

# Etherton Education Limited

## English for Education: Academic Pre-Sessional and Summer Courses

### Terms and Conditions

#### Enrolment Procedure

- The completed Application Form and passport copy should be sent to Etherton Education Ltd., or through appointed agents.
- The £500.00 deposit should be sent to Etherton Education Ltd. Please see the Application Procedure document enclosed for payment details.
- Once the completed Application Form and the £500.00 deposit have been received, Etherton Education Ltd will (subject to places being available) send parents or agents a receipt/invoice for the balance of the fees.
- Etherton Education Ltd. will send parents or agents Pre-Departure Information and confirmation of Airport Meeting Arrangements. We will also send a Travel Arrangements Form and a Guardian Form to be completed and returned to us by the date stated on the forms.
- Parents must pay the balance of the fees before 01 June 2017 otherwise Etherton Education Ltd. may withdraw the offer of a place.
- For applications received after 01 June 2017, full payment must be made immediately.
- The enrolment is not valid until Etherton Education Ltd. receives the full course fee.

#### Fees

- Payment of deposits and course fees should be made through our partner, Flywire, enabling you to make your payment in your own currency by bank transfer, credit or debit card. Flywire provides a 'Best Rate Guarantee' and eliminates intermediary banking fees. Please go to [www.ethertoneducation.flywire.com](http://www.ethertoneducation.flywire.com) to make a payment.
- 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.
- Etherton Education Ltd is not responsible for any bank charges incurred. In all cases Etherton Education Ltd expects to receive the full amount due in British pounds (GBP).

#### 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**. Etherton Education will provide a letter in support of the visa application upon request. Courier delivery of documents, if required, will incur a charge of £65.00 per shipment.

#### Cancellations and Refunds

- We will return all fees except for an Administration Fee of £200.00 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 for any reason whatsoever.
- No refund will be made for a student who arrives late or leaves the course early unless this has been agreed in writing by Etherton Education Ltd. at least 30 days before the start of the course.
- If you have submitted a properly completed visa application, including all of the detail and genuine documents required by the authorities and the application is unsuccessful, we will return all fees already paid less an Administration Fee of £200.00 if you send us a copy of the official visa refusal letter.
- Etherton Education Ltd. reserves the right to cancel any course without notice. Any fees which have been paid will be refunded.

#### Liability

- Fees will not be refunded if a student has to be absent from the course through illness, late arrival, early departure or for any other reason.
- Etherton Education Ltd. provides limited insurance against accident, illness, theft or loss of personal possessions, the cost of which is included in the course fee. Details of the insurance can be found by following the links on the "What is included in our fees?" page on our website at [www.ethertoneducation.com](http://www.ethertoneducation.com)
- **Students are strongly advised to arrange their own personal insurance to meet their individual needs, for example, against cancellation, late arrival, early departure, loss of personal possessions, loss of money, illness and against accident, howsoever caused.**
- Under the Family Law Reform Act 1969, which became law in the UK 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/agent. Should this be impossible in the time available, the Course Director, or any other staff acting in loco parentis, are authorised to give valid consent to such treatment (including anaesthetic or operation) as may be recommended by medical staff in attendance.

- Etherton Education Ltd. will not be liable for any failure to provide any service if it is caused directly or indirectly by industrial action, wars, acts of terrorism, riots, natural disasters, disease or disruption to travel. In addition, Etherton Education Ltd. 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 entire course.

#### **Personal Possessions**

- Students will be given the opportunity 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 accepted for loss or theft of such items.
- Etherton Education Ltd. accepts no responsibility for any money or belongings left in an unlocked location or unattended by the student. All items of clothing and personal possessions must be clearly labelled with the student's name.
- Etherton Education Ltd. reserves the right, with due cause, to search and/or to confiscate the student's belongings in the presence of the student.

#### **Promotional Materials**

- Etherton Education Ltd. may wish to use photographs, 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 in promotional media to protect their identity.

#### **Course Rules**

*Etherton Education Ltd. reserves the right to refuse or dismiss 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 is not permitted and may result in immediate dismissal.
- 6) Smoking is not permitted at any time.
- 7) Girls and boys may not enter the boarding houses of the opposite sex. No student may enter another student's room without permission.
- 8) Students are required to be in their rooms and to be quiet at certain times prescribed, or as directed by staff.
- 9) Bullying will not be tolerated and may result in immediate dismissal.
- 10) Students will be expected to show courtesy to all course staff and domestic staff and to behave in a civilized and respectful manner on and off 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.
- 12) Students must not make or receive phone calls, emails or text messages during lesson times or during meals, except in emergencies. Students who break this rule may have their communication devices confiscated by members of staff.

***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 the entire discretion of Etherton Education Ltd. All dealings with Etherton Education Ltd., including the offer and acceptance of places and the continuing presence of a student on an Etherton Education Ltd. 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.

**03 October 2016**

#### **Etherton Education Ltd**

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