

ETHERTON EDUCATION Ltd. TERMS AND CONDITIONS 2019

English for Education: Academic Pre-Sessional and Summer Courses

Enrolment Procedure

- A completed Application Pack (Application Form and Health Questionnaire) and a colour copy of the student's passport should be sent to Etherton Education Ltd., or through appointed agents.
- Once the completed Application Pack and passport copy have been received and considered, Etherton Education Ltd. will (subject to the availability of a place and the application being provisionally accepted) issue an invoice for a deposit of £500.00 for payment within 14 days to confirm the booking. The balance of the course fee must be paid by 01 June 2019 otherwise Etherton Education Ltd. may withdraw the offer of a place.
- For Application Packs received after 01 June 2019, full payment must be made immediately.
- Etherton Education Ltd. will send a Travel Arrangements Form and an Emergency Contact and UK Guardian Form to be completed and returned by the date stated on the forms. We will also issue Pre-Departure Information and confirmation of Airport Meeting Arrangements near to the start date of the course.
- The enrolment is not valid until Etherton Education Ltd. receives the full course fee in GB Pounds Sterling.

Fees

- **International payment of deposits and course fees** should be made where possible through our partner, Flywire. Please go to www.ethertoneducation.flywire.com to make a payment. **For payments made in the UK, or from overseas in GB Pounds Sterling**, please refer to our office for advice.
- Cheques or bank drafts should be made payable to Etherton Education Ltd. 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. Please avoid cash payments to our account. We are charged 1.5% for incoming cash payments, so we would need to ask you to pay this.
- Etherton Education Ltd. will issue a receipt for payments received.

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 Ltd. will, once the deposit has been paid, provide a letter in support of a visa application. Courier delivery of documents, if required, will incur a charge of £75.00 per shipment payable before dispatch.

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 documents required by the authorities and the application is unsuccessful, we will return any course 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.
- Where commission has been paid to an agent, any refund made will be reduced by the amount of the commission.

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 on our website at www.ethertoneducation.com
- **Students are advised to arrange their own personal insurance to meet their individual needs, for example, against cancellation, late arrival, early departure, loss/damage to personal possessions, loss of money, illness or 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 consent to such treatment as may be recommended by medical staff in attendance.

- Etherton Education Ltd. will not be liable for any failure to provide any service if caused directly or indirectly by industrial action, war, 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 have 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.
- Students use the laundry service provided at their own risk. No liability is accepted for any lost or damaged items of laundry.
- 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.
- Any lost property left at the school will be donated to charity or disposed of 8 weeks after the end of the course unless claimed. Etherton Education Ltd. will not accept liability for any such items nor the costs involved in returning lost property to owners.

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.

- All students will be subject to the Course Rules.
- Students are expected to attend all meals, tuition, sports lessons and arranged activities and excursions.
- Students will be responsible for their own belongings and keeping their own rooms tidy.
- All damages to property, equipment and rooms will be charged to the students.
- Consumption of alcohol or smoking by students is not permitted and may result in dismissal from the course without refund.
- Suspicion of, or actual drug-taking may result in immediate dismissal from the course without refund.
- Girls and boys may not enter the boarding accommodation of the opposite sex. No student may enter another student's room without permission.
- Students are required to be in their rooms and to be quiet at certain times prescribed, or as directed by staff.
- Bullying will not be tolerated and may result in immediate dismissal from the course without refund.
- Students will be expected to show courtesy to all staff and to behave in a civilized and respectful manner at all times.
- 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 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 will be introduced to our rules for house procedures, laboratory safety, acceptable IT and social media use and safety on trips and activities during the course.

Students breaking any of the rules of the course may be dismissed within 24 hours at their own expense and without refund.

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 names of students will not be given in promotional media to protect their identity.

General Data Protection Regulations

- You have the right to access, correct and under certain circumstances, restrict or delete the personal information we use. Please refer to our **Privacy Policy** for further information.

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.

15 October 2018

Etherton Education Ltd