

# Terms and Conditions Prince Bishop International Summer School and Lisa McGee Education Ltd.

All bookings are subject to the following terms and conditions which become legally binding on acceptance of enrolment by Prince Bishop International Summer School.

## The Venues

1. Our host schools are Mowden Hall School; Fyling Hall School and Cundall Manor School.
2. The parent(s)/guardian(s) are those adults who have legal responsibility for the student and are expected to give their support and encouragement to the aims of the Easter and Summer School and to ensure that the student maintains appropriate standards of punctuality, behaviour, diligence, language and discipline.

## Fees

**Fees are due 6 weeks prior to the start of the course date and include:**

- 20 hours of formal English per fortnight
- Two full day excursions and two half day excursions
- Museum and attraction entrance fees
- Full Afternoon and Evening Activity Programme
- All course materials
- Full board accommodation including specialist diets
- Fully First Aid trained staff
- Mental health First Aid trained staff
- 1 item of complimentary merchandise

• **Fees do not include:**

- Optional extras
- Airport transfers
- Flights
- Optional extras and airport transfers can all be arranged with the Director, Lisa McGee and the administration team.

## Payment of Fees

All fees including the deposit and transfers must be paid no later than six weeks before the start of the course. Bookings and transfers will not be confirmed until all fees have been paid in full. The deposit (£250 sterling) is payable upon booking.

If documentation is required in support of a visa application, then course fees must be paid in full. Students will not be permitted to start the course unless full payment has been received.

All deposits, once received, are non-refundable.

### **Bank Charges**

Prince Bishop International Summer School and Lisa McGee Education Ltd is not responsible for any incurred charges when making a payment via bank transfer, credit card or any other means. All costs and/or charges must be covered by the payee to ensure that we receive the full amount payable.

### **Administration Charges**

**Extra charges will be payable for the following administration:**

1. Extra charges for postage and packing: Any items which need to be posted will incur an administration fee of £20 plus costs of postage.
2. Any changes made to written registration documents after they have been checked by parents, guardians, agents or other responsible parties will incur an administration fee of £20.
3. Any changes made to examination documents after they have been checked by parents, guardians, agents or other responsible parties will incur an administration fee of £50.

### **Refund Policy**

**Refunds are given for the following reasons:**

1. Course is not running. In this case a full refund will be given
2. Visa refusal letter is received by five working days before the course starts and the student has fulfilled all visa criteria.

### **How they are processed**

Refunds will be sent to the individual or organisation from which the original payment was received within 28 days of the refund letter being issued.

### **Cancellation Policy**

All deposits, once received, are non-refundable.

All cancellations must be received in writing to Prince Bishop International Summer School.

Prince Bishop International Summer School and Lisa McGee Education Ltd define cancellation as the period before the course starts.

If the course is cancelled more than 28 days prior to its start date 95% fees will be refunded but there will be no refund of deposit.

If the course is cancelled 28 days prior to its start date 75% fees will be refunded but there will be no refund of deposit.

If the course is cancelled 14 days prior to its start date 50% fees will be refunded but there will be no refund of deposit.

### **Withdrawal Policy**

All deposits, once received, are non-refundable.

Prince Bishop International Summer School defines withdrawal as termination of the course after the course has started.

All withdrawals must be received in writing to Prince Bishop International Summer School. No refund will be given if a decision is made to withdraw from the course after the course start date.

### **Visas**

Please contact Prince Bishop International Summer School for any assistance. Some students require a student visa or a tourist visa. Before applying, students should contact their local Embassy, Consulate or High Commission to ensure that they are allowed to enter and study in their chosen country. Arranging the correct visa is the sole responsibility of the student or agent. No visa support documentation will be provided until all fees have been received.

### **Student Travel Insurance**

Please contact Prince Bishop International Summer School for any assistance. Student travel insurance is not included in our package price. We therefore recommend that individual travel insurance policies are taken out by parents or the agency with whom the student is booking. We recommend a travel insurance company on our website.

### **Medication Policy**

Our full medication policy is available upon request. Students are not permitted to bring their own medication unless the medication is prescribed for a specific ailment that we are informed of on the booking form and it is brought together with a doctor's note translated into English, signed and stamped. The medication must be stored in the correct manner and must be stated clearly on the booking form and accompanied by a doctor's note. If specialist training is required to administer this medication there will be an additional charge for staff training in this. If the medication is restricted in the UK we will inform you and this will not be allowed on the premises. This includes any accompanying adults e.g. teachers.

