



**MCM London Comic Con**  
**Excel Centre, London**  
**Saturday 25 May**

**Travel arrangements and times:** Please keep this information for future reference.

- Travel by Mini Bus. Unless you make arrangements to the contrary, tickets will be issued on the Mini Bus.
- Depart from Canterbury College at 8am PROMPT
- Pick up at Car Park, Abbey School Faversham at 8:20am\*
- Pick up at Sittingbourne Station at 8:40am\*
- Arrive at venue at 9:30am\*
- Depart venue at 6pm\*
- Arrive at Sittingbourne Station at 7:30pm\*
- Arrive at Car Park, Abbey School Faversham at 7:50pm\*
- Arrive at Canterbury College at 8:10pm\* \* times are approximate

**Cost:** £12 (CC students only) £17 (guests and staff)

**Deposit:** £5 per place **Balance must be paid by:** Friday 10 May

**No. of guests allowed:** 1

**What's included:** Ticket & Transport

**Number of tickets:** 16 **Ticket type / location:** General Admission

**Pick up points:** 1. Canterbury College 2. Car Park, Abbey School Faversham  
3. Sittingbourne Station

**Organisers:** Student Activities staff, Students' Union Centre (DG11). Tel: 01227 811328 / 811202.  
In the case of emergency only: 07734 844262 / 07764 760599. This trip is subsidised by Canterbury College and Canterbury College Students' Union.

**How to book:** **Complete the booking form and consent form and take these to the Finance Cashier (main Reception foyer) with your student I.D card and payment.** You can pay by cash, credit card, debit card (Solo and Electron not accepted) and cheque (made payable to *Canterbury College*). You must pay the balance by Friday 10 May, otherwise it will be assumed that you are no longer taking part and you will lose your place.

**Smoking and the consumption of alcohol is strictly prohibited on College coaches and minibuses**

**Please ensure you read the Terms and Conditions sheet in this pack before you book**

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# Terms and Conditions for Trips and Activities

## Payment

You can pay by cash, cheque (payable to Canterbury College), credit card or debit card. Payments should be taken to the Finance Cashier (main Reception foyer). You may either pay in full or leave a deposit for each place you are booking. The balance must be paid by the specified date, otherwise it will be assumed that you are no longer going. Students at Sheppey College should take their booking form and payment to the Reception. Sheppey College students who live and study on the Isle of Sheppey are entitled to a further £5 subsidy off trips to assist them with transport costs, for trips under £10, a 50% discount is offered.

## Subsidising the Trips

Canterbury College Students' Union is a non-profit organisation. Guests and staff pay the actual cost of the trip. The price for Canterbury College students reflects the subsidy provided by the Students' Union. Only Canterbury College students are entitled to this subsidy.

## Refunds

It is your responsibility to ensure you are able to attend this activity. If you are unable to attend, you will not be given a refund unless a substitute person is found to take your place. We reserve the right to alter transport arrangements for trips and activities. The Students' Union and Canterbury College can not be held responsible for occurrences outside of their control. Any refunds will be limited to the cost of the trip.

## Guests

You are able to bring a guest on most activities. You are solely responsible for your guests and their behaviour. You may be subject to College disciplinary procedures as a result of bad behaviour by you or your guest.

## Code of conduct

You will be expected to behave appropriately at all times whilst travelling on college transport and whilst at the venue / taking part in the activity. For the safety of all passengers if you or your guest are considered unfit to travel due to drink or drugs you will not be allowed to travel on the coach/minibus and it will be your responsibility to arrange transport home or to the venue. You may be asked to find alternative means of transport if your behaviour is offensive to others or distracting to the driver. If any expense is incurred due to your behaviour this will be charged back to yourself.

**Smoking and the consumption of alcohol is not permitted on College minibuses or coaches.**

## Language

Language is one of the many ways that it is easy to discriminate and offend. Some of these ways are more obvious (for example, swearing or using aggressive language) and other ways are more subtle. Some words that are considered 'every day' can also cause offence or reinforce negative stereotypes. For example, using the phrase "it's so gay" to mean that something is bad reinforces negativity about the gay community. Similarly, it is important to avoid using words such as 'schizo' or 'insane' out of their proper context, as it disempowers people with mental health problems. It can be difficult at times, but it is better to think carefully about your language than to upset or offend others.

If your language or behaviour is deemed inappropriate by the steward, you may be asked to find alternative means of transport and face college disciplinary action.

## Ability to undertake the activity

At the time of the activity, all students must be registered and attending a course provided by Canterbury or Sheppey College. If a student withdraws from the college prior to the date of the activity, their place will be lost and the refund policy will be followed.

Students must be fully capable of undertaking this activity without support, as College staff will not be able to provide this care. Students that need extra support may bring a Carer as their guest. On each trip there is a designated staff member who can be contacted in the case of an emergency.

If you will be more than 36 weeks pregnant at the time of the activity taking place, you must inform the Student Activities staff immediately. This may affect your ability to take part in aspects of the activity, such as Ferry or Air travel, and therefore staff must be made aware of the situation.

### **Wheelchair users**

If you require the use of a wheelchair, or have special requirements please discuss your requirements with a member of staff from the Student Activities department prior to booking.

### **Pick-up / drop-off points**

There is usually a choice of pick-up / drop-off points. Please specify your preference when you book. If you are late, we reserve the right to leave without you. If you are late for the return journey, it is your responsibility to find alternative transport home. No compensation will be paid in this event.

**Please note:** college staff **will not** wait with students for other transport once they have been dropped off at a designated drop-off point.

### **Trips to Europe and within the UK**

Unless otherwise stated, travel and medical insurance **is not** included. For travel outside the UK you will be expected to have a passport and an EHIC card (application forms available from Post Offices). Your passport must be valid for **at least 6 months** when you travel.

