

1 Terminology

- 1.1 The Summer School:** means St Bede's School Trust Sussex, of the Dicker, Upper Dicker, Hailsham, East Sussex BN27 3QH, trading as St Bede's International Summer School (the "Summer School") as now or in the future constituted (and any successor). St Bede's School Trust Sussex is constituted as a charitable company limited by guarantee, registered with charity number 278950 and with company number 01386499. The Summer School is registered with VAT number 621 6539 49.
- 1.2 The Parent or You:** means any person who has signed the Booking Form and/or who has accepted responsibility for a child's attendance at this Summer School.
- 1.3 Student:** means the child named on the Booking Form and/or the child who attends the Summer School.
- 1.4 Deposit:** means the amount payable to the Summer School in order to complete the booking procedure. Once received by the Summer School, the Deposit will be deducted from the balance of fees payable by the Parent.
- 1.5 The Booking Form:** means the Booking Form provided by the Summer School or its agent for the purpose of booking a place for the Student at the Summer School.

2 General Terms and Conditions

- 2.1 These Terms and Conditions:** In all cases, irrespective of whether the Parent completes the Summer School Booking Form or a Booking Form provided by an agent, these Terms and Conditions will apply to the agreement between the Summer School and the Parent and will supersede any Terms and Conditions provided by the agent.
- 2.2 Enrolment procedure:** The Parent understands and agrees that:
- 2.2.1** They can request a place for their child by sending the Summer School a completed Booking Form and the Deposit of £450.
- 2.2.2** If using an agency Booking Form it is still necessary to pay the Deposit in order to apply for a place for their child.
- 2.2.3** No booking is accepted until the Deposit, or fees in the case of a booking made less than 6 weeks before the start of the course (see clause 2.3 below), has been received and confirmation of the place has been given by the Summer School by means of a Confirmation Letter. A legally binding contract between the Parent and the Summer School is formed on these Terms and Conditions, the Booking Form and the Confirmation Letter when the Confirmation Letter is sent to the Parent.
- 2.2.4** Where the Parent is using an online Booking Form, the Parent will receive a Confirmation Letter by email should the online booking be accepted by the Summer School. The Parent must still pay the Deposit. Further instructions regarding the process for online bookings and payment procedures are detailed on the Summer School's website.
- 2.2.5** The Summer School will keep a copy of the contract between the Summer School and the Parent.
- 2.3 Payment of Fees:** The Parent undertakes to pay the balance of the fees no later than six weeks before the start of the course. If the booking is requested less than six weeks before the start of the course, then full payment must be received at the time of booking. The Student will not be permitted to attend the Summer School until all fees and any planned extra costs are paid in full as cleared funds to the Summer School.
- 2.4 Credit card payment:** The Summer School may take credit card payments in the currency of the card used for payment unless the Parent indicates by ticking the relevant box on the Booking Form that they wish their payment to be taken in pounds sterling. The Parent agrees that:
- 2.4.1** Currency conversion will be based on a wholesale exchange rate plus 2.99 percent international conversion margin. The exchange rate used will be determined when the order is processed and without further consultation. The currency conversion service is provided by Barclaycard Payment Acceptance. The exchange rate source will be printed on the receipt.
- 2.5 Impromptu expenses:** The Parent agrees that the Summer School shall not be obliged to make payments for impromptu expenses (such as doctor's fees) on behalf of the Student or the Parent. Where such payments are required, the Parent agrees for appropriate deductions to be made from the Student's pocket money account. Should funds be insufficient or unavailable, the Parent shall make payment in advance by credit card.
- 2.6 Sports Academy:** The Parent understands and agrees that:
- 2.6.1** A Sports Academy place must be requested when the Parent completes the Booking Form.
- 2.6.2** For each change to a Sports Academy option requested by the Parent within six weeks of the Student's course start date, a £25 administration charge will become payable by the Parent.
- 2.6.3** For each cancellation of a Sports Academy option requested by the Parent within six weeks of the Student's course start date, a £75 administration charge will become payable by the Parent.
- 2.6.4** Once the course has started, Sports Academy bookings may not be changed or cancelled.
- 2.7 Changes to the booking:** The Summer School agrees that the Parent may request to change the Student's booking and agrees to consider such requests subject to the availability of the relevant option, dates, course or centre. The requested change shall be determined at the sole discretion of the Summer School Principal whose decision shall be final.
- 2.8 Changes to the programme:** The Summer School reserves the right to make changes to the programme of study and activities at any time and for such reasons as may be reasonable and appropriate to the effective delivery of services by the Summer School.
- 2.9 Promotional materials:** The Summer School uses photographs and video footage in promotional materials such as the brochure, students' handbook and website. If the Parent does not wish the Student's photograph to appear in such material, they must inform the Summer School in writing.
- 2.10 Meeting service:** The course confirmation will include a Meeting Service Form which the Parent must complete and return to the Summer School at least one month before the course starts. Upon receipt of the completed form, the Summer School will send the Parent an e-mail confirmation of the flight details. The Parent understands that:
- 2.10.1** It is his/her responsibility to check this confirmation carefully and to let the Summer School know of any errors or changes.
- 2.10.2** The Summer School will not accept responsibility for organising transfers other than those which have been confirmed by the Summer School.
- 2.10.3** Transfers from the airport to the Summer School Centre are often organised in groups and this means that some students will be required to wait at the airport for other students arriving on different flights.
- 2.10.4** Unexpected and unavoidable delays and complications sometimes occur. The Summer School does not accept responsibility for any loss or expense due to delays or changes in public transport beyond its control.
- 2.10.5** The Student is liable for any excess baggage and UM (Unaccompanied Minor) charges.
- 2.10.6** There is no reduction in fees if the Student does not require a meeting service.

