

**// For office use:**

Reference Number: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date processed: \_\_\_\_\_

You can also apply on our website [we-bridge.co.uk](http://we-bridge.co.uk)

**// Personal Details**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

Post Code: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Age: \_\_\_\_\_ Email Address: \_\_\_\_\_ Nationality: \_\_\_\_\_

**// Agent/Representative (if applicable)**

Agent Name: \_\_\_\_\_ Agent Contact Number: \_\_\_\_\_

Agent Email Address: \_\_\_\_\_

**Your agent/representative cannot be changed once nominated.**

**// Emergency Contact Details (must be a member of your family)**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Do They Speak English? \_\_\_\_\_ Contact Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**// Previous English Studies**

Have you previously studied English? **YES**  **NO**  If YES, give details: \_\_\_\_\_

How would you describe your level of English? (E.g., Intermediate) \_\_\_\_\_

Have you studied and/or lived in Cardiff/South Glamorgan before? If so, provide dates and place of study \_\_\_\_\_

**// Course Information**

Course Name: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_ Course Length (weeks): \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Are you a sponsored student? **YES**  **NO**

**// International Foundation Programme (IFP)** September Intake  January Intake

Choose your pathway: Business  Computing  Engineering  Science

Have you completed secondary education (12 years)? **YES**  **NO**  Do you have UKVI IELTS? **YES**  **NO**

Have you previously studied a Foundation Programme? If so, please provide details \_\_\_\_\_

Please tell us the name of university and degree you would like to progress to after completing the IFP \_\_\_\_\_

## // Other Information

Do you have any medical conditions? (e.g. diabetes) YES  NO  If yes, please give details below:

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Do you have any requirements you would like us to take into consideration before you arrive? These may include poor hearing or sight, or physical needs that may restrict participation in activities:

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## // Airport Transfers

Do you require a transfer from your arrival airport to Cardiff? YES  NO  Please see our website for prices.

If YES, please provide flight details:

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Do you require a return transfer? YES  NO

**In our commitment to safeguarding, all students aged 16 and 17 are advised to use our airport transfer service.**

## // How will you be paying?

By bank transfer  Through and agent/Representative

By credit card or cash (on arrival at the academy)  Sponsored by Embassy

**For details of how to pay, please visit [www.we-bridge.co.uk/we-study/how-to-pay/](http://www.we-bridge.co.uk/we-study/how-to-pay/)**

## // Declaration

By ticking 'YES' I confirm that I wish to apply for a course at WE Bridge Academy, I agree to your Terms and Conditions (available on our website) and I have read and agree to the ways we use your personal data for the purpose of processing your application to study (below), and for homestay accommodation (if applicable). A parent or legal guardian will need to sign for anyone aged under 18.

YES  NO

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## // General Data Protection Regulation (GDPR)

WE Bridge Academy will always be transparent with you about how we use, store and share your personal data. We only use your personal data for the purpose it was intended.

### Why we need your personal information:

To process your application to study at WE Bridge Academy, and issue you with an offer letter, we ask for your personal details and additional documentation to support your application. We use your passport to ensure the information in your offer letter is accurate and to verify your identity at enrolment. We may use your personal details to contact you about your application. The personal information we request from you may vary depending on the type of course you apply for. For example: to apply for our International Foundation Programme, we need to see evidence of your secondary education and IELTS. If your application is being made through an agent, we will send your offer letter directly to them. Your offer letter will contain personal information such as your date of birth and passport number. If you are applying for homestay accommodation, we share key information with your homestay provider to find you the most suitable accommodation.

### How we use your personal data:

We use your personal data to process your application to study with us and to issue your offer letter. We collect other information about you, such as medical information and emergency contact details to see if we need to make any special arrangements for you. The information you provide will only be shared within WE Bridge Academy if we feel there is a legitimate reason to do so. For example: we may pass your phone number to our Academic team if they need to carry out a phone interview with you as part of the course you are applying for.

### How your data is stored:

All of your information is stored on a secure student database used solely by WE Bridge Academy and we also hold this information within your personal student file, which is also held securely. If you do not enrol at our academy, we will securely destroy the information we hold about you after 1 calendar month and you would then need to reapply if you later decide you wish to study with us. You can request to see the information we hold about you at any time. We will acknowledge your request within 48 hours and provide access to the information within one calendar month from the date the request was received.

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Please note that accommodation is subject to availability and we require at least 2 weeks' notice to find accommodation for you. Homestay will only be secured once payment for the first 4 weeks is received in advance. Most homestay providers have pets.

