

SUMMARY TERMS 2020

These Summary Terms 2020 are intended to be used as a guide only and read in conjunction with the Terms & Conditions of Enrolment 2020, which can be found on the Summer School's website.

All Parents must read and agree to the full Terms & Conditions of Enrolment 2020 as these apply to all bookings.

In the event of any discrepancy, the full Terms & Conditions of Enrolment 2020 prevail.



BOOKING A COURSE

1. A booking must be made using the Summer School's Registration Form or Online Booking Form. A deposit payment of £600 is required to make a booking. [See clauses 2.1 & 2.2 of the Terms & Conditions of Enrolment 2020]
2. If you have booked through a local Agent, their Terms & Conditions may apply to you, however, all enrolments are subject to the School's Terms & Conditions of Enrolment 2020. [See clause 2.1 of the Terms & Conditions of Enrolment 2020]
3. The School has the right to make changes to the programme without prior notice if such changes are reasonable and necessary to the effective delivery of the programme. [See clause 2.5 of the Terms & Conditions of Enrolment 2020]
4. The School has the right to cancel a course in the event of a low number of participants. The Parent will receive a full refund of fees. [See clause 2.13.1 of the Terms & Conditions of Enrolment 2020]
5. The School has the right to cancel a course or programme in the case of a Force Majeure event (including but not limited to war, disease outbreak, natural disaster or terrorist attack). The Parent will receive a full refund of fees paid. [See clause 2.12 of the Terms & Conditions of Enrolment 2020]



PAYMENTS

6. The final balance must be received 56 days before arrival. For bookings made within 56 days of arrival, full payment is required at the time of booking. [See clause 3.1 of the Terms & Conditions of Enrolment 2020]
7. If full payment is not received by the Invoice Due Date, the School has the right to charge the Parent interest on the overdue amount at the rate of 3% a year above the base lending rate of Barclays Bank. [See clause 3.1.1 of the Terms & Conditions of Enrolment 2020]
8. Additional expenses incurred during the Student's stay such as doctor's fees will be automatically deducted from their pocket money account. If there are insufficient funds, the parent agrees to pay by credit card. [See clause 3.3 of the Terms & Conditions of Enrolment 2020]



EARLY CANCELLATION, CANCELLATION & REFUNDS

9. If a Parent books without having met a School representative in person, they are entitled to cancel the course free of charge within 14 days of receiving our confirmation letter (Early Cancellation). [See clause 4.3.1 of the Terms & Conditions of Enrolment 2020]
10. A full refund will be offered to the Parent if notice of cancellation is received 61 days or more prior to the course start date (Cancellation). [See clause 4.2.1 of the Terms & Conditions of Enrolment 2020]
11. A partial refund will be offered to the Parent if notice of cancellation is received between 8 and 60 days prior to the course start date. [See clause 4.2 of the Terms & Conditions of Enrolment 2020]
12. No refund will be offered to the Parent if notice of cancellation is received 0 to 7 days prior to the course start date or after the course has started. [See clause 4.2 of the Terms & Conditions of Enrolment 2020]
13. No refund will be offered if a Student leaves the course early, except in exceptional circumstances and at the discretion of the Principal. A £100 irregular transfer fee will be payable if departure is on a non-transfer day. [See clause 4.1 of the Terms & Conditions of Enrolment 2020]
14. Exam fees are refundable if cancelled 61 days or more prior to the course start date. [See clause 2.15.5 of the Terms & Conditions of Enrolment 2020]
15. Once an academy has been booked and the academy fees have been paid in full, no changes or refunds are available. [See clause 2.3.3 of the Terms & Conditions of Enrolment 2020]



VISAS

16. Where a Student requires a visa to study in the UK, the School will supply a Visa Invitation Letter. It is the responsibility of the Parent to apply for this visa. [See clause 9.1 of the Terms & Conditions of Enrolment 2020]
17. If a visa is refused, the School will refund the Parent all fees paid, less a £250 administration fee and any courier charges incurred. [See clause 9.2 of the Terms & Conditions of Enrolment 2020]
18. If a visa has not arrived in time, the School will postpone the course start date subject to availability. [See clause 9.3 of the Terms & Conditions of Enrolment 2020]
19. If the Parent decides to cancel the course due to the delay of the issuing of the visa, the School will refund all fees paid, less one week's course fees and any courier charges. [See clause 9.4 of the Terms & Conditions of Enrolment 2020]
20. If study is the main purpose of the Student's trip to the UK, a study visa (C-Short Term Student or C-Short Term Student Child) must be obtained. [See clause 9.5 of the Terms & Conditions of Enrolment 2020]
21. If a Student obtains the incorrect visa, he/she will not be admitted onto the programme. No refund will be offered except in exceptional circumstances and at the discretion of the Principal. [See clause 9.6 of the Terms & Conditions of Enrolment 2020]



