

PLEASE COMPLETE PART A, PART B OR PART C (AS APPROPRIATE) FOR EACH JOURNEY

Family name Given names

➡ PART A: STUDENTS TRAVELLING BY AIR

OUTWARD JOURNEY (To England) Please confirm (✓) Date of Arrival:

- | | |
|--|--|
| <input type="checkbox"/> Sunday 1 July 2018 | <input type="checkbox"/> Sunday 29 July 2018 |
| <input type="checkbox"/> Sunday 15 July 2018 | <input type="checkbox"/> Sunday 12 August 2018 |

City of Departure Transit airport (if applicable)

Airport in UK Flight number to UK Time of Arrival

Terminal No. Name of Airline

RETURN JOURNEY (From England) Please confirm (✓) Date of Departure:

- | | |
|--|--|
| <input type="checkbox"/> Friday 13 July 2018 | <input type="checkbox"/> Friday 10 August 2018 |
| <input type="checkbox"/> Friday 27 July 2018 | <input type="checkbox"/> Friday 24 August 2018 |

Airport in UK Flight number from UK Time of Departure

Terminal No. Destination Name of Airline

➡ PART B: STUDENTS ALREADY IN LONDON

Please confirm (✓) Date of Arrival:

- | | |
|--|--|
| <input type="checkbox"/> Sunday 1 July 2018 | <input type="checkbox"/> Sunday 29 July 2018 |
| <input type="checkbox"/> Sunday 15 July 2018 | <input type="checkbox"/> Sunday 12 August 2018 |

I shall take my child to the Meeting Point in Terminal 3 Arrivals at Heathrow airport at hours

NB: *Please note that meeting time must be between 12:00 and 16:00 hours.*

Please confirm (✓) Date of Departure:

- | | |
|--|--|
| <input type="checkbox"/> Friday 13 July 2018 | <input type="checkbox"/> Friday 10 August 2018 |
| <input type="checkbox"/> Friday 27 July 2018 | <input type="checkbox"/> Friday 24 August 2018 |

I shall meet my child (as prearranged) in Terminal 3 Departures at Heathrow airport at hours

NB: *The Summer School Office will confirm if this time is acceptable upon receipt of this form.*

➡ PART C: STUDENTS TRAVELLING DIRECT TO COLLEGE

If you **DO NOT** wish to use College transport on arrival or departure day, please indicate below how and when your child will arrive at/depart from Concord College:

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.....

NOTES FOR COMPLETION OF THE TRAVEL FORM

Students Travelling by Air - Please complete **Part A** only of the travel form

Transfer of students from and to London Heathrow Airport on the first and last day of the course is included in the course fees (subject to the Terms & Conditions below).

***Complimentary Airport Transfer Terms and Conditions:**

There will be a complimentary transfer available for those students attending the University Preparation programme that arrive at London Heathrow airport in a similar time frame. Details of this time frame will not be available until student flight details are known. Where students arrive outside this time frame, we will arrange a private taxi transfer and this will be approximately £260 GBP. As far as possible we will try to limit any extra transfer costs for students by sharing transport/costs but on occasions, this may be unavoidable. Students are also welcome to arrive/depart at other airports (Birmingham/Liverpool/Manchester) – please see approximate transfer costs on our website.

Students arriving at Heathrow Airport should make their way to Terminal 3 Arrivals Meeting Point where they will be met by a Concord representative. Concord representatives will have a Concord College sign, identification and a letter of authority. If your child does not see our sign immediately they should WAIT THERE and look carefully for the College representative. They MUST NOT go to another part of the airport. Your child will be accompanied to the College coach and on to Concord. The emergency telephone number should your child be worried is +44 (0)1694731631.

Private taxi transfers will be required if the student's arrival is outside the terms and conditions. We will pass the travel details to our preferred and trusted taxi supplier who will provide you with a quote. The following charges are approximate per journey each way and exclude additional charges such as excess waiting time and parking.

Airport	Distance (km)	Transfer time (Approximate)	Cost £GBP (based on 2016 taxi fares)
Birmingham	100	1 hour 25 minutes	£150
Liverpool	120	1 hours 40 minutes	£150
London Gatwick	320	3 hours 15 minutes	£280
London Heathrow	260	3 hours	£250
London Stansted	275	3 hours	£280
Manchester	137	1 hour 40 minutes	£150

Care should be taken to ensure that the weight of your child's luggage is well within the baggage allowance determined by the airline. Please remember to allow for any purchases your child might make whilst in the UK. Excess baggage charges, if applied on the return journey, can be very expensive.

Already in London - Please complete **Part B** of the travel form if you are already in London and wish to make use of the complimentary transfer subject to the terms and conditions below:

***Complimentary Transfer Terms and Conditions:**

There will be a complimentary transfer available for those students attending the University Preparation programme that depart from London Heathrow airport in a similar time frame. Details of this time frame will not be available until student flight details are known. Where students depart outside this time frame, we will arrange a private taxi transfer and this will be approximately £260 GBP. As far as possible we will try to limit any extra transfer costs for students by sharing transport/costs but on occasions, this may be unavoidable. Students are also welcome to arrive/depart at other airports (Birmingham/Liverpool/Manchester) – please see approximate transfer costs on our website.

Travelling Directly to College - Please complete **Part C** of the travel form

Students travelling independently to the College should advise us accordingly completing Part C of the travel form with an estimated time of arrival, preferable between 1000-1500

PLEASE RETURN THE COMPLETED TRAVEL FORM AS EARLY AS POSSIBLE TO THE [SUMMER SCHOOL OFFICE](#) AND NO LATER THAN THREE WEEKS PRIOR TO THE COURSE START DATE