3.3 Early cancellation:

- 3.3.1 Where the contract between the Parent and the Summer School is concluded solely via distance communication (that is, other than by a face-to-face meeting between the Parent and a Summer School representative or agent):
- (a) the Parent may cancel the contract free of charge within seven days of their receipt of the Confirmation Letter (counting from the day after the day on which the Parent receives the Confirmation Letter) ("Early Cancellation");
 - (b) where a Parent requires Early Cancellation, the Summer School shall refund in full any payment it receives from the Parent in respect of the contract; and
 - (c) where a Parent agrees for a Student to begin attending at the Summer School before the end of the Early Cancellation period detailed in clause 3.3.1(a), the Early Cancellation period will expire once the Student begins attendance at the Summer School.
- 3.3.2 Should the Parent wish to terminate the contract after the Early Cancellation period has expired, or where the contract is not concluded solely via distance communication, the Parent will be liable to pay the relevant cancellation charge detailed in clause 3.2 above.
- 3.3.3 The cancellation periods detailed in clause 3.2 will begin to run from the date on which the Parent receives the Confirmation Letter, and will run concurrent to the Early Cancellation period (where applicable).

3.4 **Insurance:** The Summer School does not accept responsibility for any claims arising from a student or third party. Insurance (with Gibbs Denley Insurance Services) is provided for all students attending a St Bede's course at no extra cost. The Parent is referred to the Significant Features and Benefits detailed below:

SECTION	SUB-SECTION	BENEFIT AMOUNT / LIMIT OF INDEMNITY	EXCESS
1. Cancellation & Curtailment	i. Cancellation, Curtailment, Alteration to Itinerary	i. £7,500	NIL
	ii. Travel Delay	ii.	
	a) After 12 hours	a) £20	NIL
	b) For each 12-hour period thereafter	b) £20	NIL
	c) Maximum payable any one journey (this must not exceed the cost of the journey)	c) £1,000	NIL
	d) Abandonment	d) £7,500	NIL
	iii. Additional Travel	iii. £1,000	NIL
2. Course Fees		Up to £7,500	NIL
3. Medical	i. Medical Expenses	i. Unlimited	£25
	ii. Travel and Accommodation Expenses	ii. £5,000	NIL
	iii. Emergency Repatriation Expenses	iii. Unlimited	NIL
4. Personal Belongings	i. Personal Belongings	i. £2,000	£25
	ii. Personal Belongings Delay	ii. £100	NIL
5. Money	i. Money	i. £250 (max £100 in respect of coins and/or banknotes)	£25
	ii. Credit Card Misuse	ii. £250	NIL
	iii. Emergency Replacement of Passport	iii. £250	NIL
6. Personal Liability		£2,000,000	NIL
7. Personal Injury		£25,000	NIL

