

# Transfer Policy 2023

# BEDE'S SUMMER SCHOOL

This Transfer Policy should be read in conjunction with section 6 of Bede's Terms & Conditions of Enrolment 2023. In cases of any discrepancy, the Terms & Conditions of Enrolment 2023 will prevail.

Bede's Summer School provides a return transfer included in the weekly package price to all students who:

- Have enrolled as a residential student;
- Have paid all fees in full;
- Have organised their transport to arrive and depart on the correct days;
- Have sent full arrival/departure details as required by Bede's in advance;
- Have used the following airports/international train stations which are included in the course fees:

Airport
Gatwick Airport
Heathrow Airport
St Pancras International
Ashford International Train Station*
Ebbsfleet International Train Station*

*\*In the event that Ashford & Ebbsfleet do not reopen as Eurostar stations in 2023, St Pancras International will be offered as an inclusive Transfer Terminal.*

Bede's Summer School recognises that sometimes, it will be necessary for students to arrive/depart on a different day or use a different pick-up or drop-off location. In this case, parents/agents must check with Bede's before booking. The following charges will apply:

Scenario	Cost
Hotel or other pick-up / drop-off location	Ask for a quote
Transfer on an irregular date	£125
Transfer requested or changed within 7 days of arrival	£125
Eastbourne Day Students / Parents	Private transfer for up to 4 people: Ask for a quote
Parents of Residential Students	£60 per parent per transfer

## Arrival / Pick-Up

The following procedure will be followed for arrival:

- 1) A member of staff / airport co-ordinator (wearing a black Bede's top) will meet the student at the arrivals point in the arrivals hall.
- 2) If a student is using the UM Service, the Bede's staff who has been named in advance will meet them.
- 3) Transfers are often organised in groups and this means that some students will be required to wait for other students arriving on different flights. Bede's will try to keep waiting time to a maximum of 1 hour but unexpected and unavoidable delays and complications do sometimes occur.

## Departure / Drop-Off

- 1) Students will leave their centre in order to arrive at the airport/train station at the following times:

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Destination	Arrival time before scheduled departure
Gatwick & Heathrow Airports	2.5 hours
St Pancras International	1.5 hours
Ashford International & Ebbsfleet Train Stations*	1.5 hours

- 2) Students will be assisted during check-in and guided towards Security before proceeding independently.
- 3) If a student is using the UM Service, they will be taken to the relevant check-in desk for hand-over.
- 4) A Bede's Staff member will wait at the airport until the flight has departed in case of any last-minute delay or cancellation.

## Delays

If a flight / train is delayed on arrival or departure, Bede's Summer School will adjust its transfer schedules accordingly.

Only in exceptional circumstances, such as if a flight/train is delayed by a whole day, would Bede's make a charge to the Parents.

## Cancellations

Should a flight / train be cancelled and the student is required to stay at / return to the centre for an extra night, the following nightly charges will become payable by the Parent:

Item	Fee
Extra night (all locations)	£195
Extra Weekend Night, Extra Full-Day Excursion & Irregular Transfer	£295
Irregular Transfer	£125

Bede's will not charge any irregular transfer fee to take the student back to the airport/train station in this case.



Signed: Ryan Edwards

Date: 1 September 2022

Position: Director of Summer School

Review Date: 1 September 2023