



GROUP BOOKING FORM – ASPIRE High School

Contact Information

INSTITUTION NAME: _____

ADDRESS: _____

Tel: _____

Contact (Name & Title): _____

Email: _____

Are the arrangements being handled by an agent? Yes No

If yes, please indicate the agency name and address: _____

Name of agency contact: _____

Email: _____ Tel: _____

Program Information

ASPIRE High School

Dates of program: _____ Length of program: _____ (weeks)

Group 1

Number of students: _____

Group 2

Number of students: _____

STUDENT ASSESSMENTS (CERTIFICATES)

Certificates to be sent to: _____

(Please provide an email address)

Certificates will be sent out via email within 7-10 business days after each program's end date.

Airport Transfers

Airport Pick-up Service is available only on Sunday immediately before the start date of the program. **If we do not receive the flight information at least 4 weeks before arrival, the Airport Pick-up Service will be cancelled.** The group airport Pick-up service requires that all students arrive on the same flight and pass through customs and be available for pick up between 9am to 6pm.

Airport Drop-off Service is available only on Sunday immediately after the end of the program. The latest drop-off meeting time is 12pm.

Arrival: Airline: _____ Flight #: _____ Arrival Date: _____ Arrival Time: _____

Departure: Airline: _____ Flight #: _____ Departure Date: _____ Departure Time: _____

Chaperone Requirement

One chaperone per group of 10 is required according to the UBC Conferences & Accommodation policies.

Please see further details [here](#).

The primary chaperone must be at least 25 years of age. Any additional chaperones must be at least 21 years of age.

Checklist:

- I agree that all students will have at least a basic understanding of English and be at least 15 years of age at the start of this program.
- I agree that it is my responsibility to inform students of visa requirements for participation in this program.
- I agree to inform students that the purchase of medical insurance from the ELI is mandatory.
- I agree to provide an orientation for students to introduce them to the UBC guidelines and policies.
- I agree to pay non-refundable booking fees within 2 weeks of receipt of the invoice.
- I understand that it is my responsibility to send Group Registration & Campus Stay Spreadsheet, Supervision of Minors, and Waiver Forms at least three months prior to the program start-date.
- It is my responsibility to arrange for payment upon receipt of the invoice for this program.

Signature:

Date:

**Please email the signed Group Booking Form to our office at eli.groups@ubc.ca.
Once your booking is pre-approved we'll send you an invoice for non-refundable booking fees.**