will review it and, if provisionally accepted, send you an invoice for payment of course fees. For applications before 01 June 2022, a £500.00 deposit will be requested within 7 days and the course fee balance will be due by 01 June 2022. For applications after 01 June 2022, full course fees will be required within 7 days. All payment dates must be met to confirm you accept the place, otherwise we may withdraw the offer.
- The enrolment is not valid until Ethern Education Ltd. receives the full course fee in GB Pounds Sterling and a receipt is issued.

### Fees

- **International payment of deposits and course fees** should be made where possible through our partner, Flywire. Please go to <http://ethertoneducation.flywire.com/to-make-a-payment>. **For payments made in the UK, or from overseas in GB Pounds Sterling, or if Flywire does not work in your country**, please contact our office for advice.
- Cheques or bank drafts should be made payable to Ethern Education Ltd. in GB Pounds Sterling, drawn on a London bank.
- Ethern Education Ltd. is not responsible for any bank charges incurred. In all cases Ethern Education Ltd. expects to receive the full amount due. Please avoid cash payments to our account. We are charged 1.5% for incoming cash payments, so we would need to ask you to pay this.
- Ethern Education Ltd. will issue a receipt for payments received.

### Cancellations and Refunds

- If we receive a written cancellation at least 7 days before the course begins, we will return all fees received, except for an Administration Fee of £50.00. We regret that no refunds can be made within 7 days of the start date of the course, nor after the course begins for any reason whatsoever.
- No refund will be made for a student who arrives late or leaves the course early unless this has been agreed in writing by Ethern Education Ltd. before the start of the course.
- Ethern Education Ltd. reserves the right to cancel any course without notice. Any fees which have been received will be refunded in full.
- Where commission has been paid to an agent, any refund made will be reduced by the amount of the commission.

### Liability

- Ethern Education Ltd will not refund fees if a student is unable to complete the course because of illness, travel plans or for any other reason.
- Students are advised to arrange their own personal insurance to meet their individual needs, for example, to cover the possibility that they are not able to complete the course for any reason.
- Ethern Education Ltd. will not be liable for any failure to provide any service if caused directly or indirectly by industrial action, war, acts of terrorism, riots, natural disasters, disease or disruption to travel. In addition, Ethern Education Ltd. shall be exempt from all liabilities in respect of any detention, delay, loss, damage, sickness or injury by whomsoever caused and whatever kind occurring on or to the participants at any time during the entire course.

### Promotional Materials

- Ethern Education Ltd. may wish to use photographs, video or digital images of students on the course for promotional purposes. If parents do not wish to permit this for their children they should write to tell us before the start of the course. The names of students will not be given in promotional media to protect their identity.

### General Data Protection Regulations

- You have the right to access, correct and under certain circumstances, restrict or delete the personal information we use. Please refer to our **Privacy Policy** for further information.



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## Privacy Policy

As part of our legitimate business interests and to fulfil our legal obligations, Etherton Education Ltd. processes personal data in accordance with the General Data Protection Regulations 2018, UK-GDPR, and the Data Protection Act 1998.

This policy explains when and why we collect personal information about people, how we use it, how we keep it secure and when we may disclose it to others. This policy does not apply to third-party websites, products, or services even if they link to our operations and you should also consider the privacy policy and practices of those third-parties.

Any questions regarding this policy and our practices should be sent by e-mail to [info@ethertoneducation.com](mailto:info@ethertoneducation.com) or by writing to Etherton Education Ltd., Marlands, Sampford Arundel, Wellington, Somerset TA21 9QU UK.

### **Data we collect**

The collection and use of data from a variety of sources is essential to our ability to provide our products and services and is critical in assisting us to increase personal safety and wellbeing, reduce the risk of money-laundering and other illegal activity as well as enabling us to develop and improve our products and services. We are also obliged to provide some data to official regulatory bodies and government departments.

The personal information we collect might include name, address, telephone number, and e-mail address. We may also request a copy of passport and visa (if applicable), bank account information, nationality, date of birth and information about education, health, and welfare. For staff, we may also require references from previous employers, details of DBS checks, National Insurance Number, and copies of qualifications.

