

2 April 2015

TO WHOM IT MAY CONCERN

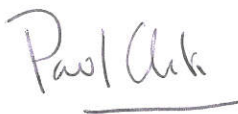
**Re: Group Student Contact Forms**

It is a requirement of our accrediting body, the British Council, that we obtain contact details of all group students and of their parents or guardians if they are under the age of 18.

This information will only be used in emergency, for example to contact the student if they are missing or to contact their parents if there is a medical problem and the group leaders are not available.

This information will not be passed on to any third parties or used for marketing purposes in any way.

Further information is available on request.



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Director