

## Junior Summer Courses

## Terms and Conditions of Enrolment

**All courses and accommodation are offered subject to availability.**

St Giles reserves the right to cancel a course or make changes to course arrangements without liability if obliged to by circumstances beyond its control. In such cases St Giles would seek to offer alternative arrangements, dates or venues, or a full refund of fees for tuition and accommodation.

**Course fees:** No documentation will be issued until we receive the Course Deposit. The course fees must be paid **in full** if documentation is required in support of a visa application. Students will not be permitted to start the course unless full payment has been received.

**Cancellations & Refunds:** The parent/guardian must inform the centre in writing and return the student's Confirmation of Acceptance of Studies. Cancellation fees are charged as follows, and any balance is refunded:

Cancellation received	Refunded
More than 28 days before the course begins	All fees less Course Deposit of <b>£100 CAN\$300</b> or <b>US\$200</b> , plus the UK Visa Fee ( <b>£10</b> ) if applicable.
14-28 days before the course begins	20% of course fees (excludes transfer charges, insurance premium and supplementary charges for optional activities if applicable)
Less than 14 days before the course begins	No refund available
After arrival/ early termination of the course	No refund available

**Changes to enrolments:** We reserve the right to charge an administration fee of **£50** (UK), **CAN\$100** (Canada) or **US\$100** (USA) each time course details are changed after confirmation documents have been issued. This charge will not apply to course extensions. Students from outside the EU entering the UK on a full student visa must pay the UK Visa Fee (**£10**) each time a change in dates is requested.

**Visas:** It is the responsibility of the parent or guardian to contact their local embassy (or other appropriate office) in good time in order to obtain any visas/entry documents required for visiting the UK, the USA or Canada. No visa support documentation will be issued until fees have been paid in full

**Visa refusal:** Our office must receive the refusal letter before the course begins. Charges and Refunds are as follows:

Cancellation received	Fees charged	Fees refunded
7 days or more before the course begins	UK Visa Fee and Express Mail Fee (if applicable)	All other fees are refunded
Less than 7 days before the course begins	UK Visa Fee and Express Mail Fee (if applicable) plus fees for one week	All other fees are refunded

**Courses and course content:** Courses are offered subject to demand. We reserve the right to vary the organisation and content of courses, and the range of leisure activities, according to numbers of students or in response to circumstances beyond our control.

**Student conduct/standard of behaviour:** We reserve the right to terminate without notice the course of any student who persistently misconducts himself/herself in their classes or accommodation, or who fails to meet the attendance requirements of the course. There is no refund of fees to students whose courses are terminated in this way.

**Accident and medical insurance/personal insurance:** Every student must have a comprehensive insurance package before leaving home. This should cover loss of and/or damage to personal belongings, medical expenses in the event that the student is ill, and course fees in the event of an unexpected cancellation or curtailment of the course. AESTG Ltd, UK, St Giles College Canada and St Giles College USA accept no liability for the loss of, or damage to, any person's property while on the premises of the summer school, or while engaged in leisure activities outside the campus.

**Responsibilities of the parent or guardian:** By signing the application form, the parent or guardian:

1. grants the student permission to participate in the full programme of class and leisure activities;
2. authorises AESTG Ltd (UK)/St Giles College Canada/St Giles College USA to take appropriate action in the case of any medical or other emergency, and accepts responsibility for any resultant costs;
3. accepts responsibility for any wilful damage caused by the student and any resultant cost for repair or replacement.

**Optional activities:** We reserve the right to cancel or to offer substitute activities on the optional activities programmes in the event of less than 10 students opting for any individual activity.

**Breakages Deposit:** Please note that a deposit of **£60** (Canterbury, Cheltenham, Manchester, Nottingham, Oxford, Plymouth and Southampton), **£100** (Cambridge and London Kingston), **US\$100** (Boston, Florida, New Haven, New York and San Francisco Bay area) and **CAN\$100** (Toronto and Vancouver) or equivalent sum in Euros is payable **in cash** on arrival, and will be collected from all students on the first day of their course. The deposit will be returned to students with a deduction made for loss of keys and/or personal damage to any property of the school, or for any liability incurred by the school resulting from the individual student named on our enrolment form, or which is non-attributable to any individual student, but which can be reasonably held to be caused by students of the school (in the sole opinion of AESTG Ltd (UK)/St Giles Colleges (USA)).

The UK centres are operated by AESTG Limited, which is a separate joint venture company owned by St Giles Schools of Languages Limited and the Anglo European School of English Limited, Bournemouth. The US centres are operated by St Giles Colleges Incorporated, registered in the USA. The Canadian centres are operated by St Giles International Language Centres (Canada) Limited, registered in Canada.

**All information is correct at the time of going to print, August 2012**