

English for Education: Academic Pre-Sessional and Summer Courses

Enrolment Procedure

- Please send these things to Ethern Education: a completed and signed Application Pack (Application Form, Consent Form and Health, Learning & Wellbeing Questionnaire) and a colour copy of the student's passport.
- When we (Ethern Education Ltd.) have received the completed Application Pack and passport copy, we will review it and, if provisionally accepted, send you an offer letter and an invoice for a deposit of £500.00. You must make this payment within 21 days to confirm you accept the place, or otherwise we may withdraw the offer. The balance of the course fee must be paid by 01 June 2020.
- We may also require an assessment of the level of English of the student, or a Skype interview.
- If you send us an Application Pack after 01 June 2020, and we provisionally accept it, we require full payment of the invoice immediately.
- We will send a Travel Arrangements Form and an Emergency Contact and UK Guardian Form. These must 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 Ethern Education Ltd. receives the full course fee in GB Pounds Sterling and a receipt is issued.

Fees

- **International payment of deposits and course fees** should be made where possible through our partner, Flywire. Please go to <http://ethertoneducation.flywire.com/> to make a payment. **For payments made in the UK, or from overseas in GB Pounds Sterling**, please contact our office for advice.
- Cheques or bank drafts should be made payable to Ethern Education Ltd. in GB Pounds Sterling, drawn on a London bank.
- Ethern Education Ltd. is not responsible for any bank charges incurred. In all cases Ethern 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.
- Ethern 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 make sure that they apply **in good time and follow all the regulations carefully**. After Ethern Education Ltd. has received the deposit, we will provide a letter in support of a visa application. If you need us to send documents by courier, we will do so if you send us a fee of £75.00.

Cancellations and Refunds

- If we receive a written cancellation at least 30 days before the course begins, we will return all fees received, except for an Administration Fee of £200.00. 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 Ethern 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 consider a refund of any course fees already received less an Administration Fee of £200.00 if you send us a copy of the official visa refusal letter.
- Ethern Education Ltd. reserves the right to cancel any course without notice. Any fees which have been received will be refunded.
- Where commission has been paid to an agent, any refund made will be reduced by the amount of the commission.

Liability

- Ethern Education Ltd will not refund fees if a student has to be absent from the course through illness, late arrival, early departure or for any other reason.
- Ethern 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. If this is 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.
- Ethern 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, Ethern 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.

- Ethern 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.
- Ethern 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. Ethern Education Ltd. will not accept liability for any such items nor the costs involved in returning lost property to owners.

Course Rules

Ethern 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.
- 2) Students are expected to attend all meals, tuition, sports lessons and arranged activities and excursions.
- 3) Students will be responsible for their own belongings and keeping their own rooms tidy.
- 4) All damages to property, equipment and rooms will be charged to the students.
- 5) Consumption of alcohol, smoking or vaping by students is not permitted and may result in dismissal from the course without refund.
- 6) Suspicion of, or actual drug-taking may result in immediate dismissal from the course without refund.
- 7) Girls and boys may not enter the boarding accommodation 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 from the course without refund.
- 10) Students will be expected to show courtesy to all staff and to behave in a civilized and respectful manner at all times.
- 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.
- 13) 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.
- 14) Ethern Education staff may require students to hand in their phones and other communication devices for specified periods of time, including overnight. The purpose of this is to improve students' concentration, socialisation and rest time. We expect students and families to cooperate with these restrictions on access to internet communications.

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

Guardians

- Where we consider the services of a local guardian are necessary during the course and where a guardian has not been appointed by the student's family, Ethern Education Ltd. reserves the right to make such an appointment and the costs shall be paid by the family. We will make every effort to contact the family beforehand.

Promotional Materials

- Ethern Education Ltd. may wish to use photographs, video or digital images of students on the course for 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 Ethern Education Ltd. All dealings with Ethern Education Ltd., including the offer and acceptance of places and the continuing presence of a student on an Ethern Education Ltd. course, will be on the Terms and Conditions as from time to time apply.

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

29 April 2020

Ethern Education Ltd.