Contact the Summer School to request a copy of the full policy.

3.5 **Making an insurance claim:** Should the need arise, the Parent understands and agrees that they are responsible for making an insurance claim by completing the required paperwork in English and by providing the necessary documentary evidence to support the claim. The Parent agrees that

- 3.5.1 The Summer School cannot make claims on behalf of the Parent
- 3.5.2 The Summer School will provide a Claims Form on the Parent's request

4 Health and Welfare

- 4.1 **Student's health:** The Parent warrants that the Student is in good physical and mental health and is not travelling against the advice of any doctor or qualified healthcare professional. The Parent agrees to inform the Summer School when completing the Booking Form if the Student suffers from any pre-existing medical condition, disability or allergy.
- 4.2 **Medication:** The Parent agrees that any medicine brought to the Summer School by the Student will be given to the Welfare Manager or Centre Director on arrival. The Summer School shall only accept responsibility for medicines which are licensed in the UK, prescribed by a doctor and which are accompanied by English translation. Such medication shall be properly stored and administered by the Welfare Manager or Nurse, or by any authorized person who is expressly appointed to administer medicines by the Summer School Principal.
- 4.3 **Illness:** In case of illness or injury, the Student will see the Welfare Manager or School Nurse who will assess his/her condition. In cases of minor illness such as a cold, headache or sore throat, the Welfare Manager, School Nurse or any other person expressly authorised by the Summer School Principal or Assistant Principal may issue common, non-prescribed medicines such as Paracetamol, throat lozenges or cough syrup. Only qualified nurses or First Aiders may practise First Aid.
- 4.3.1 If the Welfare Manager or School Nurse considers that a doctor's visit is necessary, an appointment will be made with a local GP.
 - 4.3.2 If the Student requires urgent medical attention, St Bede's staff will take him/her to the nearest local hospital for immediate care or if necessary, will telephone for an ambulance.
- 4.4 **Emergency medical treatment:** The Parent authorises the Summer School Principal, Assistant Principal or Centre Director to consent on their behalf to the Student receiving emergency medical treatment including blood transfusions, general anaesthetic and operations where certified by an appropriately qualified person as necessary for the Student's welfare and if the Parent cannot be contacted in time.
- 4.5 **Seeing a doctor:** Students from non-EU countries are not entitled to free healthcare in the UK and will therefore have to pay a fee to see a doctor. The Parent agrees that such fees will be paid from the Student's pocket money. Medical Expense Cover is included in the insurances conveyed by the Summer School.
- 4.6 **Medical Certificates:** The Parent agrees to inform the Summer School and pay the relevant fee in advance if they require the Student to be issued with a Medical Certificate following a visit to a doctor or hospital.
- 4.7 **Supervision of Students:** St Bede's staff live and sleep in the same boarding houses as the Students. Students are therefore supervised day and night. Each boarding house is managed by an appointed House Parent who is responsible for the day-to-day running of the House and for the Students' general well-being.
- 4.8 **Student's accommodation:** The Summer School reserves the right to organise the Student's accommodation as it deems appropriate and taking account of student numbers, the ratio of girls and boys and the available boarding accommodation. The rights and freedoms of individual students will be respected.

