

GROUP DEPOSIT SCHEUDLE

For group bookings to be confirmed, we must receive a 20% deposit. Once we have received the deposit, we can provide the group booking confirmation. The deposit is payable as soon as the above application has been submitted.

CANCELLATION POLICY

For group bookings

- If the course is cancelled 90 days or more before the course begins then any fees paid will be refunded in full, including the deposit.
- If the course is cancelled 56 – 89 days before the course begins then any fees paid will be refunded in full, less any out of pocket expenses and the deposit.
- If the course is cancelled 55-28 days before the course begins then there will be a 50% cancellation charge.
- If the course is cancelled 27-15 days before the course begins then there will be a 75% cancellation charge.
- If the course is cancelled less than 14 days before the course begins there will be a 100% cancellation charge.
- **If the College has paid any deposits or made any commitments (on behalf of the group) for which the College is charged or its deposit not refunded, then such charges will be passed onto the group prior to any refund calculation as specified above.**
- In cases where a visa has been refused, all course fees will be refunded except for a non-refundable fee of £250, subject to receiving proof of the refusal. No refund whatsoever will be made if a visa has already been issued for study at Abbey College. We recommend all students take out appropriate insurance to cover against loss of fees.
- If deception is listed as a refusal or if the previous immigration history was not presented or disclosed to the college or the UKVI, or if the UKVI suspects that documents are fraudulent, and this is included in the reasons given for rejection of an application, full fees are retained by the college. The onus is on the student to prove they are genuine through appeal or administrative review.

DECLARATION BY PARENT/GUARDIAN OR SPONSOR

I hereby give permission for the student to participate in the full range of sports and social activities offered at Abbey College. I agree for the College Matron to administer any injections or medicines he/she may consider necessary or desirable and for the college to authorise any emergency medical treatment. I understand that all medication must be deposited with the Matron on arrival. I agree the college may enrol each student free of charge into the college's alumni association (they may opt out subsequently). I have read, fully understood and accept all details, terms and conditions in the brochure or as amended on the College website. I consent to this student travelling to the UK, to the application, travel, reception and care arrangements made by Abbey College. If in doubt about any issue, I will ask for clarification prior to booking.

OTHER TERMS AND CONDITIONS

1. The College reserves the right at their absolute discretion to reject any application for enrolment at any stage of the application or booking process and shall be under no obligation whatsoever to give reasons for its decision. An applicant whose application/enrolment is rejected shall be entitled to a refund of fees paid less any actual costs incurred by the College. 2. The College reserves the right to withhold the provision to the student of lessons, accommodation, meals, airport transfers and any other services contracted in cases where the appropriate total fees due have not been received in full. 3. If a student fails to complete a course, for any reason, no refund of fees, activities/excursions paid for in advance or reduction in fees payable shall be made. 4. A student who fails to attend any part of his/her course due to illness or any other reason whatsoever, whether within or outside the student's control, shall not be entitled to a refund of any fees paid (nor to attend any classes in place of those missed). 5. The College reserves the right to charge a fee to any student who uses facilities reserved for other students, such as books or bedding. 6. The College reserves the right to alter the fees, provisions, organisation and/or structure of any course at any time, whether during the course or before its commencement. In such circumstances, the College will endeavour to notify affected students but shall not have any liability if unable to do so. 7. The College has no residential responsibility for students living outside the College campus other than liaising with host families. 8. The College reserves the right, if necessary, to test students for drugs or alcohol and to search their rooms without prior notice. 9. No student shall be entitled to use the name Abbey College under any circumstances or at any time, whether as a trademark, company or trading name or otherwise. 10. Students and parents agree that a student's image, details, written comments and achievements can be used for promotional purposes, please see GDPR forms. 11. The college accepts **no liability** for any services booked by the college on behalf of students. This includes all transportation, host families, hotels and all other services outside of the college. The college will always endeavour to provide a secure environment for the services of security it offers, but is not responsible or liable for any items (including money, tickets and passport) that may be held on behalf of students in the event of theft, fire or any other such circumstance. In all cases, insurance is recommended. 12. Students agree to keep the college indemnified against all actions, proceedings, costs, claims and expenses arising from any losses of any kind. 13. Irrespective of whether an enrolment is made by an individual or an agent, agency or other third party, the relevant and only Offer for contractual purposes (and any of its terms and conditions) in relation to enrolments shall be that made and contained in that party's completed Application Form. 14. No parental permission will be accepted in any circumstance to allow a child to do something contrary to the College rules as published in the student handbook. 15. Meals will only be provided to students arriving on the travel day if their flight lands before 17:00. On the date of departure only breakfast will be provided during normal canteen hours. 16. All fees, terms and conditions outlined here are valid as of 21/11/18 and supersede all previously published fees, terms and conditions. 17. In cases of dispute English Law shall apply.

PLEASE SIGN TO CONFIRM THE ABOVE TERMS AND CONDITIONS HAVE BEEN EXPLAINED AND AGREED BY EACH APPLICANT (AND THEIR PARENTS FOR UNDER 18'S)

NAME IN FULL OF PERSON SIGNING: _____ SIGNATURE: _____ DATE: _____

Howden insurance will be included automatically onto your booking - This international student travel insurance policy is designed to cater for the insurance needs of persons studying in the UK on a trip arranged by Abbey College. The product provides cover including emergency medical assistance and medical costs, protection in the event of cancellation or curtailment, cover for loss, theft of, or damage to baggage and personal money. Insurance will be included for you automatically as a part of your booking – Please note that as soon as your full first deposits have been paid and received, your policy will then become effective immediately. If you have alternative insurance and do not require cover, you can opt out by writing yes in the opt out column below.

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