

# Etherton Education Limited

## English for Education: Academic Summer Courses

### Terms and Conditions 2012

#### Enrolment Procedure

- The Application Form should be sent to Etherton Education Ltd or appointed agents.
- The 10% fee deposit should be sent to Etherton Education Ltd. Please see the Application Procedure document enclosed for bank details. Please note that the 10% deposit includes a non-refundable Registration Fee of GBP100.
- On receipt of the completed Application Form, and the 10% deposit, Etherton Education Ltd will send parents a receipt, and an invoice for the balance of the fees.
- We will send parents or agents Pre-Departure Notes and Airport Meeting Arrangements. We will also send you a Travel Arrangements Form and Guardian Details Form to be completed and returned to us.
- Parents should pay the balance of the fees before 01 June 2012 for the eight and nine week Pre-A-Level and Pre-GCSE courses, and by 01 July 2012 for the four week Pre-GCSE course, otherwise the offer may lapse, and Etherton Education may offer the place to another student.
- For enrolments within 30 days of the start of the course, full payment must be made immediately.
- After Etherton Education Ltd receives the full fee, the enrolment is valid.

#### Fees

- Etherton Education Ltd is not responsible for bank charges. In all cases Etherton Education Ltd expects to receive the full amount due in British pounds.
- Cheques or bank drafts for fee payments should be made payable to Etherton Education Ltd and must be in GB pounds sterling, drawn on a London bank. For bank transfers, the student's name should be put on the Payment Message so that we can identify which student the fees are for.

#### Passports and Visas

- It is the student's responsibility to have a valid passport and visa (if required). Students who need a visa to study in the UK should ensure that they apply in good time and follow all the regulations carefully. If the student needs to apply for a visa, Etherton Education will also provide appropriate visa support documents, if necessary. Please contact us directly for specific information.

#### Cancellations and refunds

- Fees, less the £100.00 Registration Fee, will be returned in full for cancellations received in writing by Etherton Education Ltd at least 30 days before the course begins. We regret that no refunds can be made within 30 days of the start date of the course, nor after the course begins.
- No refund will be made for a student who arrives late or leaves the course early unless this has been clearly agreed in writing at least 30 days before the start of the course.
- If you have to cancel your enrolment because of an unsuccessful visa application, we will return fees already paid, less the £100.00 Registration Fee, if we have written evidence of the visa refusal.
- Etherton Education Ltd has the right to cancel any course. Any fees which have been paid will be refunded in full, less the £100.00 Registration Fee.

#### Liability

- Etherton Education Ltd does not insure the student against illness, accident, theft or loss of personal possessions. Fees cannot be refunded if a student has to be absent from the course for illness, late arrival, early departure or any other reason.
- **Students are strongly advised to arrange their own insurance against cancellation, late arrival, early departure, loss of personal possessions and money and against personal accident, however caused.**
- Under the Family Law Reform Act 1969, which became law in July 1969, a person who has attained the age of sixteen may give legal consent to any surgical medical or dental treatment.
- If a student requires special or urgent medical treatment every reasonable effort will be made to obtain the prior consent of the student, and to inform the parents/guardian. Should this be impossible in the time available the Director or any other residential staff acting in loco parentis is authorized to give valid consent to such treatment (including anaesthetic or operation) as may be recommended by qualified medical staff attending.
- Etherton Education Ltd will not be liable for any failure to provide any services if it is caused directly by

industrial action, wars, acts of terrorism, natural disasters, disease or disruption of air travel and shall be exempt from all liabilities in respect of any detention, delay, loss, damage, sickness, or injury by whomsoever caused, and whatever kind occurring on or to the participants at any time during the period of the entire course.

#### **Personal Possessions**

- Students will be offered the chance to hand in their passports, air tickets, pocket money and valuable personal possessions to our staff for safe-keeping after they arrive. Although every possible care will be taken, no responsibility will be taken for loss or theft of such items.

#### **Promotional Materials**

- Etherton Education Ltd may wish to use photographs or video or digital images of students on the course for future promotional purposes. If parents do not wish to permit this for their children they should write to tell us before the start of the course. The full names of students will not be given, to protect students' identity.

#### **Course Rules**

*Etherton Education Ltd reserves the right to refuse or remove any student from the course who is disruptive through unacceptable behaviour or who breaks the Course Rules. Fees paid will not be refunded.*

- 1 All students will be subject to the Course Rules. In particular, they will be expected to attend all meals, tuition, sports lessons and arranged activities and excursions.
  - 2 Students will be responsible for keeping their own rooms tidy.
  - 3 All damages to property, equipment and rooms will be charged to the students.
  - 4 Consumption of alcohol by students is not permitted.
  - 5 Drug-taking or suspicion of drug-taking of any kind may result in immediate dismissal.
  - 6 Smoking is not permitted in school premises at any time.
  - 7 Girls and boys may only mix in the recreation areas of the Houses and may not enter each other's bedrooms or other designated areas.
  - 8 Students will be required to be in their rooms and to maintain silence/ be quiet at certain times prescribed.
  - 9 Bullying will not be tolerated and may, at the discretion of the Course Director, result in dismissal from the course.
  - 10 Students will be expected to show courtesy to all course staff and domestic staff and to behave in a civilized and respectful manner off and on campus.
  - 11 Students will not be permitted to play computer and video games during this course, except with the permission of the Director and at certain specified times.
- Students breaking any of the rules of the course may be dismissed within 24 hours at their own expense and without refund.*

Parents hereby accept that these terms and conditions may be revised from time to time at Etherton Education's entire discretion. All dealings with Etherton Education Ltd, including the offer and acceptance of places and the continuing presence of a student on an Etherton Education course, will be on the terms and conditions as from time to time apply.

This contract is made with Etherton Education Ltd and is governed exclusively by English law.

**2 November 2011**

#### **Etherton Education Ltd**

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