

General Information, Terms and Conditions

Your First Day

- This is always a Sunday so you can start lessons on Monday (or Tuesday, if Monday is a public holiday). When you enrol you will be given a specific time when you should come to the school to register, have your interview with a Course Director, collect your timetable, course books, Social Club Membership card and book any trips you want from our *Social Club Excursion Programme*.
- You should go to your family before coming to school so you can meet them and leave your luggage.

Public Holidays

- The school will be closed on the following weekdays which are public holidays in Britain

02/01/12 06/04/12 09/04/12 07/05/12 04/06/12 05/06/12 27/08/12 25/12/12 26/12/12

The school is closed for lessons from 21/12/12 – 06/01/13

Terms and conditions

- We accept students aged 16 and older all year round. Younger students are accepted for Summer Vacation courses – please see separate brochure.
- We will do our best to provide you with the course you have booked but in the unlikely event of our being unable to do this we will offer you a full refund.
- The school reserves the right to refuse an enrolment, or in the event of unsatisfactory attendance, work or conduct, to dismiss a student from the course, in which case no fees are refundable.
- If you think you would like to take a holiday during your course you must tell us at the time you enrol. If you decide to take an unscheduled break in the middle of your course you will not receive a refund of fees for cancelled lessons or accommodation.

Cancellations

- If you cancel your course because your visa application was refused we will refund 100% of fees paid on receipt of the original written visa refusal.
- If you cancel your course or accommodation *up to 21 days* before the start date, we will refund the total fees paid minus the enrolment fee. If you cancel your course *less than 21 days* before the start date, the full value of all fees paid, minus the enrolment fee, will be transferred to another course of your choice at a later date.
- If you wish to cancel all or part of your course or accommodation after your arrival 4 weeks' notice must be given. The balance of the accommodation fees will be refunded in full and the balance of the tuition fees will be transferred to another course at a later date. If less than the required notice period is given, 4 weeks' tuition and accommodation fees will still be deducted from the remaining balance.

Insurance

It is now a legal requirement to take out an insurance policy to cover you against travel and medical problems and cancellation or termination of your course. The school offers an insurance policy designed for students of English UK schools at £5 per week for 2 – 12 weeks. For longer stays, cheaper conditions apply. Please ask for our information leaflet *Travel Insurance for Students Visiting the UK*.