



## Terms and Conditions

- Students should arrive on Sunday and leave on Saturday wherever possible.
- Fees must be paid at least four weeks before your course begins. If you book less than four weeks before you start, you must send the full payment immediately to secure your place.
- Fees include tuition, assessment test, use of school facilities including free email and internet access. The Junior Summer Programme fees also include the social and cultural activity programme.
- Fees do not include examination fees, course books, insurance or activities programme (except on the Junior Summer Programme). The activity programme costs approx.£28 per week.
- All students must pay a course deposit of £250 which includes the £50 registration fee. CAS applicants need to pay an additional £10.
- The school will close for two weeks for Christmas and New Year holidays. There is no reduction in fees for courses which include public holidays.
- If you cancel your course, your deposit including registration fee is non-refundable in any event.
- If you send us written cancellation at least four weeks before the start of your course, we will refund the course fees minus the course deposit. If you cancel less than four weeks before the start of your course, we will refund 50% of your course fees, minus the course deposit.
- Refunds cannot be made for late arrival, early departure or absence during a course.
- Courses are subject to availability.
- All Tier 4 students are required to transfer all course and accommodation fees prior to arrival. Visa students must comply with UK visa regulations. Where students fail to attend 10 consecutive sessions they will be reported to the UK Border Agency and there will be no refunds for students who fail to comply with visa regulations.
- All students are required to give contact details for a close relative including a phone number.
- Any unauthorized absences to lessons will count towards your attendance record. Students with less than 80% attendance will not receive an end of course certificate.
- Students must comply with school rules regarding accommodation, attendance on social activities and conduct within the school. Where students persistently break the rules or commit an act of gross misconduct, the school reserves the right to ask the student to leave.
- If you want to take a holiday during your course, you must tell us at least two weeks beforehand and this period will be added to your course.
- Where availability of residences is limited, students may be required to pay fees in advance in order to secure the booking.
- All residences require two weeks' notice for cancellation or change. All accommodation changes for reasons other than those stated on the application form will be charged at £40
- You must give at least one weeks' notice before changing or cancelling homestay accommodation.
- We advise you to take out full insurance before you travel. This is particularly important for non-EU students.