### **Data collection methods**

We gather data through a variety of methods which may include contact through our website, telephone, e-mails, letters, and by the submission of various forms which are part of our registration and administration processes.

Our website uses "cookies" to collect statistical information about your browsing actions which do not identify you as an individual. We use the statistical information to improve our website and develop the products and services we offer. It is possible to switch off "cookies" by adjusting your browser preferences.

### **How we use data**

There are many ways that personal data is used within our operations which may include:

- To evaluate and/or register an application for our products and services.
- To assist us with the provision of our products and services.
- To verify identity.
- Administration relating to staff recruitment, employment, and payroll.
- To respond to enquiries and to provide customer support.
- To process or communicate regarding a payment and provide related service.
- To improve or modify our services and develop new products.
- To monitor for fraud and other illegal activity.
- For audit, and regulatory compliance purposes.
- To conduct analysis of our business which enables us to operate, protect, report on and develop our business.
- To contact agents/parents and/or alumni to learn of the progress of former students and to keep them updated about the activities of Etherton Education Ltd.

**Please note that Etherton Education Ltd. does not use any form of automated decision making.**

## Privacy Policy – continued

### **Disclosure of personal data**

Ethern Education Ltd. does not rent or sell personal data.

We may share data with third parties who help us provide the services and products we offer, for health and welfare reasons, or to carry out our regulatory obligations. Examples of such instances might include:

- Liaison with schools and agencies in respect of school sponsorship responsibilities, visas, biometric residence permits and school reports.
- Liaison with banks, insurers, and our payment partners.
- Liaison with marketing agents for our products and services.
- Liaison with medical practitioners in relation to the health and welfare of students and staff.
- For safety, employment purposes, legal purposes, regulatory agencies, public and government authorities, and law enforcement.

### **Security**

We operate organisational, physical, technical and managerial measures to protect personal data. However, you should be aware that data transmitted over the internet can never be 100% secure and therefore we cannot guarantee the security of any information you may transmit to us. Once we receive your information by internet, telephone, letter, or other means, we make our best efforts to ensure its security on our systems and in use.

### **Access and update your Information**

The accuracy of your information is very important to us. If you change any of your personal information (such as address, e-mail, telephone etc) please e-mail us at [info@ethertoneducation.com](mailto:info@ethertoneducation.com) or write to us at Ethern Education Ltd., Marlands, Sampford Arundel, Wellington, Somerset TA21 9QU UK.

You have a right to request a copy of the information about you held by Ethern Education Ltd. We may need to verify your identity before implementing your request. We will try to comply with your request as soon as practicable.

### **Retention period**

Personal data will be kept for the period necessary to fulfil the purposes indicated above unless a longer retention period is required or allowed by law. Please be aware that we are required under various legal and regulatory requirements to retain data that you may have provided to us to ensure that transactions can be traced, settled, or refunded, and for the purposes of complying with laws and rules that apply to us and our payment partners to help identify fraud and money-laundering. Accordingly, we will retain certain data to meet our obligations and there may be other residual data that will not be removed from our databases and operational records.

### **Data erasure**

You may request for your personal data to be erased or cease to be processed at any time by e-mailing [info@ethertoneducation.com](mailto:info@ethertoneducation.com) or writing to Ethern Education Ltd., Marlands, Sampford Arundel, Wellington, Somerset TA21 9QU UK. You may be asked to verify your identity and your request will be considered as soon as practicable. Please note that to comply with our obligations under a variety of laws and regulations, some data may not be erased from our databases.

### **Complaints**

Should you have any complaints about our use of your data, please contact us by email to [info@ethertoneducation.com](mailto:info@ethertoneducation.com), or by writing to Ethern Education Ltd., Sampford Arundel, Wellington, Somerset TA21 9QU UK. Alternatively, you have a right to contact the Information Commissioners Office at [www.ico.org.uk](http://www.ico.org.uk).

*This policy was reviewed on 01 December 2021 by Peter Ethern, Director*