

Kings London 2019 - 2020

Application form



Please complete this form in **BLOCK CAPITALS**

Checklist

Please ensure you attach the following to your completed application:

- GCSE courses – school report
- All courses – academic transcripts copy of passport or birth certificate

We will be able to provide you with an offer within 48 hours of receiving your application, provided it is complete.

Student details

Family name:

First names:

Date of birth (dd/mm/yy):

Male

Female

Country of birth:

Nationality:

Home address:

Telephone (including international and local dialling codes):

Mobile phone:

Student's email:

Parent/guardian's email:

Name of emergency contact*:

Emergency phone*:

Relationship to emergency contact*:

Skype:

*Mandatory for students under the age of 18

Academic qualifications

Please provide a copy of your latest academic results.

Personal statement

Please provide a typed personal statement as part of your application. Include your reasons for wanting to take the course for which you are applying.

Other awards, hobbies, etc.

Please list any awards (e.g. for sport, music etc). Provide details of what you like to do in your spare time (use a separate sheet if necessary):

Future educational plans

Please say what you hope to do after your course at Kings. If you hope to go to university, please say where you would like to study and what subject(s) interest you:

Intended means of payment

Payment by credit card

Payment by bank transfer/wire

Payment by UK cheque

Payment by cash

Payment methods

Payment online:

You can pay online by credit or debit card, or bank transfer via our partner Flywire (formerly Uni-Pay). For more information please [click here](#).

Payment by telephone:

We can take credit and debit card payments over the telephone. Please contact us with your card details. See below table for telephone number. Please be aware that a 2% surcharge applies to credit card bookings (3.5% for AMEX).

Payment by Bank Transfer/wire:

Please send the payment to our bank (see below for bank details).

Full payment must be received four weeks before the date of arrival. Please include all bank charges in your payment and quote the student's full name on the transfer. Please email a copy of the bank/wire transfer to Kings on acceptance of the offer and give the student a copy of the transfer to take to school with them.

You can also make a donation to Kings' charity partner, United World Schools, who are committed to ensuring that some of the world's most disadvantaged children can receive a basic education.

Find out more at kingseducation.com/uws



Account name	Telephone number	Bank name/details	Account number	Sort code
United Language Schools T/A Kings London	020 8650 5891	Barclays, 90 - 92 High Street, Crawley, West Sussex RH10 1BP	23753360	20-65-82

Please note that no confirmation documentation will be issued until we receive either a deposit, or full payment if your course starts in less than four weeks.

I hereby apply for a course at Kings London.

Signature of student:

Date (dd/mm/yy):

Signature of student's parent/guardian (for students under 18):

Date (dd/mm/yy):

Once complete, please email this application form to Kings London, together with all required supporting documents.

Kings London

T +44 (0)20 8650 5891

E london@kingseducation.com

For Kings Education Terms and Conditions, please visit: kingseducation.com/termsandconditions

Once your application has been accepted, we will send you a hard copy of our Terms and Conditions to sign as part of your full offer documents.

Privacy Notice for Students

1. About us and your data

Kings Education is a specialist international education group providing pre-university academic programmes and English language courses for students from over 80 countries worldwide. This privacy notice is to inform you about how we use your personal data. It is important that you read this privacy notice together with any other privacy notice or fair processing notice we may provide on specific occasions when we are collecting or processing personal data about you so that you are fully aware of how and why we are using your data.

