

# 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 or due to low demand. In such cases St Giles would seek to offer alternative arrangements, dates or venues, or a full refund of fees for tuition and accommodation.

St Giles reserves the right to refuse to accept a student due to overriding health and safety concerns, or in cases where we or the accommodation provider cannot make reasonable provisions to facilitate their learning needs or for their personal care.

**Course fees:** No documentation will be issued until we receive the Course Deposit. Students will not be permitted to start the course unless full payment has been received.

**Cancellations & Refunds:** The parent/guardian/agent 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:

Residential Centre courses	
Cancellation received	Cancellation fees
More than 28 days before the course begins	Course Deposit: £100 (UK), US\$200 (USA) or Can\$200 (Canada), plus Canadian Juniors Guardianship Fee Express mail fees (all locations)
14-28 days before the course begins	80% of course fees Supplementary charges for optional activities (if applicable) Airport transfer charges Express mail fees
Less than 14 days before the course begins	No refund available
After arrival/early termination of the course	No refund available

Family courses	
Cancellation received	Cancellation fees
More than 21 days before scheduled arrival date	Registration Fee: £70 or US\$150 per family Course Deposit: £100 per person (UK) Insurance charges: (UK) Express mail fees
Less than 21 days before scheduled arrival date (including students who fail to arrive without notice)	Registration Fee: £70 or US\$150 per family Tuition fees for 2 weeks (UK) Course Deposit (USA): \$100 Accommodation Deposit (UK): £100 Students at all locations may also incur accommodation charges of up to 4 weeks to third-party providers (residences, apartments, hotels and homestays). Insurance charges (UK) Airport transfer charges Express mail fees

**Changes to enrolments:** We reserve the right to charge an administration fee of £50 (UK), US\$100 (USA) or Can\$100 (Canada) each time course details are changed after confirmation documents have been issued and prior to 28 days before the scheduled arrival date. This charge will not apply to course extensions.

Amendments to courses within 28 days of the scheduled arrival date are treated as cancellations and subject to our published cancellations terms. Components of courses are not transferable outside of the enrolment dates or to other people.

**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 we have received the course deposit.

**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 scheduled arrival date	Canadian Juniors Guardianship Fee Family Course Registration Fee Express mail fee (if applicable) Airport transfer charges	All other fees are refunded
Less than 7 days before the scheduled arrival date	Course Fees for 1 week Family Course Registration Fee Family Course accommodation charges for 1 week (if applicable) Express mail fee (if applicable)	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. Excursions do not take place on the day of the student's arrival or departure.

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

**Insurance:** Deposits and fees are not transferable from person to person. Participants on St Giles courses and tours must ensure they have adequate travel and medical insurance. St Giles has arranged insurance for all junior residential students included in the package prices. See our website for further details of the policy. Family Course students can include this at an additional cost. Insurance fees (UK) are not refundable in the event of cancellation.

St Giles Schools of Languages Limited (UK), St Giles Colleges Incorporated (USA) and St Giles Colleges International Language Centres Limited (Canada) accept no liability for the loss of, or damage to, any person's property while on the premises of the 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 St Giles Schools of Languages Limited (UK)/St Giles Colleges Incorporated (USA)/St Giles Colleges International Language Centres Limited (Canada) 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.

**Juniors extra-cost and cost-free options:** We reserve the right to cancel or to offer substitute activities on the optional activities programmes in the event of fewer than 8 students opting for any specific activity.

**Juniors deposits on arrival:** Please note that a refundable deposit of £80 (UK), US\$200 (USA) and Can\$200 (Canada) is payable in cash on arrival, and will be collected from all students on the day of arrival. This deposit is to cover breakages and to cover the insurance excess payable for any medical expenses in the event that the student is ill and requires treatment.

The breakages 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 St Giles Schools of Languages Limited (UK)/St Giles Colleges Incorporated (USA)/St Giles International Language Centres Limited (Canada)).

**Promotional Photographs and Videos:** St Giles or its representatives may take photographs and videos of classes or other school activities during your time with us, which may be used for promotional purposes. If you do not wish to appear in any promotional materials, please advise us at the time of booking.

The UK centres are operated by St Giles Schools of Languages Limited (UK), registered in the UK. The US centres are operated by St Giles Colleges Incorporated (USA), registered in the USA. The Canadian centres are operated by St Giles International Language Centres Limited (Canada), registered in Canada.

All information is correct at the time of going to print, August 2016.

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