يرجى الملاحظة  
بأنه يتعدّر علينا اعداد ترتيبات السكن ما لم نستلم منكم مبلغ الايداع للشهر الاول

**Add  
photo  
here  
(optional)**

You can also complete this form on our website [www.we-bridge.co.uk](http://www.we-bridge.co.uk)

**// Personal Details**

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Email Address: \_\_\_\_\_ Nationality: \_\_\_\_\_

**// Travel Information**

Date of arrival to the UK/Cardiff: \_\_\_\_\_ Departure date: \_\_\_\_\_

How will you travel from the airport to Cardiff? \_\_\_\_\_

Homestay start date: \_\_\_\_\_ Homestay end date: \_\_\_\_\_ Total (weeks): \_\_\_\_\_

Please provide flight details: \_\_\_\_\_

**// Is there anything you would like us to consider when allocating your homestay?**

\_\_\_\_\_  
\_\_\_\_\_

**// Do you have any allergies?**

Please indicate here: YES  NO

If YES, please give details: \_\_\_\_\_

**// Do you smoke?**

Please indicate here: YES  NO

**// Is there anything you do not eat?**

Please indicate here: YES  NO

If YES, please give details: \_\_\_\_\_

\_\_\_\_\_

## // Can you eat...

	Yes 😊	No ☹️
Chicken		
Pork/ham/bacon		
Lamb		
Beef		
Fish		
Eggs		
Milk		
Cheese		

## // Medical Information

Do you have a current medical condition or illness? YES  NO  If YES, give details:

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Have you had any medical conditions or illnesses in the last three years? YES  NO  If YES, give details:

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Are you currently taking any medication? YES  NO  If YES, give details:

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- ✓ Have you signed the declaration on page 2?
- ✓ Are you under 18? Please ask your parent/guardian to complete the Parental Permission section on the next page
- ✓ If you require homestay accommodation, please ensure the form is fully completed

# Parental Permission and Medical Consent Form for Students

(To be completed by the parent/guardian for students aged under 18)

<b>// Student details</b>	
First name and last name	
Date of birth	
Course dates (start and end date)	
Mobile phone number	
Email address	

<b>// Contact details of parent or legal guardian</b>	
First name and last name	
Relationship to my son / daughter	
Address	
Home telephone number	
Mobile phone number	
Email address	
Level of English	

<b>// Emergency contact details (if the parent/legal guardian cannot be reached, the following person should be contacted)</b>	
First name and last name	
Relationship to my son / daughter	
Address	
Mobile phone number	
Email address	
Level of English	

**You must tell us immediately if your son's / daughter's emergency contact details change.**

## **// Travel documents**

I confirm that my son / daughter has all the required travel documents to enter the UK as required by the UK Border Agency. *(Please tick the box to confirm).*

## **// Accommodation**

All students aged under 18 must (in accordance with UK law) either stay with one of our homestay providers, a responsible family member or a nominated adult who is over the age of 18.

My son / daughter will be staying in homestay provided by WE Bridge Academy:

Yes  No\* (Please tick a box)

\*If NO, please provide the following information:

<b>// Name of responsible family member / nominated adult in the UK who my son / daughter will live with during their stay</b>	
First name and last name	
Date of birth	
Relationship to my son / daughter	
UK Address	
Length of time at this address	
UK telephone number	
Email address	
Level of English	

I confirm that I give my consent as the parent / legal guardian for my son / daughter to live with the person, and at the address, named above during their stay with WE Bridge Academy.

(Please tick the box if you agree).

### // Studying at WE Bridge Academy

I understand that all courses at WE Bridge Academy provide an adult-learning environment with students aged 18+, and students aged 16 or 17 will be less closely supervised than if they were on a junior course.

(Please tick the box if you agree).

### // Supervision

a) I understand that my son / daughter will travel to and from WE Bridge Academy and their accommodation without any supervision.

(Please tick the box if you agree).

b) I understand that my son / daughter will not be supervised during their free time (e.g. before and after lessons, and during break times and at lunchtimes). (Please tick the box if you agree).

### // Times for students to be home by (curfew)

All students under 18 years of age must be home by 10:30pm on Sundays to Thursdays, and by midnight (00:00) on Fridays and Saturdays.

I understand that my son / daughter must be home by 10:30pm on Sundays to Thursday, and by midnight (00:00) on Fridays and Saturdays. (Please tick the box if you agree).

If you wish your son / daughter to be home before the above times, please indicate the time(s) below:

- Time to be home (Sundays to Thursdays): \_\_\_\_\_
- Time to be home (Fridays and Saturdays): \_\_\_\_\_

## // Weekends and going away

If your son / daughter wants to stay overnight, or spend the weekend, at any other location than their usual accommodation, then we must have written permission from you at least one week in advance.

I agree to provide written permission for my son / daughter to stay overnight or spend the weekend at a different location from their usual accommodation at least a week in advance. *(Please  the box if you agree).*

**If we do not receive your written permission, then your son / daughter will not be allowed to go.**

## // Social programmes

WE Bridge Academy's social programme is not compulsory and it is not specifically designed for 16 and 17 year olds. Certain activities may not be suitable for students under 18 and under 18s will not be allowed to attend these activities. Staff will advise students on which activities they can take part in. WE Bridge Academy also occasionally has whole-day excursions. You can see examples of social programme on our website ([www.we-bridge.co.uk](http://www.we-bridge.co.uk)).

