## **How to book**

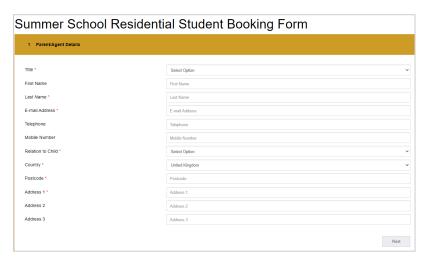
1. Visit the Whitgift Summer School website at <a href="https://www.whitgift.co.uk/short-courses-book">https://www.whitgift.co.uk/short-courses-book</a>. If you are on the homepage click on 'Book'.



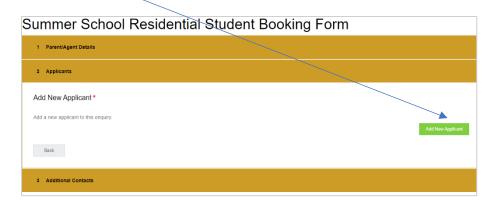
Select either the Residential or Non-Residential booking form.



- 3. Please note that there is no 'save progress' function on this form, and it should take approximately 10 minutes to complete per student. You are able to book multiple students on this one form.
- 4. Add the Parent/Agent details, then choose *Next*. All fields marked with a \* are to be completed in order to progress to the next part of the form.

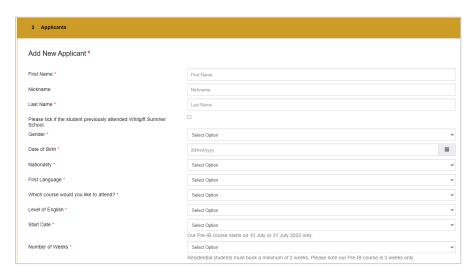


5. Click Add New Applicant to add in the student's details.



6. Add the student details, then choose Save. All fields marked with a \* are to be completed in order to progress to the next part of the form.

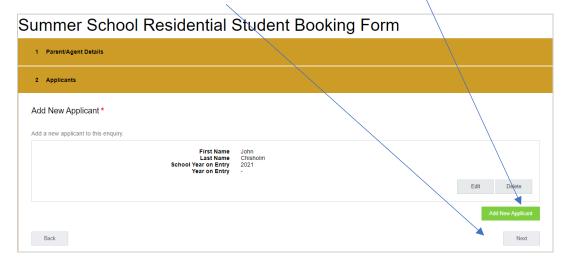
Please note that if the student is attending the **Pre-IB course**, please select a start date of either 10<sup>th</sup> July or 31<sup>st</sup> July 2022. The duration of the Pre-IB course is **three weeks** and is either residential or non-residential.



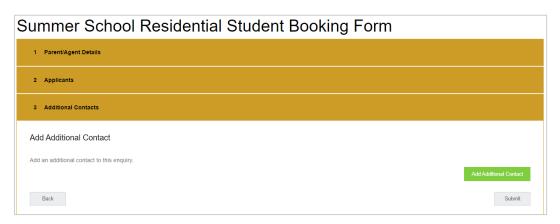
7. Please choose the activities the student will partake in for each week they are attending and check the dates carefully. Please note that the multi-activity course is included in the course fee. Fencing, golf or horse riding must be selected when booking, and are £100 a week. Once you have completed the form, please click Save.



8. You can choose to *Edit* or *Delete* the student(s) inputted, add another student (by clicking *Add New Applicant*) or click *Next* to move onto the final screen. \



9. On the final page you have the option to add any additional contacts (by clicking on *Add Additional Contact*). This may include the Agent details if the Parent's details were entered at the start, for example. Alternatively, you can choose *Submit* for your form to be sent to our team.



- 10. A member of the Whitgift Short Courses team will contact you within one working day to let you know if we still have places available.
- 11. Once we have confirmed your place, a non-refundable deposit of £500 is required to confirm your booking and enrolment on the course. All details will be sent to you directly.
- 12. Once we have received your deposit, we will send you a final form to complete regarding the Student's medical and travel information.