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# THE HAMMOND

## Registration Form – Preparatory School

Amended Sept 2015 Revisited Nov 2015 / Jan 2016 / Sept 2016 / Nov 2016 / March 2018

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**Course of Study** (Please Tick)

Preparatory

**Student's Name in full** .....

**Gender**..... **D.O.B** ..... **Age** .....

**Day/Boarder Pupil** ..... **Date of Admission** .....

**Nationality** ..... **Ethnicity** .....

The above has been resident in this country for more than 3 yrs Yes..... No .....

**Name (Please include Title Mr/Mrs/Ms/Miss) & Address of Parents or Guardian**

.....

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..... **Post Code** .....

**Tel. No. Home** ..... **Business** .....

**Mobile Numbers:**...../.....

**Parent's email:** .....

**Occupation of Parent(s)/Guardian(s):**

Father : ..... Guardian .....

Mother: .....

**Registration & Fee:** This registration form must be completed and signed by the Parents or Guardians and returned to the Registrar, together with a registration fee of **£155.00 (Cheques payable to 'The Hammond School Ltd')**. The registration fee is non-refundable. **The terms and conditions of this registration form do not apply until your son/daughter commences at The Hammond.**

**Returnable Deposit: UK Student £350.00**

This deposit is invoiced in your first term's account. It will be refunded when your child leaves the school, or may used to pay any outstanding debt. This deposit is not payable at time of registration.

**Special Educational Needs**

Please detail below any special educational needs and or support your son/daughter has

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**NOTICE:**

**If for any reason, a pupil wishes to leave The Hammond, parents must give a full term’s notice in writing of their intention to leave, ie. before the first day of preceding term, rolling notice is not accepted. Failure to do so will result in a full term’s fees in lieu of notice being charged. Provisional notice is unfortunately not acceptable.**

The Directors reserve the right to alter or increase fees as and when necessary. Pupils are accepted on the understanding that the Directors have the right to request a Parent or Guardian to remove from The Hammond, at any time, a girl or boy whom they may consider unsuitable. Pupils are admitted subject to acceptance of rules and discipline of The Hammond.

***We have read the above and undertake to abide by the conditions.***

Father’s & Mother’s Names (In Block Capitals)

Name: ..... / .....

Signatures:...../.....

Date ..... (Both Parents/Guardians must sign)

*Please return to:* The Registrar, The Hammond, Hoole Bank House, Mannings Lane, Chester, CH2 4ES Tel: 01244-305350

**Please confirm the following are enclosed, these are all compulsory and need to be enclosed with the Registration Form:-**

- COPY OF CHILD’S BIRTH CERTIFICATE
- COPY OF CHILD’S PASSPORT
- REGISTRATION FEE OF £155.00 (cheques made payable to ‘the Hammond School Ltd’)
- PASSPORT PHOTOGRAPH