### **Liability**

Prince Bishop International Summer School and Lisa McGee Education Ltd, its staff and representatives will not be liable for loss, damage or injury to persons or property howsoever caused except where liability is expressly imposed by the law. Prince Bishop International Summer School and Lisa McGee Education Ltd will not be liable in the event that any service contracted to be supplied by Prince Bishop International Summer School and Lisa McGee Education Ltd becomes impossible to supply for any reason or any cause outside of our control.

### **Arrival and Departure Times**

Check in and departure times will be advised upon booking.

Where possible we ask parents, guardians and agents to follow this guidance:

We ask for flights or trains to be booked to arrive within the following time windows:

Arrivals: Flights or trains should land/arrive between 8am and 6pm.

Departures: Flights or trains should take off/depart between 11am and 8pm.

Arrivals and departures outside of these hours will incur a charge of £125.

### **Specific Accommodation Requests**

Where ever possible, Prince Bishop International Summer School will try to meet specific accommodation requests. However, this may not always be possible so we recommend early booking in order to avoid disappointment. Any specific accommodation requests, e.g. single or en suite rooms, sharing with friends, etc. will incur a supplementary charge of £150 per week. If this supplementary charge has not been paid, then we cannot guarantee that specific requests will be met. Note: not all venues will have en suites or single rooms.

### **Suspension and Expulsion**

Please see our Code of Conduct and Behaviour Policy which are available upon request. In the unlikely event that the Director deems a pupil's conduct to be unacceptable, the school reserves the right to suspend and/or expel, without notice, any pupil. Fees for the remainder of the course will be forfeited and deposits will not be returned. The parent/guardian must then cover any expenses incurred in returning a pupil to his/her place of home.

### **Drugs and Alcohol Abuse**

Prince Bishop International Summer School has a strict no drugs or alcohol policy. This is available upon request. The school reserves the right to undertake random testing for the use of drugs and alcohol. Any positive result will be assessed at the discretion of the Director or Centre Manager who may suspend or expel the pupil concerned.

### **Travel**

Prince Bishop International Summer School is not responsible for any flights, trains or any other means of travel entering the United Kingdom. All travel must be booked in accordance with availability and availability must be checked with the Summer School Administration before any travel commitments are made.

### **Extra Night**

Please contact Prince Bishop International Summer School for any assistance

There is a supplementary charge of £225 per night for any extra nights.

### **Exams**

The minimum length of stay in order to sit an exam is 2 weeks. Please note that it can take up to 12 weeks after the exam for us to receive the certificates from the exam board.

### **Lost Property**

We advise parents to photograph all items in suitcases and label all items including shoes and electrical items which makes it easier to reunite these items with their correct owner. We photograph all lost property and email this to all parents. Should you want the returned there will be a postage cost determined at the time of postage.

We cannot be held responsible for items lost by students. Upon arrival, students are offered the opportunity to deposit any valuables with our staff for safe keeping and can have access to these belongings as and when necessary. Any belongings which students remain in possession of are their own responsibility and although we will try our best to source any lost property, we cannot be held liable for these items.

### **Booking Confirmation**

We advise that availability is checked with us directly before any booking process begins. No booking is confirmed until a booking form has been completed and the £250 deposit paid. We advise payments to be made as early as possible to secure the booking and avoid disappointment.

### **Supervision**

Please contact Prince Bishop International Summer School for any assistance with this matter.

Students aged 13 to 17 may be given partially supervised time during some excursions. This is when these students are given a set amount of time to explore an area, for example, a museum or tourist attraction. They will be in a small group of two or more and will wear their wristband which contains our emergency phone number, we have their phone number. During this time, an established meeting point will be manned at all times and other staff will be patrolling the established boundaries. Students aged 12 and under are supervised 100% of the time. If you do not wish for your child to be left unsupervised, please inform the Director. If at any time you change your decision, either way, please inform the Director.

### **General Data Protection Regulation (GDPR)**

As an ICO registered company, we are GDPR compliant. Please note, we must receive a signed GDPR consent form in order to confirm the booking.