AIRPORT TRANSFERS

22. The Parent must complete the Transfer Service Form 28 days prior to arrival. [See clause 6.1 of the Terms & Conditions of Enrolment 2020]
23. Should a transfer be changed or requested within 7 days of arrival or departure, a £100 charge will be payable. [See clause 6.1.9 of the Terms & Conditions of Enrolment 2020]
24. If a departure flight is delayed or cancelled and a Student needs to return to the centre, a fee per night will be paid. A free return transfer to the station/airport will be offered. [See clause 6.1.10 of the Terms & Conditions of Enrolment 2020]

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ARRIVAL

25. All Students under 18 must hand over their passports, pocket money and travel tickets on arrival. [See clause 2.9.1 of the Terms & Conditions of Enrolment 2020]
26. All medication must be handed in on arrival; it will be administered by the School Nurse, Welfare Manager or appointed staff member on a daily basis. [See clause 5.2 of the Terms & Conditions of Enrolment 2020]
27. All English for the Future (Brighton) Students will pay a bedroom deposit of £80 in cash on arrival. This will be returned to the Student in full on departure if there is no damage in the bedroom. [See clauses 2.10.1 & 2.10.2 of the Terms & Conditions of Enrolment 2020]



PERSONAL POSSESSIONS

28. The School does not accept responsibility for any lost, stolen or damaged personal possessions brought by the student. [See clause 2.9.5 of the Terms & Conditions of Enrolment 2020]



HEALTH AND WELFARE

29. Travel Insurance is included in the fees and provided by Gibbs Denley Insurance Services. [See clause 4.4 of the Terms & Conditions of Enrolment 2020]
30. The Parent authorises the School to consent to emergency medical treatment on their behalf. [See clause 5.4 of the Terms & Conditions of Enrolment 2020]
31. The School shall only accept responsibility for medicines which are licensed in the UK, prescribed by a Doctor and which are accompanied by an English translation. [See clause 5.2 of the Terms & Conditions of Enrolment 2020]



CONDUCT & SCHOOL RULES

32. The Parent agrees that the Student will follow the School rules. [See clauses 8.1 & 8.2 of the Terms & Conditions of Enrolment 2020]
33. School staff have the right to search Students' bedrooms and bags to look for stolen property or if the Student is suspected of possessing prohibited or illegal items. [See clause 2.11 of the Terms & Conditions of Enrolment 2020]
34. Students may be excluded in cases of persistent misbehaviour, a serious incident or breaking the UK law. A copy of our Behaviour Policy is available upon request. [See clause 8.1.1 of the Terms & Conditions of Enrolment 2020]
35. Should a Student be excluded, no refund of fees shall be paid and any alternative accommodation or transport arrangements required as a result of the exclusion, including costs, shall be the responsibility of the Parent. [See clause 8.3 of the Terms & Conditions of Enrolment 2020]
36. All centres are non-smoking apart from University of Sussex where Students aged 16 and over are permitted to smoke in authorised outside areas. [See clause 8.2.1 of the Terms & Conditions of Enrolment 2020]
37. Possessing and drinking alcohol is strictly prohibited, except Students aged 18 and over at the University of Sussex. [See clause 8.2.1 of the Terms & Conditions of Enrolment 2020]



DAMAGE

38. The full cost of repairing any damage to School property or equipment or to the personal property of another Student will be charged to the Parent. [See clause 2.10 of the Terms & Conditions of Enrolment 2020]



DEALING WITH PROBLEMS

39. If a Parent or Student has a problem, they must inform the School immediately so that it can address the issue and rectify the situation. [See clause 10.1.1 of the Terms & Conditions of Enrolment 2020]
40. If a Parent wishes to make a complaint, they should request a copy of the School's Complaints Procedure. [See clause 10.1.4 of the Terms & Conditions of Enrolment 2020]



DATA PROTECTION

41. The School holds information about the Parent and Student including contact details, financial information, medical information and exam results. This information can be kept in hard copy and/or electronically [See clause 11.1 of the Terms & Conditions of Enrolment 2020]
42. The School may process photographic and video images of the Student for School publications, on the School website or on the School's social media channels in accordance with the School's policy [See clause 11.4 of the Terms & Conditions of Enrolment 2020]
43. The School may share information with certain third parties for example agents/travel agencies, transport providers and sports coaches. [See clause 11.5 of the Terms & Conditions of Enrolment 2020]
44. Further information can be found in the Privacy Notice on the School website [See clause 11.6 of the Terms & Conditions of Enrolment 2020]
45. If you have any questions on how the School uses data or would like to make a Data Subject Access Request, please contact datacompliance@bedes.org