

Concord Terms and Conditions

1. The College **must to be notified in writing** of any **medical condition** that may affect a student's welfare whilst attending our courses; for example, participation in sporting activities, special dietary requirements, administering of medicines and previous medical/hospital treatment.
2. The College should be informed of any serious learning disabilities that a student might have.
3. A variety of supervised activities/excursions take place during a course, not all of which are specified in our brochure; for example, ice-skating, rock-climbing and canoeing. Unless particular requests are made to the College in writing, the College will not dissuade or prevent any student from participating fully in such excursions or activities.
4. Certain optional off-campus excursions and activities may involve entrance charges, which have to be paid for by the students out of their pocket money. In previous years examples have included entrance charges to an ice rink, ten-pin bowling alley, cinema, laser quest, theatre etc.
5. If the College is required to transport a student from/to Heathrow Airport outside the **dates or times stated** in the application form it can do so, but at an additional taxi-fare charge of £200 (approximately) per journey. If the College is requested to transport a student from/to the following airports it can do so, at the following additional taxi-fares (excluding any additional charges ie. waiting time) per journey.

Birmingham	£ 110.00
Manchester	£ 110.00
Gatwick/Stanstead	£ 250.00
6. If any student behaves in a manner which puts himself/herself at risk, or contravenes British law, or behaves in a manner which, in the view of the College, seriously undermines the smooth running of a course, the College reserves the right to withdraw that student from the course, and to pass on to the parent/guardian/agent all costs associated with that withdrawal. No refund of fees will be made in these circumstances.
7. A scale of cancellation charges will apply to bookings cancelled within two months of the course start date. For details please refer to "Frequent Questions" on our website.

We also strongly recommend that you take out full insurance in case you have to cancel your course. This will in most cases include cover against loss of deposit.
8. The College's English Summer Courses (but not its Science Summer Courses) are inspected and accredited by the British Council.
9. The College reserves the right to cancel a particular course or option without stating its reasons for doing so.

10. The College's decision regarding students' accommodation will be final. Any special accommodation requests **must be made with the application** but the College cannot guarantee to be able to accommodate such requests. Room changes are **very difficult** once the course has begun.

11. Parents or guardians ***must give permission in writing*** if a student is to be allowed to spend time **without being accompanied by staff** on any excursions.

12. Any deliberate damage to College property will be charged to the student or parent/guardian. Vandalism will not be tolerated and may lead to expulsion.

13. Concord is a **non-smoking** College. **Alcohol and illegal substances** are also **strictly forbidden**. Anyone discovered with illegal drugs will be **expelled** immediately.