I understand that WE Bridge Academy's social programme is not specifically designed for 16 and 17 year olds, and some activities will not be suitable. Students will be advised on which social activities they can take part in. *(Please  the box if you agree).*

I give permission for my son or daughter to go on whole-day excursions.  Yes  No *(Please  a box).*

## // Travelling around Cardiff

We strongly advise all students to travel together in groups of 3 or more, and to go by taxi, particularly in the evening when it is dark.

If your son or daughter needs a taxi, please ask them to use **Dragon Taxis +44 (0)2920 333 333** whenever possible. This company has ensured all their drivers are checked by the police and they operate a safe taxi scheme, where your son / daughter can still use them even if they do not have any cash with them. More information will be given to your son and daughter at enrolment. Please tell your son or daughter to look for this sign on the side of the taxi:



## // Airport transfers

Students under 18 should book an airport transfer via WE Bridge Academy. If not, you must provide us with written confirmation of alternative arrangements before your son / daughter leaves their home country.

Please note: If your son's / daughter's transfer arrangements do meet the required UK Border Agency requirements, then they might be refused entry into the UK.

**My son / daughter requires an airport transfer booked via WE Bridge Academy:**  Yes  No\*

*(Please  a box).*

**\*If NO, please provide information in the box below regarding the alternative transfer arrangements.**

I confirm that I give my consent as the parent / legal guardian for my son / daughter to travel to WE Bridge Academy from the airport via the alternative travel arrangements as recorded above.

*(Please  the box if you agree).*

## // WE Bridge Academy rules

I agree that my son / daughter must attend all scheduled lessons. Students can be absent only when they are unwell. In such cases, the student must telephone the school as soon as possible on the day of the illness. *(Please tick the box if you agree).*

I understand that if my son / daughter does not inform WE Bridge Academy of their absence, then I will be contacted via telephone, as well as the relevant agent and embassy. If my son / daughter cannot be contacted, then the local police will be informed. *(Please tick the box if you agree).*

I understand that the school has the right to terminate the course of any student who seriously or persistently does not follow WE Bridge Academy rules. In such cases, I understand that there will be no refund of their course fees, and I will be responsible for my son's / daughter's return journey and the associated costs. *(Please tick the box if you agree).*

## // Homestay accommodation rules (if your son / daughter is staying in homestay)

I agree that my son / daughter must follow homestay accommodation rules and requirements. This includes use of the home telephone, TV and computer, having visitors, meal times, smoking, noise, use of the bathroom, cleanliness and tidiness, safety and security of the property, and observing the under 18s curfew. *(Please tick the box if you agree).*

I agree that my son / daughter will be responsible for any damage that they may cause in the homestay accommodation. *(Please tick the box if you agree).*

## // Photographs and Video

On occasions, WE Bridge Academy will take photographs and video to promote the academy. These images may be used across social media, within marketing material for the academy and on our website. Before using the image of anyone aged under 18, a General Data Protection Regulation (GDPR) Permission Form will need to be completed by the student once enrolled. However, we need your initial consent to do this.

Do you consent to the image of your son/daughter being used for the purposes described above? For more information, please contact our Data Protection Officer.

No  Yes

## // Medical details and parental consent

Does your son / daughter have a medical condition or illness that requires medical treatment? *(Please tick a box for each question).*

No  Yes If Yes, please give details: .....

Does your son / daughter have any allergies?

No  Yes If Yes, please give details: .....

Is your son / daughter taking any medication at present?

No  Yes If Yes, please give details: .....

Can your son / daughter be given over-the-counter medicine (e.g. paracetamol, cough medicine)?

*Please tick a box.*

No  Yes If No, please give details: .....

I agree that in case of illness or medical emergency, give permission for my son / daughter to be attended to by a doctor, or hospitalized, and operated on in an emergency. I agree that they may be given medication according to a qualified doctor's advice. *(Please tick the box if you agree).*

I agree to inform WE Bridge Academy any change in our son's / daughter's medical condition before their arrival at WE Bridge Academy. *(Please tick the box if you agree).*

## // Additional comments (if applicable)

To be completed if you have any additional requests or information that is relevant to your son's / daughter's stay at WE Bridge Academy:



## // Declaration

This under 18 consent form must be completed and, a) proof of your identity and, b) your son's / daughter's birth certificate need to be provided before they arrive in the UK and before any visa letter is issued.

I have read and understood the above information. (Please tick the box if you agree).

Name of parent / legal guardian: \_\_\_\_\_

Signature of parent / legal guardian: \_\_\_\_\_

Date signed: \_\_\_\_\_