



# WEYMOUTH ENGLISH CENTRE

## Terms and conditions 2010

### 1. Enrolment

To book a course, please fill out the booking form and send it to us by post or fax. Alternatively you can complete a booking form online at [www.weymouthenglishcentre.com](http://www.weymouthenglishcentre.com). You should also send a deposit of £150. You can pay this by

(A) credit card (please note that an additional 2% will be charged for card payments) or

(B) direct bank transfer to our bank: you should tell your bank that you will pay the charges for sending and receiving the money.

Our bank details are:

Account Name: Weymouth English Centre Ltd.

Bank: Lloyds TSB Bank

Sortcode: 30-97-41.

Account Number: 04253747.

IBAN GB75 LOYD 3097 4104 2537 47

BIC CODE: LOYDGB2106310

Once we have received your deposit we will send the confirmation letter. The rest of the course fees should be paid 3 weeks before your course starts.

### 2. Cancellation by the student

The student may cancel the course at any time before the course starts. The date of the cancellation is the date the cancellation is received by the School. You are advised to send any cancellation in writing. If you cancel the booking or do not take part in the course, the School is entitled to compensation for the work already done and expenses incurred. In calculating such compensation, expenses and work saved is taken into account. Cancellation fees are as follows:

- more than 30 days before your course is due to start: £75
- between 30 and 15 days before your course is due to start: 30% of the total fees
- between 14 and 7 days before your course is due to start: 45% of the total fees
- less than 7 days before your course is due to start: 75% of the total fees

If your visa is refused, we will refund the money you have paid us minus an administrative fee of £50, provided we receive the original letter of refusal from the British Embassy at least one week before your course is due to start.

### 3. Change of course

If you change your course dates after the original booking or if you change your accommodation requirements there will be an administrative charge of £30 for each change.

### 4. Replacement Person

Up to the date of the start of the course the student may find a replacement student to take over his or her rights and responsibilities. The School has the right to reject such a replacement person if he or she does not comply with the requirements of the course or his or her participation would be in contravention of any appropriate laws or regulations.

If a replacement student takes the place of the original student, both the replacement student and the original student are jointly responsible for ensuring that the course fees are paid together with any additional costs incurred through the replacement of the original student.

### 5. The Course Offer

The course is provided according to the description contained in the 2010 brochures for the relevant course town and course type. Any lessons or activities which are included in the package but not used by the student cannot be refunded unless the School incurs lower costs as a result of the non-participation of the student.

### 6. Notification of claims

If any part of the course is not provided as described in the brochure, the student should notify a course leader or our office in Tunbridge Wells in order that the matter can be rectified immediately. If the student fails to notify the school of any such complaint he or she is not entitled to any subsequent compensation.

### 7. Responsibility of the Student

Our course centre has rules which are designed to ensure the safety of the students at all times. The student must follow the rules of the school. If he/she fails to do so a warning will be given. If the student continues to fail to obey the rules of the school then the school has the right to send the student home at the student's expense. In this case the school will make reasonable efforts to contact the student's parents or legal guardians to inform them accordingly. It is the responsibility of the student's parents to supply full contact details in advance of the course.

**Student Behaviour** - If a student behaves in a disruptive manner, the school reserves the right to send the student home by air at the student's or the parents' expense. If a student engages in any criminal activity, he/she will immediately be sent home by air at the student's or the parents' expense, even if criminal proceedings have not been instigated by the police.

**Timekeeping** - All students are expected to abide by the rules laid down by the School and by the families. As a rule, students under the age of 16 should be home by 22.00 and those under the age of 18 by 22.30.

**Pubs** - There are very specific laws relating to drinking alcohol and visiting pubs in Britain. No-one under 18 years may buy alcoholic drinks. Young people aged 15-17 can only go into pubs if accompanied by a responsible adult. The School rules regarding pubs reflect these legal requirements.

**Drugs and Illegal Substances** - Any student found in possession of drugs or any illegal substances will be sent home by air immediately at the expense of the parents or the student.

### 8. Liability of the School

Weymouth English Centre, its staff, representatives and host families will not be liable for any loss, damage, illness or injury to persons or property however caused except where such liability is imposed under UK law. It is the student's responsibility to take out insurance to cover all such risks. We also advise students to take out insurance to cover any costs of cancellation or curtailment of the course.

Weymouth English Centre will not be held liable in any way if any service contracted to be supplied by them becomes impossible to supply as a result of any industrial or other dispute which is outside the school's control.

### 9. Attendance

Students are awarded certificates for attending courses at the Weymouth English Centre. Where a student is consistently late or misses lessons, no such certificate will be awarded.