



# Application Procedure

## To Apply:

Applications of Steiner students will be accepted from now on and non-Steiner students are welcome to apply after 10.02.2019.

**(Please read all the information on the website first. The notes the website and this document refer to are explained on page 3. Further help can be found on the 'Notes to help you fill in the forms' sheet which can be downloaded on our website.)**

## Stage 1

- Check that there are [spaces for students speaking your language here](#) (see Note 1 below)
- Download and complete the [Enrolment Form SLS 2019 here](#) (see Note 2 below)
- Download and fill in the [Parental Consent Form SLS 2019 here](#) (see Note 2 below)
- First, send the signed Enrolment Form and Parental Consent Form along with a copy of your ID card or passport (whichever document you will be using when travelling to Devon) **by email** to [jacqueline.buehler@steiner-south-devon.org](mailto:jacqueline.buehler@steiner-south-devon.org). This is very important as the forms may not be received if sent directly by post and we might be unable to process your application.

**DO NOT SEND ANY MONEY AT THIS STAGE.**

Places for each language will be allocated in the order we receive the forms. We will send you an email to say you have a place reserved and a Financial Agreement which forms part of the further application process (or an email to say there are no places left for your language group). Please see below, how to secure your place.

## Stage 2

- Complete and send the Financial Agreement (which must be signed by a parent or guardian)
- Along with an up-to-date portrait photo **via email** to [jacqueline.buehler@steiner-south-devon.org](mailto:jacqueline.buehler@steiner-south-devon.org).
- Then, please transfer the full fees within one month of receiving the Financial Agreement to secure your place.

Payment can be made by the following methods:

- **Via the bank** (you must ensure that all costs are payable by the sender and please keep a copy of the receipt in case of any problems with the payment arriving). Our bank details are also on the Financial Agreement you receive when you send an application.
- By **MoneyGram** (see [www.moneygram.com](http://www.moneygram.com) to find sending points near you). This works in a similar way to Western Union. Please email for details if you would like to pay this way.

- If you wish to pay by another method, such as **TransferWise** ([www.transferwise.com](http://www.transferwise.com)) or similar

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websites, please email for advice.

Summer Language School Bank Details:

Nat West Bank

Account No. 84708336

Totnes Branch, P.O. Box 20

Sort Code: 60-21-48

Fore Street, Totnes

IBAN GB50NWBK60214884708336

Devon TQ9 5YW, England

SWIFT/BIC NWBKGB2L

### Stage 3

- You will get a letter of confirmation with a receipt for the fees once we have received your payment as well as all completed application documents **via email** (completed Enrolment Form and Parental Consent Form, the Financial Agreement, a copy of your passport or ID card and an up-to-date portrait photo). Please ensure that the Enrolment Form is signed by you and all documents are signed by a parent or guardian.

### Stage 3a (for non-EU citizens only)

- If you need a visa for the UK, we will ask you for some more information when we send the email reserving your place, and then you will be sent a Visa Letter, and a letter from your host family, confirming you will stay with them, so you can apply for your visa. If you do not need a visa, we will send you a letter of confirmation to ensure you do not have any problems through customs.

### Stage 4

- Please also send **all application forms** (completed and signed Enrolment Form, Parental Consent Form, Financial Agreement, a copy of your ID card or passport you will be carrying when traveling to Devon and 2 up-to-date passport-sized photos) **by post** to:

Summer Language School Coordinator  
South Devon Steiner School  
Hood Manor  
Dartington  
Devon TQ9 6AB  
United Kingdom

It is important that we receive all your original application documents latest by the beginning of July so that you can join all activities and participate in the programme. I am working offsite 10 months of the year and I will only be present onsite shortly before, during and after the Summer Language School. Please use the [Checklist of documents to send via post](#) which can be found on our website to ensure you send all necessary documents via post. I will only be able to check whether your original application documents have arrived via post in July, so please make sure you send them and thoroughly check whether they are complete and signed ([see Note 3 below](#)). I will get in contact if we have not received your application documents via post by the beginning of July.

## Notes

1. We restrict the number of people who can come for each language group, to increase the number of nationalities, and the amount of English spoken! This year there are up to 12 places for each language.
2. Please also download and read the 'Notes to help you fill in these forms', which should make it easier to complete the forms!
3. It is important that we receive the forms with the original signatures of parents or guardians and students by email as well as by post (signatures that are emailed only or E-signatures are not legally valid). If you live in a country where the post is slow or unreliable, please estimate enough time for posting your forms and ensure they are complete and signed (send all form together via post). Your child won't be able to participate in activities and join trips, if we don't receive the original application documents via post.

If you have any questions about the application procedure, please email the Summer Language School Coordinator.

**Jacqueline Buehler** - Summer Language School Coordinator

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Mob.: 00447476210594, 00491773397878

Tel.: 0044 1803 897377 (during SLS)

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