5 School rules

- 5.1 English & Activities and Academic Preparation:** If students participating in these programmes do not follow the School rules as set out in the Student Handbook, the Summer School reserves the right to discipline them. Parents understand and agree that:
- 5.1.1 In cases of persistent misbehaviour or rudeness, for very serious incidents, or if a student breaks the UK law, then he/she will be expelled from the School immediately. A copy of the Discipline & Exclusion Policy can be found on our website and is available upon request.
 - 5.1.2 All English & Activities and Academic Preparation courses are non-smoking and the Summer School accepts bookings from Parents on the understanding that the Student does not smoke at any time while at the Summer School.
 - 5.1.3 The Summer School Discipline & Exclusion Policy contains further details.
- 5.2 Discover London & Discover Cambridge:** The Student, aged over 17 and participating in a Discover London or Discover Cambridge programme, is expected to conduct him/herself responsibly and abide by the rules as written in the Student Handbook. The Parent understands and agrees that:
- 5.2.1 Students can smoke in designated areas and students over 18 are allowed to drink alcohol during their free time or during organised social events, but that a mature and responsible approach must be adopted at all times.
 - 5.2.2 If the Student's conduct in relation to smoking or drinking alcohol is considered excessive by a member of staff, the Summer School may discipline the Student in accordance with its Discipline & Exclusion Policy.

6 Visas

- 6.1** In cases where the Student is required to obtain a visa to study in the UK, a Visa Invitation Letter will be provided by the Summer School. The Parent understands that visas must be applied for immediately upon receipt of the Invitation Letter and that it is the responsibility of the Parent to apply for the appropriate study visa.
- 6.2** In the unlikely event that a visa application is refused, the Summer School shall refund the full fees paid (less the deposit and any courier fees incurred) upon receipt of a copy of the original documentation issued by the Entry Clearance Officer.
- 6.3** If a visa has not arrived in advance of the Student's course start date, the Summer School will offer to postpone the course to a later date, subject to availability. If the same number of course weeks is not available, the Summer School will refund the fees of any untaken weeks. If the Parent decides to cancel the course due to a delay in the issuing of a visa, the Summer School will refund the full fees paid (less one week's course fees and any courier fees incurred) upon receipt of a copy of the original visa application.
- 6.4** If a student is found to have the wrong type of visa, he/she will not be admitted on to the programme. In this case, the Summer School will not be obliged to offer the Parent a refund of fees, although cases of genuine hardship may receive special consideration upon written request to the Summer School Principal.

7 Dealing with problems

- 7.1 Complaints:** The Parent understands and agrees that:
- 7.1.1 If they are not happy with any aspect of Summer School service, they must let the Summer School know so that it has the opportunity to investigate and rectify the situation.
 - 7.1.2 If the Student has a problem, he/she shall speak to the Summer School staff straightaway in order for them to deal with the problem.
 - 7.1.3 If the problem is not resolved promptly by Summer School staff, the Student or Parent may speak to the Centre Director.
 - 7.1.4 If the problem is not resolved, they may contact the Summer School Principal at Head Office, which is located at St Bede's International Summer School, the Dicker, Upper Dicker, Hailsham, East Sussex BN27 3QH. The Summer School Principal will nominate a Head Office representative to investigate the matter. Every reasonable complaint received by the Summer School Principal will receive fair and proper consideration and a timely response.
 - 7.1.5 If the Parent would like to request an independent review, they may wish to contact English UK:
Address: 219 St John's Street, London, EC1V 4LY
Phone: 020 7608 7960
Email: info@englishuk.com

8 Data Protection

- 8.1 Data protection:** By agreeing to be bound by these Terms and Conditions, the Parent, on behalf of themselves and so far as they are able, on behalf of the Student, authorises the Summer School to process personal information including financial and sensitive personal information as is deemed necessary for the legitimate purposes of the Summer School.

9 Governing Law

- 9.1 Governing law:** These Terms and Conditions form the basis of any contract between the Summer School and the Parents/Guardian or Agent. The contract is provided in English, and is subject exclusively to the laws and courts of England and Wales.