2. The personal data we hold, purposes and lawful bases

The data or type of data we process	The purpose of processing that data	The lawful bases for processing this data
Your name, date of birth, gender, addresses, email addresses and phone numbers	To identify you and communicate with you	Fulfilment of a contract with you Compliance with a legal obligation
Your nationality, ethnic background, any special educational needs, special requirements or disabilities	To provide appropriate information and assistance for you	Fulfilment of a contract with you Compliance with a legal obligation
Next of kin and emergency contact numbers	In the event of an emergency	To protect your vital interests
Your passport, BRP and visa details	To meet government immigration regulations	Compliance with a legal obligation
Bank account details	To manage payments and refunds	Fulfilment of a contract with you Compliance with a legal obligation
Your educational records and test or exam results from previous schools	To offer you the most appropriate courses	Fulfilment of a contract with you
Your medical information, including medications you take, allergies and dietary requirements	To help you manage your health while you are with us	Fulfilment of a contract with you Compliance with a legal obligation
Your educational records and test or exam results from Kings	To manage your progress while studying with us	Fulfilment of a contract with you
Your attendance records and booking in/out records for school and residence	To meet government immigration and safeguarding regulations	Fulfilment of a contract with you Compliance with a legal obligation
Details of your welfare such as how you are getting on at Kings, safeguarding or child protection records and any problems or issues you may have had	To look after your wellbeing and meet government safeguarding regulations	Fulfilment of a contract with you Compliance with a legal obligation
Details of any behaviour issues or exclusions	To manage discipline in the schools	Necessary for our legitimate interests (to manage school discipline)
Images	For maintaining security For marketing our services	Compliance with a legal obligation Where you have given us consent
CCTV footage	For security management	Compliance with a legal obligation
Data about your use of information and communications systems, including Internet use	To meet our safeguarding obligations To administer and protect the school	Compliance with a legal obligation Necessary for our legitimate interests (to secure our buildings)

Sometimes, we may also use your personal information where:

- You, or your parents/carers have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

3. Collecting personal data

- While in most cases you, or your parents/carers, must provide the personal information we need to collect, there are some occasions when you can choose whether, or not, to provide the data.
- We will always tell you if it is optional. If you must provide the data, we will explain what might happen if you do not.

4. When do we share personal data?

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Our local authority – to meet our legal duties to share certain information with it
- The Department for Education (a government department)
- Your family and representatives
- Fee payers
- Educators and examining bodies
- Our regulators (Ofsted and British Council)
- Suppliers and service providers – so that they can provide the services we have contracted them for, such as online satisfaction surveys, transfer or taxi companies, excursion providers
- Financial organisations
- Central and local government
- Our auditors
- Health authorities
- Security organisations
- Health and social welfare organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts, tribunals
- Professional bodies

5. Your rights

Under certain circumstances, you, the data subject, may have the following rights:

- **Right of access:** you have the right to request a copy of the information that we hold about you
- **Right of rectification:** you have a right to correct data that we hold about you that is inaccurate or incomplete
- **Right to be forgotten:** in certain circumstances you can ask for the data we hold about you to be erased from our records
- **Right to restriction of processing:** where certain conditions apply you have a right to restrict the processing
- **Right of portability:** you may have the right to have the data we hold about you transferred to another organisation
- **Right to object:** you have the right to object to certain types of processing such as direct marketing
- **Right to object to automated processing, including profiling**

Some of these rights may not apply where we are legally obliged to keep or share your personal data.

In certain circumstances, you may have additional rights beyond those above. Further information is contained in our full Data Protection Policy: www.kingseducation.com/GDPR/policies

If you want to exercise your rights, please contact our Data Protection Officer.

(See Section 9: Contact us for details).

6. How long do we keep your data?

We will keep personal information about you while you are a student at our school. We may also keep it after you have left the school, where the law requires us to:

We have a Data Retention policy, which sets out how long we must keep information. This can be viewed on our website here: www.kingseducation.com/GDPR/policies

7. Transferring data internationally

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

8. Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we have done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

(See Section 9: Contact us for details).

You can also contact the Information Commissioner's Office (ICO) in one of the ways listed below. We would, however, appreciate the chance to deal with your concerns before you approach the ICO so please contact us in the first instance.

Report a concern online at: <https://ico.org.uk/concerns/>
Telephone: +44 (0) 303 123 1113
Or write to:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

9. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Allan Maule
Kings Data Protection Officer
58 Braidley Road,
Bournemouth,
Dorset,
BH2 6LD
Email: privacy@kingseducation.com
Tel: +44 (0) 7843 044384

Our full Data Protection Policy can be viewed on our website at: www.kingseducation.com/GDPR/policies