

Terms & Conditions

GENERAL:

- The Wessex Academy accepts students aged 16 and over.
- All prices include VAT where applicable. The School reserves the right to amend all published prices at any time.
- A one week course will incur a supplement of £30.00.
- Courses can be booked with or without homestay accommodation.
- The School is open from 4th January to 17th December 2010, Monday to Friday 08.45 to 16.45.
- The School is closed on the following English Public Holidays - 2nd & 5th April, 3rd & 31st May and 30th August 2010
- Tests and Inductions are held on the first school day of each week.

ENROLMENT FEE: An Enrolment Fee is required with each booking and is non-refundable.

PAYMENT: The enrolment fee, accommodation booking fee (if applicable) and a deposit of £100.00 should be paid at the time of booking. The balance of course fees (and accommodation fees if applicable) must be paid at least 4 weeks before the start of the course. In the case of a late booking, all fees are payable immediately. Homestay accommodation information is provided when the School has received full payment. The student must pay for bank charges incurred in the transfer of fees. Any outstanding balances must be paid on the day of arrival.

EXAMINATION FEES: All examination fees must be paid in advance to the school reception.

EXTENSIONS: Payment for course and accommodation extensions can be made directly at the School Reception or by bank transfer.

CANCELLATION: To get a refund, written notice of cancellation must be received 4 weeks before the start of the course. One week's accommodation and course fees will be charged for cancellations after this period. If a cancellation is received after the start of the course, no refund will be given.

CURTAILMENT: Once a student has started their course, no changes to the dates are permitted. If a student leaves before the end of their course, no refund of fees will be given. Likewise, the student is not entitled to take the course at a later date or transfer the course to another person.

CLASS ALLOCATION: The School will endeavour to place students in a class appropriate to their ability.

SCHOOL RULES: Students are expected to follow the school rules at all times. The rules are provided on the first day of school and displayed on the main notice board.

ATTENDANCE & BEHAVIOUR: Students are expected to attend school every day and to be on time for their lessons. Permission for absence must be obtained in advance from the School's Directors. If a student does not attend lessons, behaves unreasonably in/out of School or their homestay accommodation, is under the influence of alcohol or drugs whilst on the School's premises or is charged with a criminal offence, the School reserves the right to expel the student without notice. No refund of fees will be made. In the event of any Police or legal action, the School will mediate on the student's behalf but will not pay fines, stand bail or pay legal fees.

INSURANCE & LIABILITY: The School shall not accept responsibility for accidents, illness, theft or loss of personal effects occurring at the School, on organised activities or in the homestay accommodation. The School shall not be held liable for its failure to provide any service whatsoever if that failure is caused directly or indirectly by industrial action, Government policy, war, terrorism or Act of God.

SCHOOL FACILITIES: The School must be reimbursed immediately for any damage caused to the School's property, books or equipment. Failure to do so may lead to expulsion. Students using the sports facilities on the School's premises do so at their own risk.

STUDENT INSURANCE: The student is responsible for arranging suitable insurance for personal possessions, medical treatment and travel for the period of their enrolment at the School.

MEDICAL INFORMATION: If a student has a medical condition or serious allergy, they are obliged to provide the School with full details of the condition/allergy and relevant medication, at the time of enrolment. The School reserves the right to decline a student's application. Likewise, the School reserves the right to curtail a student's course on medical grounds. The School is not responsible for medical problems or treatment that may arise as a result of information not being provided to the School.

TAXI TRANSFERS: It is the student's responsibility to provide clear and accurate flight and airport details for taxi transfers. The School is not responsible for delays caused by incorrect flight information, the airline or U.K. Immigration. Any charges incurred by such delays are payable by the student during the first week of School.

- Transfers must be booked at least two weeks before the student's arrival. Bookings received after this period will incur a supplement of £30.00 and the school can not guarantee transfers at such late notice.
- Additional passengers are charged at £30.00 per person.
- If a taxi transfer is booked from the airport, on the student's arrival day, the driver will meet him/her at the Airport Information Desk with a Wessex Academy sign.
- If the student is delayed by Immigration Control or lost luggage, he/she should telephone the School's emergency number (or ask an airport representative to do this on your behalf)
- The taxi driver will wait for up to 90 minutes after the scheduled landing time. Waiting time will be charged at £30.00 per hour. In some cases, the driver may not be able to wait longer than 90 minutes and a second taxi will be arranged at extra cost. Any additional charges must be paid by the student when he/she starts school or through their Agent (if applicable).

ACCOMMODATION: The School acts solely as an agent in arranging homestay accommodation. Accommodation is only arranged for students who are enrolled on full-time courses at the Wessex Academy.

- Homestay accommodation can be arranged in single or twin rooms
- Accommodation is booked from the Sunday before the start of the course until the Sunday immediately following the end of the course. Meals are half-board (breakfast and dinner) from Monday to Friday and full-board (breakfast, a light lunch and dinner) on Saturday, Sunday and English Public Holidays. Washing is included.
- The minimum payment required for accommodation is 4 weeks in advance. If a student requests to change their accommodation, one week's notice must be given to the School. If the student does not have a valid reason for moving, an administration charge will be made at the discretion of the Directors in addition to the cancellation fee (one week's accommodation fees).
- The School will endeavour to accommodate special dietary requirements (e.g. Muslim/Halal diet, No wheat, Vegetarian/Vegan etc.), however such requests cannot be guaranteed. A supplement will be charged in most cases. Any such requests must be specified at the time of booking.
- If students wish to stay in their accommodation during the Christmas and New Year holiday period a supplement of £35.00 per week will be added to the standard weekly accommodation fees.
- Accommodation is only provided for the period of enrolment and may not be booked for holidays except for students enrolled on the long-term courses during the scheduled holiday breaks.

HOLIDAYS: Holiday requests must be made at the time of enrolment and approved by the School's Directors. No changes are permitted once the course has begun. The semester dates and holiday breaks are fixed and cannot be changed. Unless requested at the time of booking, homestay accommodation is not provided during the holiday breaks. However, this can be arranged with the Accommodation Officer if required.