### **Trips outside the E.U.**

Unless otherwise stated, travel and medical insurance **is** included. You should seek the advice of your doctor regarding any inoculations or medication you may require. Your passport must be valid for **at least 6 months** when you travel.

### **Travel**

The cost of the trip usually includes travel to and from the venue; this will normally be by means of minibus, coach or specialist transport (sea or air). You are welcome to make your own travel arrangements, however you assume responsibility for those arrangements. The College, Students' Union, staff or Executive members cannot be held responsible for accidents or injury how-so-ever caused should you choose to do so. Where travel is not provided (for example, for trips in Canterbury), it is your responsibility to make your own transport arrangements, again at your own risk.

You are not permitted to park at Canterbury College whilst on a trip or activity, unless it is at the weekend and you pay the charge. We do not guarantee any parking facilities at any time.

You must be prompt when meeting the transport on the journeys to and from the venue, otherwise we reserve the right to leave without you.

### **Making your own way?**

If you make your own travel arrangements, there will not be a reduction in the cost of the trip. Please make it clear at the time of booking that you are making your own arrangements. Subject to availability tickets can be collected from the Finance Cashier 48 hours prior to the trip departure. If collected more than 48 hours ahead of the trip the full guest price will be charged.



# Booking Form



**Complete and take to the Finance Cashier**

**Activity: MCM London Comic Con    Date: Saturday 25 May**

<b>NAME:</b>					<b>STUDENT NUMBER:</b>				
<b>HOME PHONE NUMBER:</b>									
<b>MOBILE NUMBER:</b>									
<b>EMAIL ADDRESS:</b>									
(PLEASE ENTER YOUR EMAIL ADDRESS IF YOU WISH TO BE KEPT INFORMED OF FORTHCOMING ACTIVITIES)									
<b>PICK UP POINT:</b>					<b>DROP OFF POINT:</b>				
<ul style="list-style-type: none"> <li>• Canterbury College</li> <li>• Car Park, Abbey School Faversham</li> <li>• Sittingbourne Station</li> <li>• Making Own Way</li> </ul>					<ul style="list-style-type: none"> <li>• Canterbury College</li> <li>• Car Park, Abbey School Faversham</li> <li>• Sittingbourne Station</li> <li>• Making Own Way</li> </ul>				
(PLEASE CIRCLE)					(PLEASE CIRCLE)				
<b>COURSE TUTOR:</b>									
<b>AGE:</b>			<b>DATE OF BIRTH:</b>			<b>MALE / FEMALE</b>			
						(PLEASE CIRCLE)			
<b>GUEST'S NAME:</b>									
<b>GUEST'S AGE:</b>			<b>GUEST'S DATE OF BIRTH:</b>			<b>MALE / FEMALE</b>			
						(PLEASE CIRCLE)			

Once completed, take your booking form and consent form (including your guest's consent form if you are bringing a guest) to the Finance Cashier (main Reception foyer) with your student I.D card and payment. You can pay by cash, credit card, debit card (Solo and Electron not accepted) and cheque (made payable to *Canterbury College*). You must pay the balance by Friday 10 May, otherwise it will be assumed that you are no longer taking part and you will lose your place.



To the Principal, Canterbury College

**PARENTAL/PERSONAL CONSENT FORM**  
Please Complete All Sections Prior To Payment

**A separate form is required for EACH student and, where appropriate, their GUEST(S). Extra forms are available from the Students' Union.**

I consent to my son / daughter / ward / myself\* ..... (Name) \*please circle taking part in a trip to MCM London Comic Con at / in Excel Centre, London. This trip is Partially Accompanied. The trip takes place on Saturday 25 May.

I confirm that I / my son / daughter / ward is fully capable of undertaking this activity. If not, I / my son / daughter / ward shall be accompanied by a Carer who will take full responsibility for this person.

I confirm that I / my son / daughter / ward have read and fully understand the terms and conditions.

Should the necessity arise, I agree to the person in charge of the party giving consent on my behalf for an anaesthetic to be administered or for any other urgent medical treatment to be given.

Name\* .....

Signed\* ..... Dated.....

\*Parent/Guardian / Student (If over 18 years of age)

Name of next of kin (**NOT** the Student / Staff / Guest on trip): .....

Telephone number: .....

The student / guest named above:

- a) has the following medical conditions .....
- b) has to take the following medication .....
- c) has the following dietary requirements .....
- d) is allergic to .....

**NOTE: This form must be fully completed and retained by the finance office with deposit**

**Accompanied means:** The students are accompanied throughout the trip.  
**Partially Accompanied means:** the group is transported to the destination, usually by means of minibus or coach, and then allowed the freedom to undertake their own itinerary. The group will then rejoin the minibus/coach for the return journey home.  
**Unaccompanied means:** The group is not accompanied by a member of the college staff at any time.

In the case of an overseas trip a second copy typed in the language of any foreign country to be visited must be completed and attached to this copy. If appropriate this form must be accompanied by an EHIC card.

Any person under the age of 16 must be accompanied by a responsible person at all times

The above information will be treated in strictest confidence.

I hereby agree to indemnify Canterbury College Students' Union, its employees and agents against all liability for injury, loss to person including death and damage to property, legal expenses and direct consequential attributed to such injury, loss or damage due to acts or default by me unless the illness, injury or death was due to the negligence of the Students' Union, its employees or agents.

I understand that photographs will be taken on this trip and may be used for future promotional purposes and that if I have any objections to this then I must contact the Students' Union in writing at Canterbury College Students' Union, New Dover Road, Canterbury, CT1 3AJ.



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